



## 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](mailto: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](mailto:charter.schools@ped.nm.gov)

**The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Albuquerque School of Excellence, hereafter "the school," effective on** Click or tap to enter a date..

**Current Governing Body Members and Positions:** Sean Fry- President, Necati Sahin-Treasurer, Yunus Akbas-Vice President, Osman Anderoglu- Member, Suzanne Zamora-Member, Angela Lopez-Secretary

**Governing Body Member(s) Resigning or Removed:** Moriah MacCleod

**New Governing Body Member(s) and Position(s):** Suzanne Zamora- Member

**Contact information for New Governing Body Member(s) (phone, email):** 505 269-1116, s.zamora@abqse.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:** 2

**Effective Date:** 2/15/2025

**The school's notification is hereby submitted by:**

**Signature of School Representative:**  \_\_\_\_\_ **Date:** 3/6/2025

**Signature of Governing Board Chair:**  \_\_\_\_\_ **Date:** 3/6/25

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### For PEC/CSD use only

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**PEC Meeting Date:**

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

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

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Moriah MacCleod  
145 Calle del Presidente  
Suite 1128  
Bernalillo NM 87004  
[Moriahmd5@aol.com](mailto:Moriahmd5@aol.com)  
505-364-4688

December 12, 2024

Mr. Sean Fry, President  
Governing Council  
Albuquerque School of Excellence

Dear Mr. Fry

Please accept this resignation letter from my position with the Albuquerque School of Excellence Governing Council effective today.

I enjoyed my time serving and working with all of the council members. I am thrilled to see ASE be so successful and expanding to a second campus in the coming years and am grateful to have been part of that journey.

I would like to thank the governing council for the opportunity to serve the school and the students in our community.

Sincerely,

*Moriah MacCleod*

Moriah MacCleod  
Vice-President, ASE GC

## ASSURANCES

My name is Suzanne Zamora and I reside in Peralta, NM. I am a member of the governing body for Albuquerque School of Excellence a charter school which is located at 13201 Lomas Blvd, 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.

Suzanne Zamora

Printed Name



Signature

1/23/25

Date

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
COUNTY OF Valencia )

I, Suzanne Zamora, after being duly sworn, state:

1. My name is Suzanne Zamora and I reside in Peralta, New Mexico.
2. I am a member of the governing body of the Albuquerque School of Excellence 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.

Suzanne Zamora  
[Signature]

1-24-25  
Date

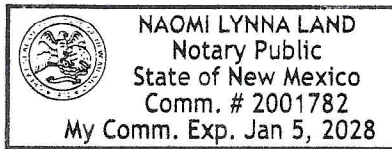
Suzanne Zamora

[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 24<sup>th</sup> day of Jan, 2025.

[Notary Seal:]



Naomi Lynna Land  
NOTARY PUBLIC

My commission expires: Jan 5, 2028.



**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the Albuquerque School of Excellence, located in 13201 Lomas Blvd NE, Albuquerque, NM 87112, New Mexico.

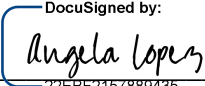
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

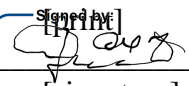
We make this statement as part of Albuquerque School of Excellence’s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.


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.

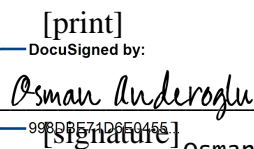
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

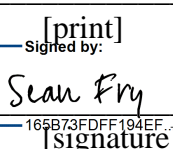
THE FOLLOWING MEMBERS OF THE ALBUQUERQUE SCHOOL OF EXCELLENCE GIVE THE FOREGOING STATEMENT THIS 3rd DAY OF March, 2025.

1.   
[signature] Angela Lopez

2.   
[signature] Baymuhammet Dadebayev

3.   
[signature] Necati Sahin

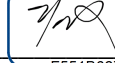
4.   
[signature] Osman Anderoglu

5.   
[signature] Sean Fry

[print]

6.

DocuSigned by:



F551B6271B66472...

[signature]

Yunus Emre Akbas

[print]

7.

DocuSigned by:



F30FC62DDE2E0402...

[signature]

Suzanne Zamora

[print]





# ALBUQUERQUE SCHOOL OF EXCELLENCE

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13201 Lomas Blvd. NE Albuquerque, NM 87112 • Phone: 505. 312.7711 • Fax: 505.312.7712

## GOVERNING COUNCIL GENERAL MEETING AGENDA

### MEETING DATE and LOCATION

**TIME /DATE: 10:00 A.M. (MST) on Saturday, January 18, 2025**

**LOCATION: Governing Board members and members of the public can participate in this meeting either in person at the school or online via the Zoom meeting link or phone number provided below.**

<https://abqse-org.zoom.us/j/89359726588?pwd=dkQWRuURT5gOVqkaPCXcxH3OfD6Mag.1>

**Join by phone : (US) +1 346 248 7799 Meeting ID: 893 5972 6588 Passcode: t7xy46**

### AGENDA ITEMS

- I. Attendance
- II. Call to order, the establishment of a quorum
- III. Public Comments
- IV. Consideration for Approval of Current Agenda Items (Discussion/Action)
- V. Consideration for Approval of previous GC meeting minutes (Discussion/Action)
- VI. Consideration of December Financials & Bank Reconciliations (Discussion/Action)
- VII. Consideration of Budgeted Adjustment Requests( BARs) (Discussion/Action)
- VIII. Consideration GC Election of Officers (Discussion/Action)
- IX. (Executive Session) Review of Governing Council Applicants (Discussion)
- X. Consideration for Potential Action(s) Related to Closed Session (Discussion/Action)
- XI. Director's Report to GC (Discussion)
- XII. Closing Remarks and Adjournment

**Statement of Accessibility:** Agenda and Minutes are available on our website.

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 meeting, please contact Meghan Diaz at (505) 312-7711 or [md101@abqse.org](mailto:md101@abqse.org) at least three (3) days prior to the meeting or as soon as possible. Public documents, including the Agenda and Minutes, can be provided in various accessible formats. Please contact Meghan Diaz at the phone number or email address above if a summary or other type of accessible format is needed.



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## GOVERNING COUNCIL GENERAL MEETING MINUTES - DRAFT

TIME /DATE: 10:00 A.M. (MST) on Saturday, January 18, 2025

LOCATION: Via Zoom with live-broadcast on ASE's YouTube channel.

### AGENDA ITEMS

I. Attendance

- a. Governing Council members in attendance: Mr. Sean Fry, Dr. Osman Anderoglu, Mrs. Angela Lopez, Dr. Yunas Akbas, Mr. BayMuhammet Dadebayev, and Dr. Necati Sahin. GC Members absent: None. Others in attendance: Mr. Mustafa Ayik, Ms. Karen Madsen, and Ms. Mikaela Vigil

II. Call to order, the establishment of a quorum

- a. The council members listed above are named the Governing Council of the Albuquerque School of Excellence (ASE) in the Articles of Incorporation and their attendance constitutes a quorum.
- b. Meeting called to order at 10:08am.

III. Public Comments

- a. No public comment.

IV. Consideration for Approval of Current Agenda Items (Discussion/Action)

- a. Mrs. Angela Lopez moved to approve the current agenda with the amendment of Item IX being a regular, public session not an Executive Session; Dr. Osman Anderoglu seconded. Agenda was approved unanimously with the amendment correction (6-0).

V. Consideration for Approval of previous GC meeting minutes (Discussion/Action)

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- a. Mrs. Angela Lopez moved to approve the December 14, 2024 meeting minutes; Dr. Yunas Akbas seconded. Minutes were approved (5-0-1). Dr. Osman Anderoglu abstained from the vote.
- VI. Consideration of December Financials & Bank Reconciliations (Discussion/Action)
- a. Ms. Mikaela Vigil reported that the Wells Fargo bank account has been closed. Financials look good as usual.
  - b. Dr. Necati Sahin reported on behalf of the Finance Committee that the financials were looking healthy with nothing unusual to report. There was a question from Mrs. Karen Madsen about the status of the 2023 audit from 2023-2024. The results are not available yet.
  - c. Dr. Necati Sahin moved to approve the December financials and bank reconciliation; Mr. Sean Fry seconded. The financials were approved unanimously 6-0.
- VII. Consideration of Budget Adjustment Requests( BARS) (Discussion/Action)
- a. Bars 11 and 13-18 were presented for: Increasing operational budget, increasing food services fund, increasing state food services, medicaid fund increase, HB33 fund increasing, SB9 fund increase, and state match for SB increase.
  - b. Dr. Necati Sahin reported on behalf of the finance committee that all BARS presented are revenue carryovers.
  - c. Dr. Necati Sahin moved to approve BARS 11 and 13-18; Mr. Sean Fry seconded. BARS presented were approved unanimously 6-0.
- VIII. Consideration GC Election of Officers (Discussion/Action)
- a. Mrs. Angela Lopez moved to approve Dr. Yunas Akbas as the ASE GC Vice-President for the remainder of the current school year; Dr. Osman Anderoglu seconded. Unanimously approved 6-0.
- IX. Review of Governing Council Applicants (Discussion)

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- a. There was a potential conflict of interest statement brought up by Mr. Mustafa Ayik regarding one candidate's employment with CES. Mr. Sean Fry explained the role that CES plays for the state, and the school as a contractor. It was determined that there was not a conflict of interest. The GC Members discussed and reviewed the applicants, praising the situation of having two very qualified candidates to look at. The ASE GC By-laws currently list 5-7 members, so there is only 1 position available. Discussion ensued about future consideration of increasing the number of seats on the GC.
- X. Consideration for Potential Action(s) Related to GC Member Applications (Action)
- a. Mrs. Angela Lopez moved to approve Mrs. Suzanne Zamora as the 7th member of the ASE Governing Council; Dr. Osman Anderoglu seconded. A vote was taken and Mrs. Suzanne Zamora was approved with a vote of (5-0-1). Dr. Yunas Akbas abstained.
- XI. Director's Report to GC (Discussion)
- a. Mr. Mustafa Ayik went over the current enrollment application numbers in comparison to this time last year. The increase of applications are for Elementary grades.
  - b. Middle of Year NWEA growth rates were shown to compare beginning of year vs. middle of the year. School has high growth rates, specifically in math. The lowest growth rate (middle school reading) was mentioned but only because it was the lowest on the chart at almost 60% growth which is still strong. Secondary administration has been working with individual teachers and departments to look at areas for improvement.
  - c. Afton was hired by Charter School Growth Fund to do an analysis of our finances and enrollment. Mr. Mustafa Ayik presented their report with risks and opportunities. This report was also shared with the Finance Committee.

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Discussion ensued with one of question about a risk listed - Mr. Ayik explained the budget-creation process.

- d. Mr. Mustafa Ayik shared that 99% of staff have filled out their letter of intent stating their intent to return, and 22 staff members (11 teachers) are willing to relocate to the proposed new location. He also shared the 2023-2024 Staff Satisfaction surveys as well as the drafted 2024-2025 Staff Suggestions Survey. Mrs. Angela Lopez expressed appreciation for the 24-25 survey having more detailed questions and targeted areas for staff to consider. Mr. Sean Fry requested the data and questions be readdressed towards the end of the year to coordinate with the Head Administrator Evaluation (Executive Director).

### XII. Closing Remarks and Adjournment

- a. Building Hope's report to the GC is anticipated for the February meeting.
- b. Dr. Osman Anderoglu shared that he would like to see more ASE teachers nominated for various teacher awards that are out there.
- c. Mr. Sean Fry asked for a discussion/action item on the next meeting agenda for potential revision of the current GC By-Laws.
- d. Adjourned at 11:32am.

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