

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 8/1/2020.

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~~: David M. Bryant (Interim)


New Head Administrator/~~Business Manager/Procurement Officer~~: Elena R. Trodden

Contact information for new Head Administrator/~~Business Manager/Procurement Officer~~ (phone, email): 505-836-7706, etrodden@lpec.com

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 7

Effective Date: 2/26/2024

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

Signature of School Representative:  **Date:** 2/27/24

Signature of Governing Board Chair:  **Date:** 2/27/24

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:** _____

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL THREE-B PRE K-12 ADMINISTRATIVE
is issued to

ELENA RAFAELA TRODDEN

Effective from July 01, 2022 to June 30, 2027
Licensure Number: 248054

ISSUED

Kurt A. Stamba
Secretary of Education

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL THREE-A INSTRUCTIONAL LEADER K-8 ELEMENTARY
With Endorsement in TESOL is issued to

ELENA RAFAELA TRODDEN

Effective from July 01, 2022 to June 30, 2031
Licensure Number: 248054

ISSUED

Kurt A. Stamba
Secretary of Education

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL THREE-A INSTRUCTIONAL LEADER BIRTH TO GRADE 3 EARLY CHILDHOOD
With Endorsement in TESOL is issued to

ELENA RAFAELA TRODDEN

Effective from July 01, 2022 to June 30, 2031
Licensure Number: 248054

ISSUED

Kurt A. Stamba
Secretary of Education

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL TWO 7-12 ATHLETIC COACH
is issued to

ELENA RAFAELA TRODDEN

Effective from July 01, 2022 to June 30, 2031
Licensure Number: 248054

ISSUED

Kurt G. Stamba
Secretary of Education

Albuquerque Bilingual Academy

ABA GC Meeting Minutes

Date: February 13, 2024

Board Members Present	Brenda Baca, Cynthia Guido, Chris Mott, Shawn Kristoff, Tiffany Bazan, Jose Garcia	
Absent		
Others in Attendance	David Bryant, Priyam Banerjee, Cindy Segura, Carol Helms, Karen Kilgore, Laura Castille, DDSK	
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

<p>Approval of the January 30, 2024 Meeting Agenda</p>	<ol style="list-style-type: none"> I. Call to order Special meeting @5:43 p.m. II. Motion to change the agenda to move to go to executive session first- Roll call vote, unanimous. Roll call vote to go executive session Baca calls and Tiffany seconds with a roll call vote unanimous. III. Guido motions to resume regular session <p>No action was taken in executive session. Formal offer for Ms. Elena Trodden the opportunity to be offered the role as the Executive Director position. Roll Call unanimous. Welcome to Albuquerque Bilingual Academy. Any other comments. No</p> <p>Make a motion for DDSK to make policies and procedures. Dana-DDSK will provide policy but the ED procedures will produce the procedures to implement the policies. The two things must be separated. Policy is provided. Procedures is from ED.Ms. Trodden. Clarifying questions to be taken to the GC. Some procedures can be given to the discretion of Ms. Trodden. Are we adding new policies or just clarifying policies-Chris. DDSK is used to very formal meetings. Just so you know this would be an all inclusive set of policies for a charter school. Will need to run by legal council to ensure the policy handbook is adequate. There are policies that have been added such as policy for camera viewing. Any other items necessary and add them to the handbook. If it is new, we need to go through the current handbook to see what the current policies are. Chris-how to get the handbook to all employees with new policies so that everyone is on the same page. Make it readily available as soon as possible. Put a due date on this. Timeline for this (DDSK) we would like to proceed in the following manner, some policies need to be put in place. Once you have a couple of weeks, then you would vote to have them implemented as a handbook for your school. Table of contents google document with a link to click to take you to the place where to access. Place on the website so that all have access to the document. Shawn- make accessible to board members in draft format. Board would need to review quickly for feedback. When there is a lack of policy there is availability to wiggle in or out of things. Suggest to adopt policy then make edits. We would want to revise these policies on a yearly basis. Since these are fresh, review them first then work through the executive director. Policy handbooks are ever changing because of legislature needs and wants. Issues that arise during the year. Take the whole handbook once a year, decide what works and what needs to be added. This is called a living document. YOU are never ever going to touch policy for everything that could happen. This is a best shot for a very organized manner. Very easily electronically accessed. This has been a big concern. Does anyone have anything to add?j DDSK will add everyone to the document. What is the timeline for being able to view the handbook. They will give council a chance to look at it. DDSK will be out of state as of tomorrow and can send tonight what is working document. Shawn will motion to accept the policy handbook from DDSK. Baca has a question, the invoice is a solid flat rate or will you add and charge more. NO, this policy is provided for a year, outlined when they send the quote, we will work through it with you. Shawn, You will give us pdf format, word format for edits and adjustments. Then if you destroy it you are in trouble. you can highlight and make notes for yourself. Any questions. Guido makes a motion for DDSK to make the policy, Chris seconds the motion. Roll call vote unanimous.</p> <p>Deadline for tablets and smart phones. Does Priyam need someone else to help. Laptops are on site. PHone is not set up yet. Next week can finalize cell phones. Elena would prefer a cell phone and an iPad. Phone and ipads for all members and executive director. Priyam will issue the Executive director a laptop. Deadline for next Friday for cell phones and tablets for the GC.</p>	<p>Guido called for a motion to approve the minutes and agenda. Bazan Seconds Roll Call vote unanimous. Guido call to motion and Baca second the motion.</p> <p>Guido makes a motion to adopt the deadline. Chris Seconds. Roll call vote unanimous</p>
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Reconvene to Open Session		
Action as Necessary from Closed Session Discussion/Action)	Request to adjourn	Guido motion to close, Baca seconds. Unanimous roll call to adjourn
Public Comment	N/A	
Announcement of Next GC Meeting And Adjournment	Next GC meeting- Tuesday, February 27, 2024 The meeting was adjourned at 6:28 pm	6:28 pm adjourn

Albuquerque Bilingual Academy

ABA GC Special Meeting Minutes

Date: December 29 2023

Board Members Present	Brenda Baca, Shawn Kristoff, Tiffany Bazan, Jose Garca, Chris Mott	
Absent	Cynthia Guido	
Others in Attendance	Laura Castille, Carol Helms, Karen Kilmore	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Jose Garcia called the meeting to order at 5:37 pm & Roll Call by Jose Garcia	
Item	Discussion	Action/Recommendation
Approval of the Agenda		Garcia called for a motion to approve the agenda. Baca motioned. Bazan seconded. Garcia called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained
Agenda Items		
Special Issues (Discussion/Action)		
Closed Session	The Governing Council will vote to conveniently Execute Session pursuant to NMSA 10-15-1 H (2), limited personnel matters; specifically, the council will discuss personal matters / concerns involving the Interim Executive Director.	
Reconvene to Open Session		Reconvene to Open Session
Action as Necessary from Closed Session (Discussion/Action)	Concerns regarding Interim Executive Director in closed session. Vote regarding Interim Executive Director discipline taken. Vote to post permanent Executive Director	Kristoff motion to accept Interim Director discipline taken Mott second the motion Garcia called for a vote. GC approved unanimously by 5-0. 0 opposed; 0 abstained Baca Motion to post permanent Executive Directors Position Bazan Second the motion Garcia called for a vote . GC approved unanimously by 5-0, 0 opposed; 0 abstained
Interim Director Updates		
Public Comment	N/A	
Announcement of Next GC Meeting And Adjournment	Next GC meeting 01/23/2024 at 5:30 PM The meeting was adjourned at 6:34 pm.	Garcia asked for a motion to adjourn. Mott motioned. Baca seconded. Garcia called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained

Albuquerque Bilingual Academy
ABA GC Special Meeting Minutes
Date: December 11, 2023

Board Members Present	Brenda Baca, Cynthia Guido, Shawn Kristoff, Tiffany Bazan, Jose Garca, Chris Mott	
Absent		
Others in Attendance	Laura Castille, Carol Helms, Karen Kilmore	
QUORUM	<u> X </u> YES NO	
Meeting called to order	Jose Garcia called the meeting to order at <u>8:00 am</u> & Roll Call by Tiffany Bazan	
Item	Discussion	Action/Recommendation
Approval of the Agenda		GARCIA called for a motion to approve the agenda. Kristoff motioned. Bazan seconded. GARCIA called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained
Agenda Items	None	
Special Issues (Discussion/Action)		
Closed Session	The Governing Council will vote to convene Executive Session pursuant to NMSA 10-15-1H(2), limited personnel matters; specifically, the council will discuss updates regarding the Executive Director currently on paid administrative leave; NMSA10-15-1H (7), litigation; specifically, pending or threatening litigation pending against ABA and GC members, current proceedings relating to such litigation and options the Council may consider.	
Reconvene to Open Session	Reconvene to Open Session	
Action as Necessary from Closed Session (Discussion/Action)	Acceptance of Executive Director Chris Jones resignation from Albuquerque Bilingual Academy.	Mott motioned to accept C. Jones resignation. Baca seconded. Garcia called for a vote. GC approved unanimously 6-0. 0 opposed; 0 abstained
Interim Director Updates	N/A	
Public Comment	N/A	
Announcement of Next GC Meeting And Adjournment	Next GC meeting 01/23/2024 at 5:30 PM The meeting was adjourned at 6:34 pm.	Garcia asked for a motion to adjourn. Guido motioned. Kristoff seconded. Garcia called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained