



New Mexico Public Education Commission (PEC)

Personnel Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in the school's Head Administrator, Business Manager or Procurement Officer.

Submission Deadline: Changes to the school personnel do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Only one personnel change may be submitted per form. If more than one personnel change is being submitted, the school must submit separate forms.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this personnel change. Business Manager and Procurement Officer changes will be added to the board of finance documentation on file with CSD.

The school must provide:

- Fully completed form

For Head Administrator:

- Approved board minutes or certification of the vote taken by the board to hire the new administrator and status as interim or permanent position offered
- Copy of NMPED School Administrator License for new administrator
- Resignation letter of outgoing administrator or board minutes showing the vote to terminate or not to renew the outgoing administrator's contract

For Business Manager:

- X Board minutes approving the business manager change
- X Affidavit of financial record custodian (a completed and notarized affidavit of financial record custodian)
- X Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)
- X School business official license (copy of current, valid school business official license)

For Procurement Officer:

- Board minutes approving the procurement officer change
- Chief procurement officer certificate

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.

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 8/19/2024.

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: Chris Moore

New Head Administrator/Business Manager/Procurement Officer: Shirley Cieremans

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): (505) 836-7706 scieremans@abqbilingual.org

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 9

Effective Date: 8/19/2024

The school's notification is hereby submitted by:

Signature of School Representative: Elena Hodder **Date:** 8/19/2024

Signature of Governing Board Chair: [Signature] **Date:** 8/19/2024

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:** _____

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Valencia)

I, Shirley Creremans, [affiant] after being duly sworn, state:

- 1. I live in the City of LOS LUNAS, County of Valencia, New Mexico.
- 2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.
- 3. I have completed the following training in the maintenance of financial records:
 - a)
 - b)
 - c)
- 4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
- 5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
Bachelors	University of Phoenix	January 16, 2012	
Master's	University of Phoenix	January 27, 2014	
School Business Official	NMPED	July 2023	YES

FURTHER AFFIANCE SAYETH NAUGHT.

Shirley Creremans
[Signature of Affiant]

July 31, 2024
Date

Shirley Creremans
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 31st day of July, 2024.

[Notary Seal:]

Karen Wolfe
NOTARY PUBLIC

My commission expires: March 14, 2024.

**STATE OF NEW MEXICO
NOTARY PUBLIC
KAREN S. WOLFE
COMMISSION NUMBER 1071454
EXPIRATION DATE 3/14/2026**



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
7/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

PRODUCER Potts & Associates Insurance Brokers CA License #0814733 4800 Park Granada #200 Calabasas, CA 91302	CONTACT NAME: Risk Services PHONE (A/C, No, Ext): (800) 578-8800 E-MAIL ADDRESS: rnservices@pottsaassoc.com PRODUCER CUSTOMER ID #: 00016280	FAX (A/C, No): (818) 449 9440
	INSURER(S) AFFORDING COVERAGE	
INSURED New Mexico Public Schools Insurance Authority Member: Albuquerque Bilingual Academy 410 Old Town Highway Santa Fe, NM 87501	INSURER A: New Mexico Public Schools Insurance Authority NAIC # N/A	
	INSURER B: Hanover Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 191, Additional Remarks Schedule, if more space is required)

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
	<input type="checkbox"/> PROPERTY				BUILDING	\$
	<input type="checkbox"/> CAUSES OF LOSS				PERSONAL PROPERTY	\$
	<input type="checkbox"/> DEDUCTIBLES				BUSINESS INCOME	\$
	<input type="checkbox"/> BASIC				BUILDING	\$
	<input type="checkbox"/> BROAD				CONTENTS	\$
	<input type="checkbox"/> SPECIAL					\$
	<input type="checkbox"/> EARTHQUAKE					\$
	<input type="checkbox"/> WIND					\$
	<input type="checkbox"/> FLOOD					\$
	<input type="checkbox"/>					\$
	<input type="checkbox"/> INLAND MARINE	TYPE OF POLICY				\$
	<input type="checkbox"/> CAUSES OF LOSS				\$	
	<input type="checkbox"/> NAMED PERILS	POLICY NUMBER			\$	
					\$	
B	X CRIME	BD3-H274469	07/01/2024	07/01/2025	X Employee Theft	\$ 2,000,000
	<input type="checkbox"/> TYPE OF POLICY				X Forgery or Altercation	\$ 2,000,000
					X Faithful Performance	\$ 1,000,000
	<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$
						\$
					Deductible Comp \$750	\$
					Deductible Coll \$750	\$

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 191, Additional Remarks Schedule, if more space is required)
 Re: Fidelity Bond for the business manager.

CERTIFICATE HOLDER NM Public Education Dept.	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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STATE OF NEW MEXICO



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

LEVEL ONE SCHOOL BUSINESS OFFICIAL
is issued to

SHIRLEY A CIEREMANS

Effective from July 01, 2023 to June 30, 2026
Licensure Number: 286064

ISSUED

A handwritten signature in black ink, appearing to read "Shirley A. Cieremans".

Secretary of Public Education

**August 19, 2024 Special Meeting
5:30 p.m.
ALBUQUERQUE BILINGUAL ACADEMY
GOVERNING COUNCIL
7500 La Morada Pl. NW
Albuquerque, NM 87120**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service, to attend or participate in the hearing or meeting, please contact the Executive Director's Office at (505-836-7706) as soon as possible. Agendas are available in the Executive Director's Office at 7500 La Morada Pl. NW Albuquerque, NM 87120, 72 hours prior to the meeting and posted on the ABA Website (www.lpelc.com).

1. CALL TO ORDER

President Brenda Baca called the Albuquerque Bilingual Academy Governing Council special meeting to order on August 19, 2024 at 5:33pm and welcomed those who were participating in the council meeting in person and those who were watching the council meeting via livestream on Zoom.

2. ROLL CALL VOTE TO CONFIRM AND ANNOUNCE A QUORUM OF BOARD MEMBERS

ABA Council Members Present:

Brenda Baca, President

Chris Mott, Vice President

Shawn Kristoff, Secretary

Jose Garcia, Member

Cynthia Guido, Member

Administrators Present:

Shirley Cieremans, Chief Finance Officer

Nicaea Chavez, Principal

Others Present:

Laura M. Castille, Cuddy & McCarthy, LLP

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3. APPROVAL OF AGENDA

Ms. Baca announced that took them to Item #3. APPROVAL OF THE AGENDA. She asked if there were any changes or deletions to the agenda.

There being none Ms. Baca called for a motion.

Mr. Kristoff moved, and Mr. Mott seconded, to approve the agenda as submitted. Ms. Baca asked if there was any discussion. There being none, Ms. Baca called for a vote, with the following results: Mr. Mott- yes; Mr. Kristoff- yes; Ms. Guido- yes; Mr. Garcia- yes; Ms. Baca- yes. Motion to approve the agenda as submitted passed 5/0.

4. APPROVAL OF MINUTES

A. June 26, 2024 Regular Council Meeting (Approved by Consent)

B. July 24, 2024 Special Council Meeting (Approved by Consent)

5. ACTION ITEMS - Discussion and Possible Approval

A. Business Manager - Shirley Cieremans

Mr. Mott moved, and Ms. Guido seconded, to approve Shirley Cieremans as Business Manager. Ms. Baca asked if there was any discussion. There being none, Ms. Baca called for a vote, with the following results: Mr. Mott- yes; Mr. Kristoff- yes; Ms. Guido- yes; Mr. Garcia- yes; Ms. Baca- yes. Motion to approve Shirley Cieremans as Business Manager passed 5/0.

B. Fencing / Gate

Mr. Mott moved, and Ms. Guido seconded, to approve a contract with TriWest Fence for fencing services. Ms. Baca asked if there was any discussion. There being none, Ms. Baca called for a vote, with the following results: Mr. Mott- yes; Mr. Kristoff- yes; Ms. Guido- yes; Mr. Garcia- yes; Ms. Baca- yes. Motion to approve TriWest Fence passed 5/0.

C. Canteen Food Services

Mr. Mott moved, and Ms. Guido seconded, to approve the contract with Canteen Food Services. Ms. Baca asked if

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there was any discussion. There being none, Ms. Baca called for a vote, with the following results: Mr. Mott- yes; Mr. Kristoff- yes; Ms. Guido- yes; Mr. Garcia- yes; Ms. Baca- yes. Motion to approve Canteen Food services passed 5/0.

D. GC Open Position - Tiffany Bazan

Mr. Kristoff moved, and Ms. Guido seconded, to table GC Open position - Tiffany Bazan. Ms. Baca asked if there was any discussion. There being none, Ms. Baca called for a vote, with the following results: Mr. Mott- yes; Mr. Kristoff- yes; Ms. Guido- yes; Mr. Garcia- yes; Ms. Baca- yes. Motion to table GC Open position passed 5/0.

E. GC Board Organization:

Albuquerque Bilingual Academy Governance Council

Brenda Baca, President

Chris Mott, Vice President

Shawn Kristoff, Secretary

Jose Garcia, Member

Cynthia Guido, Member

Mr. Kristoff moved, and Ms. Guido seconded, to approve the GC Board Organization. Ms. Baca asked if there was any discussion. There being none, Ms. Baca called for a vote, with the following results: Mr. Mott- yes; Mr. Kristoff- yes; Ms. Guido- yes; Mr. Garcia- yes; Ms. Baca- yes. Motion to approve the GC Board Organization passed 5/0.

E. Ancillary Services - Presence

Mr. Mott moved, and Mr. Kristoff seconded, to approve Presence Ancillary Services contract. Ms. Baca asked if there was any discussion. There being none, Ms. Baca called for a vote, with the following results: Mr. Mott- yes; Mr. Kristoff- yes; Ms. Guido- yes; Mr. Garcia- yes; Ms. Baca- yes. Motion to approve Presence contract passed 5/0.

F. Elevate School Business Solutions

Mr. Kristoff moved, and Ms. Mott seconded, to approve Elevate School Business Solutions. Ms. Baca asked if there was any discussion. There being none, Ms. Baca called for a vote, with the following results: Mr. Mott- yes; Mr.

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Kristoff- yes; Ms. Guido- yes; Mr. Garcia- yes; Ms. Baca- yes. Motion to approve Elevate School Business passed 5/0.

G. Technology

1. Hardware and Software

Mr. Kristoff moved, and Ms. Guido seconded, to table Technology. Ms. Baca asked if there was any discussion. There being none, Ms. Baca called for a vote, with the following results: Mr. Mott- yes; Mr. Kristoff- yes; Ms. Guido- yes; Mr. Garcia- yes; Ms. Baca- yes. Motion to table Technology passed 5/0.

8. ANNOUNCEMENT OF MEETING:

- August 28, 2024 Regular Meeting 5:30 pm

9. ADJOURNMENT

Ms. Baca announced that took them to Item 9. ADJOURNMENT. She called for a motion.

Mr. Kristoff moved, and Ms. Baca seconded, to adjourn the special meeting. Ms. Baca asked if there was any discussion. There being none, Ms. Baca called for a vote, with the following results: Mr. Mott- yes; Mr. Kristoff- yes; Mr. Garcia- yes; Ms. Guido- yes; Ms. Baca- yes. The motion to adjourn the meeting passed: 5/0.

The meeting was adjourned at 6:19pm.

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Approved this 28th day of August 2024.



Brenda Baca, Council President



Shawn Kristoff, Council Secretary

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