



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 **email**
- 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 Amy Biehl Charter High School, hereafter "the school," effective on 1/21/2025.

Current Governing Body Members and Positions: Rachel Berenson, President. Leslie Andreq, VP. Cliff Wintrode, Treasurer. Melanie Lewis, Secretary. Cesar Miranda, Member. SueAnne Athens, Member. Lorena Perea, Member.

Governing Body Member(s) Resigning or Removed: Rachel Berenson, President.

New Governing Body Member(s) and Position(s): Click or tap here to enter text.

Contact information for New Governing Body Member(s) (phone, email): Click or tap here to enter text.

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

If so, provide date of vacancy: SueAnne Athens is now the ABHS Board President

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

Effective Date: 1/21/2025

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 1/21/2025

Signature of Governing Board Chair:  **Date:** 1/21/2025

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:** _____



Fwd: Resignation

1 message

----- Forwarded message -----

From: **Rachel Berenson** <rachel@nmjusticelaw.com>

Date: Tue, Dec 31, 2024 at 6:56 AM

Subject: Resignation

To: Stephanie Becker <sbecker@abhs.k12.nm.us>

CC: Stephanie Becker <sbecker@abhs.k12.nm.us>

Dear all

Please allow this to be my formal resignation from the board.

Thank you all so much for the support and friendship over these years.

I will miss you

Best,

Rachel

Rachel Berenson

Berenson & Associates, PC

505-243-4400

[415 6th St. NW](#)

[Albuquerque, NM 87102](#)

On Dec 16, 2024, at 12:39 PM, Stephanie Becker <sbecker@abhs.k12.nm.us> wrote:

Hello Everyone,

Attached are the following:

ASSURANCES

My name is Sue Anne Athens and I reside in Albuquerque. I am a member of the governing body for AMY BIEHL HS a charter school which is located at 123 4th St. SW, ABQ. 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.

SueAnne others
Printed Name

Sue Anne others
Signature

1/21/25
Date

ABHS Governing Board Minutes

January 21, 2025

In-Person - Meeting

Attendance:

Present Board Members: Cliff Wintrode, Melanie Lewis, Leslie Andrews, Stephen Taylor, Cesar Miranda, Sue Anne-Athens, and Finnie Coleman

Board Members Not Present: Lorena Perea

Staff Members: Mary Hagemann, Stephanie Becker, and Aldis Philipbar

Public Attendance:

Call to Order and establishment of quorum: The meeting was called to order at 6:09pm. Leslie did a roll call of each member. The people listed above are named the Governing Council of Amy Biehl and their attendance constitutes a quorum.

- I. **(Action) Approval of minutes from the previous meeting:** The minutes from the December 17, 2024 meeting were reviewed by the board and Melanie moved to approve the minutes, SueAnne seconded the motion. Leslie did a roll call for each member to state their vote for the record. The motion carried unanimously.
- II. **Public comment** (2 minutes per speaker. Speakers must sign up prior to the start of meeting. Limit 10 minutes' total time.)
- III. **Old Business:**
 - a) **Training hours' update**
 - b) **Board Leadership Vote****
 - i. Melanie moved to approve SueAnne as the governing board president, Stephan seconded the motion. Leslie did a roll call for each member to state their vote for the record. The motion carried unanimously.
 - c) **Closed Session***
- IV. **New Business:**
 - a) **Closed session for the Amy Biehl High School Audit Committee to report the results of the 2024 audit to the remainder of the Governing Body**
 - i. SueAnne moved to go into close session, Cliff seconded the motion. Leslie did a roll call for each member to state their vote for the record. The motion carried unanimously.
 - b) **Executive Director's Report:**
 - i. Stephanie shared her Executive Director Report with the Board Members.
 - c) **Foundation News & Equity Council:**
 - i. Aldis went over the foundation news and upcoming events.
 - d) **Monthly Financial Reports:**
 - i. Mary presented the December Financial Reports and Bank Reconciliations.
 - e) **(Action) BARS Votes***:**
 - i. No BARS

V. **Committee Reports**

- a) **Finance Committee and/or Fiscal Sustainability share out**
 - i. Cliff went over some upcoming legislative bills (HB63) that could possibly affect the school.
- b) **Building Report**

The meeting was adjourned at 7:30pm. Next meeting will be held on February 18th at 6:00pm planned to be in person.

*** Indicates Action Item/Vote

Amy Biehl High School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Stephanie Becker, Executive Director/Principal 123 4th St. NW, Albuquerque, NM 87102 (505) 468 - 0620 Section 504 Coordinator, Bronson Elliott 123 4th St. NW, Albuquerque, NM 87102 (505) 468-0637 Title IX Coordinator 123 4th St. NW, Albuquerque, NM 87102 (505) 468-0620

*Closed Session: Pursuant to Section 10-15-1(H)(2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters

- a. Vote to go into Closed Session
- b. Following Closed Session the Board will return to Open Session and may take action.