



New Mexico Public Education Commission (PEC)

Governing Body Member Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in a member or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

Submission Deadline: Changes to the Governing Body membership do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Vacancies must be filled within 45 days; one 30-day extension may be requested.

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 membership change. The documentation will be added to the board of finance documentation on file with CSD.

The school must provide:

- Fully completed form
- Approved board minutes or certification of the board's vote accepting the new member
- Resignation Letter or board meeting minutes removing the previous member
- Statement of Governing Body Member to Consult with PED
- Affidavit of Governing Body Member
- Assurances of Governing Body Member

Contact charter.schools@ped.nm.gov with questions about completing or submitting documents.

Governing Body Member 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 10/30/2024.

Current Governing Body Members and Positions: Brenda Baca, President; Christopher Mott, Vice President; Shawn Kristoff, Secretary; Cynthia Guido; Jose Garcia

Governing Body Member(s) Resigning or Removed: Tiffany Bazan

New Governing Body Member(s) and Position(s): Tiffany Bazan

Contact information for New Governing Body Member(s) (phone, email): (575) 665-8790, tbazan_gc@abqbilingual.org

Is the school requesting an extension to fill a vacancy: yes no

If so, provide date of vacancy: [Click or tap here to enter text.](#)

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 10

Effective Date: 10/30/2024

The school's notification is hereby submitted by:

Signature of School Representative: Elena Trodd **Date:** October 30, 2024

Signature of Governing Board Chair: [Signature] **Date:** October 30, 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:** _____

ASSURANCES

My name is Tiffany Bazan and I reside in Albuquerque, New Mexico. I am a member of the governing body for Albuquerque Bilingual Academy a charter school which is located at 7500 La Morada Pl NW, I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Tiffany Bazan

Printed Name

Tiffany Bazan

Signature

October 30, 2024

Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF Bernalillo)

I, Tiffany Bazan, after being duly sworn, state:

1. My name is Tiffany Bazan and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the [insert name of school] in Albuquerque, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Tiffany Bazan
[Signature]

October 30, 2024
Date

Tiffany Bazan
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 30 day of October, 2024.

[Notary Seal] **State of New Mexico**
Notary Public
Shirley A. Cieremans
Commission Number 1102892
Expiration Date 10/25/2026

Shirley A. Cieremans
NOTARY PUBLIC

My commission expires: October 25, 2026.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

Albuquerque Bilingual Academy

We, the undersigned, make up the governing body of the [insert name of school], located in Albuquerque, New Mexico.





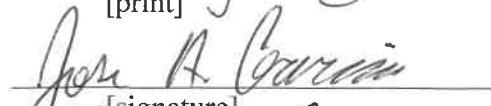
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 30 DAY OF October, 2023.

1. 
[signature]
Brenda Baez
[print]
2. 
[signature]
CHRIS MOTT
[print]
3. 
[signature]
Shawn Wittoff
[print]
4. 
[signature]
Tiffany Bagan
[print]
5. 
[signature]
Jose A. Garcia
[print]

Attach additional pages if membership exceeds five.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

Albuquerque Bilingual Academy

We, the undersigned, make up the governing body of the [insert name of school], located in Albuquerque, New Mexico.



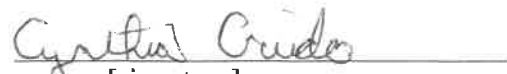
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

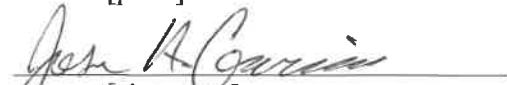
We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 30 DAY OF October, 2023.

- 1. 
[signature]
Brenda Pace
[print]
- 2. 
[signature]
CHAS MOTT
[print]
- 3. 
[signature]
Cynthia Guido
[print]
- 4. _____
[signature]

[print]
- 5. 
[signature]
Jose H. Garcia
[print]

Attach additional pages if membership exceeds five.

September 25, 2024 Regular 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 regular meeting to order on September 25, 2024 at 5:35pm 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 (joined meeting at 5:39pm)

Cynthia Guido, Member

Administrators Present:

Elena Trodden, Executive Director

Shirley Cieremans, Chief Finance Officer

Nicaea Chavez, Principal

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Diedra Martinez, Principal

Others Present:

Laura M. Castille, Cuddy & McCarthy, LLP

Mahalia Aponte, Teacher

Approximately 3-5 additional individuals were in attendance and watching via livestream.

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.

Ms. Guido 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 voice vote, with the following results: Mr. Mott- yes; Mr. Kristoff- yes; Ms. Guido- yes; Ms. Baca- yes. Motion to approve the agenda as submitted passed 4/0.

4. PUBLIC COMMENT — (In accordance with Section 10-15-1(B) of the Open Meetings Act (NMSA 1978,

Sections 10-15-1 to -4 and ABA Council Policy 125 Public Participation-Governing Council Meetings)

Ms. Baca announced that took them to Item #4. PUBLIC COMMENT. She asked if there were any requests for public comment. Ms. Trodden responded that there were no requests to address the council.

5. APPROVAL OF CONSENT ITEMS

*(Discussion/Action) (*Indicates Items for Consideration by Consent. There will be no discussion of these items unless a Board member so requests, in which event the item may be placed on the regular agenda.)*

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Ms. Baca stated that the next item was Item 5. APPROVAL OF CONSENT ITEMS and called for a motion.

Approval of consent items were the action items on the agenda. All items had been reviewed by the board members individually. If no discussion had been asked regarding those action items, the action items may be submitted for approval with one motion or vote. The action items that were not consented would be discussed prior to action being taken.

Mr. Guido moved, and Mr. Mott seconded, to approve consent list Item 6. APPROVAL OF MINUTES – AUGUST 28, 2024; and ITEM 7.A.1.2.3.4. There being no discussion, Ms. Baca called for a voice vote regarding the consent items with the following results: Mr. Kristoff- yes; Mr. Garcia- yes; Ms. Guido- yes; Ms. Baca- yes. Motion regarding the consent items passed 4/0.

It was noted that Item 7. B and C would be excluded from the consent items and discussed.

Ms. Baca announced that council member, Jose Garcia, had joined the meeting via zoom at 5:39 pm and would participate in the remainder of the meeting.

6. APPROVAL OF MINUTES *

A. August 28, 2024 Regular Council Meeting (Approved by Consent)

7. FINANCE COMMITTEE ITEMS* (Meeting on September 25, 2024 at 4:30p.m.)

A. Approval of Reports for August 2024 (Approved by Consent)

- 1. Monthly Check Summary (Approved by Consent)**
- 2. Cash on Hand (Approved by Consent)**
- 3. Monthly Budget Reports (Approved by Consent)**
- 4. Revenue (Approved by Consent)**

B. Approval of BARs

- 1. 0006-T 27407 Family Income Index TRANSFER**
- 2. 0003-T 24330 ESSER III TRANSFER**
- 3. 0001-I 24330 ESSER III INCREASE**

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4. 0007-T 24101 TITLE I TRANSFER
5. 0008-T 24154 Teacher/Principal Training & Recruiting TRANSFER
6. 0009-M 24189 TITLE IV MAINTENANCE
7. 0010-IB 24106 IDEA-B INITIAL BUDGET
8. 0011-I 24106 IDEA-B INCREASE
9. 0012-IB 24109 IDEA-B INITIAL BUDGET
10. 0013-M27407 Family Income Index MAINTENANCE
11. 0014-T 27407 Family Income Index TRANSFER
12. 0015-I 21000 Food Services INCREASE
13. 0016-I 22000 Athletics INCREASE
14. 0017-I 23000 Non-Instructional Support INCREASE
15. 0018-I 25153 TITLE XIX INCREASE
16. 0019-I 27109 Instructional Materials-Special Appropriations INCREASE
17. 0020-I 31600 Capital Improvements HB-33 INCREASE
18. 0021-I 31701 Capital Improvements SB-9 Local INCREASE
19. 0022-M31701 Capital Improvements SB-9 Local MAINTENANCE
20. 0023-I 31703 SB-9 State Match Cash INCREASE
21. 0024-M31703 SB-9 State Match Cash MAINTENANCE
22. 0025-I 11000 Operational INCREASE
23. 0027-T 11000 Operational TRANSFER
24. 0028-M11000 Operational MAINTENANCE
25. 0029-M27416 State Funded Out of School Time Program MAINTENANCE

Ms. Guido moved, and Ms. Baca seconded, to approve the BAR's 0001-I, 0003-T, 0006-T, 0007-T, 0008-T, 0009-M, 0010-IB, 0011-I, 0012-IB, 0013-M, 0014-T, 0015-I, 0016-I, 0017-I, 0018-I, 0019-I, 0020-I, 0021-I, 0022-M, 0023-I, 0024-M, 0025-I, 0027-T, 0028-M, and 0029-M. Ms. Baca asked if there was any discussion. There being none, Ms. Baca called for a voice vote, with the following results: Mr. Mott-yes; Mr. Kristoff- yes; Ms. Guido- yes; Mr. Garcia- yes; Ms. Baca- yes. Motion to approve the BAR's passed 5/0.

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C. Approval of Contracts

1. Higgins Engineering LLC

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

8. EXECUTIVE DIRECTOR REPORT

A. Renewal

Ms. Trodden provided an update on the charters renewal process and expressed her excitement for the progress that has been made. October 1, 2024 is the deadline and all documents are prepared and ready to be submitted. All documentation is uploaded to the renewal Google Drive for the council members to review at any time. The renewal site visit is scheduled for October 7, 2024 where the officials will be speaking with staff, students, and parents. Ms. Trodden stated that the public hearing for renewal will be held in Santa Fe, NM in December, however she has not received an appointment yet and will update the council on that as soon as possible.

B. Family Night - Creative night

Creative night was held prior to the council meeting on September 25, 2024. The theme was based around superhero comic strips and the teachers did an excellent job of tying in literacy to the event. Ms. Trodden was happy to see the creativity be expressed while maintaining educational standards.

C. Equity Council

Ms. Trodden introduced one of ABA's teachers Ms. Mahalia Aponte, middle school language arts teacher, head of the equity council. Ms. Aponte spoke about the framework of the equity council, and what she is planning to implement for staff and students. There is an email link she sent out with a survey and encouraged members of the council along with others to complete the form. Thanking them for their time Ms. Aponte added that if there were any additional questions to please reach out to her.

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D. Facilities Committee

Ms. Martinez spoke about the facilities committee meeting, they discussed the possibility of a soccer or football field along with other options, and how to build the facilities accordingly. Ms. Trodden conducted a survey to get preliminary feedback, and is happy to provide those results to the committee. A soccer field and gym seem to be the most popular choices. The facility master plan is being updated to include fencing and other 2024 projects. Ms. Trodden provided an update on the portable bathrooms for the gym building that had been previously purchased, and quotes are being gathered for the installation portion of the facility.

E. Parent Advisory Committee

Ms. Trodden stated that her understanding coming into ABA was that the parent advisory committee was strong and played an important role within the school. That has faded over time most likely due to the turnover of staff, but she is working with staff and parents to build back strong committees as their input is crucial.

F. Fencing Update

Ms. Dow informed the council that she had been working with TriWest Fence to align start dates and receive updates about the materials. Work is set to begin in November, with the date to be determined.

9. GC Open Position

Tiffany Bazan has applied to the Albuquerque Bilingual Academy Governance Council. As a nursing student she has adjusted to her schedule and now knows she has the time and wishes to rejoin the council. Ms. Bazan thanked the members for their consideration and expressed her excitement to serve ABA again.

Mr. Mott moved, and Ms. Guido seconded, to approve Tiffany Bazan's application to the ABA Governance Council. Ms. Baca asked if there was any discussion. There being none, Ms. Baca called for a voice vote, with the following results: Mr. Mott-yes; Mr. Kristoff- yes; Ms. Guido- yes; Mr. Garcia- yes; Ms. Baca- yes. Motion to approve Tiffany Bazan's application passed 5/0.

Ms. Baca expressed thanks and welcomed Ms. Bazan back to the governance council.

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Ms. Baca announced that took them to Item #10. COMMITTEES.

10. Committees

A. Audit

Shawn Kristoff, Secretary

Cynthia Guido, Member

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

B. Finance

Cynthia Guido, Member

Brenda Baca, President

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

C. Equity

Brenda Baca, President

Chris Mott, Vice President

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

D. Academic / Curriculum

Shawn Kristoff, Secretary

Brenda Baca, President

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

E. Facilities

Jose Garcia, Member

Chris Mott, Vice President

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

11. ANNOUNCEMENT OF MEETING

- October 30, 2024 Regular Meeting 5:30 p.m.

ALBUQUERQUE BILINGUAL ACADEMY GOVERNANCE COUNCIL

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- October 7, 2024 Renewal Site Visit *(Quorum May Be Present)*

12. ADJOURNMENT

Ms. Baca announced that took them to Item 12. ADJOURNMENT. She called for a motion.

Ms. Guido moved, and Mr. Mott seconded, to adjourn the regular 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 5:57 pm.

Approved this 30th day of October 2024.



Brenda Baca, Council President



Shawn Kristoff, Council Secretary

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