

Personnel Change Notification Form

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and ALBUQUERQUE BILINGUAL ACADEMY, hereafter "the school," effective on 7/1/2020.

The school is notifying the PEC of a change in personnel (check one):

- Head Administrator Business Manager Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

- Permanent Head Administrator Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: KYLE HUNT

New Head Administrator/Business Manager/Procurement Officer: PRIYAM BANERJEE

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): PBANERJEE@LPELC.COM 607-793-1944

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 4

Effective Date: 10/2/2023

The school's notification is hereby submitted by: *Priyam Banerjee*
Priyam Banerjee Director of Operations

Signature of School Representative: *[Signature]* Date: *01/24/24*

Signature of Governing Board Chair: *[Signature]* Date: *1/24/24*

For PEC/CSD use only

PEC Meeting Date:

- Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ Date: _____



NEW MEXICO
GENERAL SERVICES DEPARTMENT

Priyam Banerjee

*Who has satisfactorily pursued the certification training program and
passed the required examination.*

in accordance with the requirements established pursuant to

NMSA 13-1-95.2

is hereby awarded on this 21st day of October 2021

Chief Procurement Officer Certification

Certificate No. **CPO-2020-00000-02794.**



[Signature]
State Purchasing Agent

Albuquerque Bilingual Academy
ABA GC Meeting Minutes
Date: January 30, 2024

Board Members Present	Brenda Baca, Cynthia Guido, Chris Mott, Shawn Kristoff, Jose Garcia, Tiffany Bazan	
Absent		
Others in Attendance	David Bryant, Priyam Banerjee, Cindy Segura, Carol Helms, Karen Kilgore, Laura Castille, Monique Garcia, Dr. Marisol Delgado, DDSK Group	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Cynthia Guido called the meeting to order at 5:36 <u>pm</u> & Roll Call by C. Gudio	
Item	Discussion	Action/Recommendation

Approval of the December 18, 2023 Meeting Agenda	<p>I. Call to order Special meeting @5:36 p.m. Table to revise and approve the previous minutes.</p> <p>II. Roll call vote to confirm and announce a quorum.</p> <p>III. Approval of meeting agenda</p> <p>IV. Public Comment-None at this time.</p>	<p>Guido called for a motion to approve the minutes and agenda. Roll Call vote unanimous.</p> <p>Guido motioned and seconded Roll call to table minutes unanimous</p>
Action Items	<p>V. Special Items- Discussion and vote on Annual OMA resolution. Castille- it is our resolution that ABA will announce and make it public knowledge that all meetings will be held on Tuesdays. Notices and meeting agendas note that we will post on the bulletin board and website, 72 hours in advance. Available to call a special meeting as necessary(described in paragraphs three and four). Emergency meetings are allowed to be called if the content is warranted. The purpose of the meetings will be posted at the administrative offices of ABA. The date, time and place will be posted on the website. www.lpelc.com In addition to the above information, someone can get a copy of the agenda by visiting the link on the website. If an executive session is required the process is posted in the resolution. Phone in to the sessions are allowed as well as Zoom and hybrid meetings are allowed. 10 refers to public comment, 2 minutes or how long the GC decides as necessary. The comments are delivered in a civil manner and any opinion is not necessary. No individual board member will reply during the meeting. They will get back to the questioned person at a later time. Helms, when there is an issue that is contentious, no individual cannot donate their speaking time to another speaking party. Each party must use their own 2 minutes. This resolution was adopted on January 30, 2024. GC is allowed to amend or make changes as per the open meetings act.</p> <p>A. Discussion and formal vote for Priyam Banerjee to continue as the school's CPO</p> <p>B. Discussion and vote on Chris Moore as the school's business Manager.</p> <p>C. Discussion and vote on the proposed revised organizational chart. Bryant discussed the new chart and the responsibilities of each employee. There is a point of discussion for where to place the nursing staff. There is a need for another position for part time or full time custodian, a position for another assistant/secretary for the executive director. Assistant principal is listed under the principal and Executive director. Guido explains that admin assistants report to the executive director. Shawn-the principal has a lot of personnel reporting to them. In the current state only one or two that report to the DOF. Principal has to oversee all the licensed staff. Bryant-we strongly encourage the vice principal role to focus on school culture, events, parent, discipline would help lighten the load. An executive assistant that would coordinate at a higher level. To serve GC and administrative. DDSK-Dana Sanders, Disagrees with Mr. Bryant, conversation at length with administrators with a school of 400. There would not necessarily a need for an assistant</p>	<p>Castille Baca motion to approve Guido motioned and seconded by Mott Roll call to table minutes unanimous</p> <p>Shawn motion to approve and Garcia second. Roll call vote unanimous.</p> <p>Mott motion to approve and Shawn second. Roll call vote unanimous.</p>

principal. This is a suggestion, not set in stone looking at hr needs going forward. Priyam and Bryant could review and identify the amount (number) of positions needed. The need will drive the employed. There are positions currently that are not listed on this list. Hate to disagree in public, but needs to be said. Mott-what positions are not listed. Security Guard, Social Worker. The HR Stars coordinator needs to be listed. This line should connect to student information systems. Athletic director Coach Kahn is not listed. Bryant, how do you feel about Athletic director, WE have soccer, cross country, flag football, basketball. We are proud to be the basketball champions this year. This is not a stipend position. Coach Kahn is currently the coach and athletic director who does not receive a stipend. Title was assigned to him and falls under his job description. He submits after school timesheets. IF you would provide stipend, does not need to be on the organizational chart. The true duties under the DOF. The student information systems needs to be moved. We would need 2 or 3 custodians to take over any maintenance issues at the school. We currently have an outsource custodian company to clean at night. One more custodian is necessary for when the one custodian is sick or out. Shawn, just a thought to explore how to fill the need of custodian needs whether in the day and night or staggered hours. Whether they are full time or part time cleaning. Bryant, we currently pay coach Kahn 10 hours a week stipend for part time maintenance duties. We really need a real maintenance person on staff. Baca, this person will be licensed to do plumbing, construction background. Bryant-Coach Kahn has done a great job adding lights on campus and fixing broken items. Coach is interested in moving over to the position of maintenance. HE has explored on his own some training options that are available here at this school. If Kahn interviewed for the position he would make a great candidate. Bryant-any other questions or comments. Guido- What shall we do on the organizational chart. Shawn- Maybe we should table and discuss the actual numbers for budgetary issues going into next year. Bryant- we will be sending out letters of intentions soon .

- D. Discussion and vote for cell phones, laptops, etc for the GC. Guido, This will allow for ease of communication. What do you think Brenda? Shawn, when you use a personal and work phone, it gets confusing when using a google account and dealing with sensitive information. It may be common practice to have access to the technology. Priyam, we have had such a hard time dealing with AT and T. Much rather to offer a stipend to allow use of personal phones. The school has purchased 17 cell phones, didn't use them and was a waste of money. Shawn- really does not want 2 phones. Dana-Being in the superintendent seat in a large district. They will ask for all records on a personal phone, you will need to give it over. You are opening yourself up to personal emails and text messages to become public records. If the IRS asks, I can personally show that my personal phone is not crossed with a professional phone. INSpection of public records act in NM states that if you use anything professional and private, they can look at all your information. For ease, some members forward school emails to personal emails. A lot of those emails will get swept into the public record. Everyone at GC needs access to at least a school issued laptop. The president at least needs a school cell phone to avoid personal and professional information to be connected. If you are forwarding emails, it is suggested stop doing that to not mix up personal information. Guido, they have the ability to subpoena your phone. Your employer has the right to have access to your device. Laura- when you forward your professional emails to personal email that is when you can get into trouble. Guido-let's determine who wants a laptop, ipad or cell phone for the governance council. Jose wants a phone. Priyam states that there is a laptop broken or lost it must be replaced. Brenda was issued a laptop that was lost. Chris- it is easy to respond to email, you may need a phone but easier to type up on. Tiffany-Ipad. Brenda-phone Chris-phone. Cynthia-Phone and laptop. Dana-is there a laptop policy? Priyam, yes there is a policy states that you must replace a lost or broken equipment. Brenda was using for Zoom and emails. Until there is some sort of funds from the insurance company we are following the school policy. We definitely need to revisit this device policy. With GC will need to leave the campus with the device. Let's visit if it is for GC

Shawn motion to approve and Garcia second. Roll call vote unanimous.

versus staff, students. If there is a legitimate police report or insurance that should cover that. Dana-it is a ridiculous idea to have the GC secretary to take notes at GC meetings. Priyam-We did have a scribe but she decided to not continue. Now we have a new scribe. Laura- Let Baca be reissued a computer if she needs it for GC business. Would it be easy for them to access since it was lost. Brenda says that there was an attempt to access the email and laptop on the 10th only one time. Bryant reset the school password. Guido- Brenda, do you need a computer? Guido-we are going to need 4 phones, 1 laptop and 1-Ipad. We will need to restart a new phone account. Priyam-I need clarification about the existing phone lines. Call a different company to identify where we can get new service. The majority of the lines were for the hotspots. Chris-We are currently working to fix the existing phone service. Guido-personally lets go through tmobile. Baca-for the effort of reporting -the executive director and the CFO needs a work phone. Guido-Laura can you do a waiver to state they will use personal phone for school. This way we have a document on file. Bryant-can I get back to you on this. Please let Priyam know so she can order.

E. Discussion of items to be purchased with ESSR funds. Guido- on a walking tour, the kitchen needs a complete overhaul. Boxes of food and supplies all over the place. WE need a walk in. Plexiglass frame for food line. Countertop. Electrical needs to be looked at. Baca- There is still not enough electricity for the kitchen. Priyam, the building C is still not talking to the main board, concerns about fire drills. Bryant-the voltage is not appropriate to be able to handle the kind of volume for the kitchen. Baca- Last year we spoke to TLC to look at the kitchen. We do not have a servicing agreement with TLC. R and B is a good company to handle the kitchen. Guido can get information for ABA. Priyam- it is estimated 30,000 to fix the electrical, that has been approved. Baca- This building is new and the electricity is not up to par. Can we go back to Bricon and we paid a lot of money to fix a brand new building and see why the electrical capacity is not up to par. Can we go back to the construction company and will this fall under their contract. Laura-there may be some warranties, we will need to look through all the documents to see if there is any claim to force them to come back to fix it. Guido-Priyam can you please look into the documents to see if we have any warranties. Priyam-look into and get electrician information for ABA. Chris- we would recommend the kitchen go through the ESSR funds. Bryant- This will be year 4 for computer usage maybe we can replace chromebooks. Is there any kind of trade in service with chromebooks for after 2 years. Guido- Chris explain how 729,641 dollars that must be spent. Software-ela. This money can be spent on community schools implementation. We have a meeting on Thursday. Prek has 60,000 is down to 20,000. The last 20,000 needs to be spent on prek. Jose-do we have a library? We got a notice from the state that we have a library fund. Chris-we have 3,000 fund for library. Family income index has already been spent. We have plenty of money to spend. The most concerning ones are OST, Community school grant, SRT. Case manager, afterschool. Can we get approval to start.

F. No bars today for approval. Table BARS for now

G. Update on field projects, including new renderings and cost estimates. We do not want a baseball field. We want a multipurpose field for our students. We have an updated renderings but are waiting for them to provide specific costs. We do not want to move forward until we get a detailed cost so that we know how to proceed. Guido-I think we need to table this until next year. This is something that we have time to wait. Priyam-we are getting fined because the permitting process has been held up. Can Laura look into this so that the school can not be charged. This soil has been grated and now erosion is happening. Perhaps a gardening club. Priyam -our school has been cited several times. WE cannot connect with the persons, and we are having issues becoming a point of contact because Mr. Jones was the original point of contact. They have to come every Saturday for an inspection. Laura- suggest that since we are putting a pause, they need to come and put something on the soil. They should have never moved the dirt around without permits. This has cost alot of money. I am conflicted and want to cut ties with this company. They are being evasive and the cost keeps going up. This is another reason to break the contract. Can they bring

Mott-Motion
Chris-Second
Roll call vote unanimous.

Baca motioned
Shawn second
roll call vote unanimous to
begin getting quotes and
approvals

something to cover the dirt. Shawn-If we can cut ties from the contract company but not the city. Brenda- My concern is what if it was a different company that did the grating. Laura- Priyam did you find a PO from Dustin to pay 60,000 to grate the dirt. Bryant-this new rendering will have us move the existing playground. Do we have use for this money better spent than 2 million dollar project. Guido-suggestion get a landscaper to come and estimate just to cover this area. Jose-question before we got cited, were we fined for the weeds? Bryant-the first time was in september that we got fine. On a windy dusty day we don't want the soil to blow around. Let's table this and Priyam can get possible cost estimates to cover the field. Laura-I would like to see documentation of this company who made this a real problem. Do we have a formal contract. Please Baca send the email. Shawn- can we file something to stop the fines? Laura-do you have a contact where we can contact them to see why they come out to inspect and fined. Bryant-we are lucky that we have not been fined previously. Priyam-we did fix the soil stabilization. The foundation needs to give us permission. This issue will not stop until we figure out what to do with the soil. Laura-WE need to speak to the contractor and the city. This project will be on hold for the next year. We cannot keep eating the fines. Priyam-The gentleman who has been visiting us is quite patient and lovely. The next meeting I will sit down and ask him how we can resolve this issue this week or next week.

H. Interim Ex Director item:

1. We need permission to spend the OST and community school grant. Bryant is passing out the proposed spending for afterschool. Photography club equipment with protection plan. 15,0000
2. Starter after school supply 5,000 hands on activities.
3. printer and photo supplies
4. Nexplere for on site field trips 13,500 for the rest of this semester. One field trip per day for each day of the week. there would be 4 pods with 1 more day for those who missed. This is age specific.
5. Enrichment supply fees- 6,000 to allow all participants
6. Pastry class and supplies \$5,000 once a week. Beginning with afterschool then community. Keeping things nutritional guidelines.
7. Summer camp 25,000 optional for students to have summer reading or math intervention with fun PE and activities.
8. Year book supplies 5,000
9. Baile Folklorico for each student who want to participate. Informally we do have interest for about 20 students. 7,000
10. Reading materials in English and Spanish 7,000. We do not have a library. We would like to spend a little more on the Spanish side. Quote to see 1 book for each student in grades k-5 is about 1,800.

Baca-we are needing to go digital, what are we doing for this. We have 2,200 to spend on books. Bryant-there is invaluable investment to getting a physical book in hands so that we can read and discuss as a whole. Guido-having a book in your hand is so important.

- I. Site visit-we got real good comments on the dual language and what they saw in the classroom.(mid school data binder fidelity-) Shawn, maybe inform the parents and send home frequently. This is fixable within the next weeks. PD needs to approve our school safety plan. The resolution vote to make Priyam and Chris in their positions. We will finalize within 30 days. Financial compliance-2 board members not fully trained. FY23 audit were able to be explained. Congratulated on attendance and student retention. NM vistas is the newest school grading and today they published our school's data. We are at a 51 rather than 39. Bryant sent out a clarification email to teachers today. Our site visit went super well!!!! Questions on the site visit. We had the full team, big guns, here on campus and we were complimented.
- J. Visitors policy- We want to moved towards to any guest who is on campus feels welcomed and how to welcome guests. We want to have clear attitude and the accountability of professionalism. There is a quote provided with appropriate language that will be the expectation
- K. Business managers report starting page 2 decembers expenditures \$641,817.51 We are starting to stabilize. Next month we are expecting

Baca motioned
Shawn second
roll call vote unanimous to
allow for getting coverage of
soil.

Cynthia motioned
Chris second
roll call vote unanimous to
begin getting spending

Baca motion to approve
Guido 2nd motion
roll call vote unanimous to
implement visitor's policy.

	<p>for the spending to be a little more. Pages 3-5 is a breakdown of all checks going out. This has a good detail of invoice. Page 6 expenditure report operations is 67% spent which is a great point to be at. We have spent the majority of funds. Site visit is saying 75% of monies. We are about half of funds being encumbered. 431,000 has been spent so far. We have adjusted and we have plans. Revenue-sale of building is showing us high that we exceeded revenue. Operational 12.06 carry over. We have plans to spend the money. We are a bit high, we need to be between 4-6%. Expenditures is very consistent-all in the classroom. Compensation and benefits. Page 28. Bank reconciliation. We are perfect. Outstanding check list. Any checks more than 90 days old. 9/22 through 1/23 to avoid audit finding. Need to research Omnify. Follow up with any checks within 90 days.</p> <p>L. Executive Session</p>	<p>Shawn motion to approve Baca 2nd motion roll call vote unanimous to move to executive session</p>
	<p>8. Special Issues (Discussion/Action)</p>	
<p>Reconvene to Open Session</p>	<p>Roll call</p>	<p>Reconvene to Open Session</p>
<p>Action as Necessary from Closed Session Discussion/Action)</p>	<p>Request to go to closed session</p>	<p>Baca motion to approve and cynthia seconds. Roll call vote unanimously.</p>
<p>Public Comment</p>	<p>N/A</p>	
<p>Announcement of Next GC Meeting And Adjournment</p>	<p>Next GC meeting- Tuesday, February 27, 2024</p> <p>The meeting was adjourned at 8:45 pm</p>	