



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 Click or tap here to enter text., hereafter "the school," effective on Click or tap to enter a date..

Current Governing Body Members and Positions: Click or tap here to enter text.

Governing Body Member(s) Resigning or Removed: Click or tap here to enter text.

New Governing Body Member(s) and Position(s): **Karla Dow, Member**

Contact information for New Governing Body Member(s) (phone, email): **(505) 220-9217, kdow_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: Click or tap here to enter text.

Effective Date: Click or tap to enter a date.

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 02/26/2025

Signature of Governing Board Chair: _____ **Date:** _____

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 Karla Dow, and I reside in Bosque, New Mexico. I am a member of the governing body for Albuquerque Bilingual Academy, a charter school which is located at Albuquerque, New Mexico.

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 228B-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.

Karla Dow

Printed Name

Karla Dow


Signature

2/26/25

Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO

COUNTY OF BERNALILLO

I, Karla Dow, after being duly sworn, state:

1. My name is Karla Dow and I reside in Bosque, New Mexico.
2. I am a member of the governing body of the Albuquerque Bilingual Academy 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.

Karla Dow Karla D February 26, 2025
[Signature] Date
Karla Dow Karla Dow
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 26th day of February, 2025.

[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

We, the undersigned, make up the governing body of the [Albuquerque Bilingual Academy], located in Albuquerque, New Mexico.


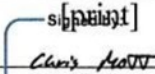
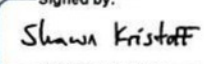
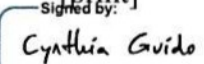
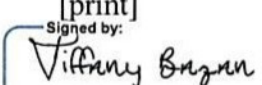
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

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 26 DAY OF February, 2025.

1. 
[signature]
Brenda Baca
2. 
[signature]
Christopher Mott
3. 
[signature]
Shawn Kristoff
4. 
[signature]
Cynthia Guido
5. 
[signature]
Tiffany Bazan

Attach additional pages if membership exceeds five.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the [Albuquerque Bilingual Academy], 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 26 DAY OF February, 2025.

- Signed by:
1. Jose Garcia
409369E1AB344EA
[signature]
Jose Garcia
[print]
 2. Karla Dow
[signature]
Karla Dow
[print]
 3. _____
[signature]

[print]
 4. _____
[signature]

[print]
 5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.

**February 26, 2025 Regular Meeting 5:30 p.m.
Lottery for 2025-2026 Enrollment at 4:00 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 February 26, 2025 at 5:32 pm 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

Tiffany Bazan, Member

Administrators Present:

No administrators present

Others Present:

Karla Dow

Approximately 1-3 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

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deletions to the agenda.

There being none Ms. Baca called for a motion.

Ms. Bazan 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. Bazan- 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 #5. PUBLIC COMMENT. She asked if there were any requests for public comment. Ms. R. Dow 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.)*

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.

Ms. Baca moved, and Msr. Mott seconded, to approve consent list Item 6, A, 8, 9. A(1,2,3, & 4) and 9. B. Ms. Baca asked if there was any discussion. There being none, Ms. Baca called for a voice vote regarding the consent items with the following results: Mr. Mott- yes; Mr. Kristoff- yes; Ms. Bazan- yes; Ms. Baca- yes. Motion regarding the consent items passed 4/0.

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It was noted that Item 10. Student Calendar would be discussed with a possible vote.

6. APPROVAL OF MINUTES *

A. Approval of Minutes February 12, 2025 (Approved by Consent)

7. LOTTERY FOR ENROLLMENT 2025-2026

Ms. R. Dow informed the board that the lottery for enrollment was held at 4:00 pm. All submitted applications have been offered a slot for the 2025-2026 school year. Applications will remain open.

8. FINE ARTS EDUCATION ACT (FAEA) GRANT* (Approved by Consent)

9. FINANCE ITEMS* (Meeting on February 25, 2025 at 10:00 a.m.)

A. Approval of Reports for January 2025 (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 Budget Adjustment Requests (BARs) (Approved by Consent)

C. Contract for Bathroom Construction / Upgrades

Ms. R. Dow provided an update on possible contractors for bathroom renovations that were also in their folders. DFC and JCR had given quotes, and she stated that she is awaiting one more quote before a decision is made.

10. 2025-2026 STUDENT CALENDAR*

Ms. R. Dow stated that the administration had conducted a survey for next school year's calendar. They are recommending Option 1 based on the community vote of 52% in favor of Option 1.

Ms. Baca moved, and Mr. Kristoff seconded, to approve Option 1 for the 2025-2026 Student Calendar. Ms. Baca

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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. Bazan- yes; Ms. Baca- yes. Motion to approve Option 1 Student Calendar passed 4/0.

11. SOLICITATION OF BOARD MEMBER LETTERS OF INTEREST AND POSSIBLE APPROVAL OF NEW BOARD MEMBER

Ms. Baca announced that took them to Item #11. SOLICITATION OF BOARD MEMBER LETTERS OF INTEREST AND POSSIBLE APPROVAL OF NEW BOARD MEMBER.

She stated that the board had advertised for new members for a few months the 1st semester. Karla Dow has submitted a letter of interest and resume. The council reviewed the application and discussed that Ms. Dow's expertise and educational experience would be beneficial to the board. Ms. Baca then called for a vote.

Mr. Mott moved, and Mr. Kristoff seconded, to approve Karla Dow's application to the 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. Bazan- yes; Ms. Baca- yes. Motion to approve Karla Dow's application passed 4/0.

Ms. Baca welcomed Ms. Karla Dow to the board. She also expressed her gratitude for Ms. Trodden as the Executive Director, as this meeting marked the 1 year date that she had been with the school.

12. DISCUSSION ON PROCEDURE IF ALL BOARD MEMBERS RESIGN

Discussion only; based on discussion a policy will be drafted.

Ms. Baca asked the board members for ideas and suggestions for what the policy of succession should be in the event that all board members resign at the same time. Mr. Mott suggested that the officers of the foundation should fill the vacancies with their foundation titles, until they could find replacements for the board. He added that the Executive Secretary would remain responsible for aiding in the scheduling and procedures of the board, as they already do that function. Ms. Dow added emphasis to terming it as "interim members". Mr. Kristoff asked if DDSK, a neutral party, would be drafting this new policy for legal wording. Ms. Baca stated that that was a possible option. Discussion continued that it could not be the

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executive director that took over in this situation as it would be a major conflict of interest. All board members agreed and decided to conclude discussion until the next meeting.

13. POLICY REVIEW

Ms. Baca announced that took them to Item 13. POLICY REVIEW. She asked if there was any discussion.

She stated that Policy 100 - 105 were up for discussion at this meeting.

Policy 100: Philosophy/Mission Statements - *“The MISSION of Albuquerque Bilingual Academy ensures that culturally and linguistically diverse students thrive in an academic, family centered, developmentally seamless continuum of learning where high expectations, PRIDE, respect and empowerment meet grade level proficiency.”*

Ms. K. Dow stated that it is important for the mission statement to be clear and concise, something that teachers, staff, students, and community members can all understand and buy into. Members of the board agreed and discussion ensued on how to amend the statement. After discussion it was agreed to amend the mission statement to the following:

“Albuquerque Bilingual Academy’s mission is to ensure diverse students excel academically in a supportive family centered environment that fosters pride, respect, and empowerment.”

Ms. Baca then called for a motion.

Mr. Mott moved, and Ms. Bazan seconded, to approve the amended Policy 100: Philosophy/Mission Statements to “Albuquerque Bilingual Academy’s mission is to ensure diverse students excel academically in a supportive family centered environment that fosters pride, respect, and empowerment.” 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. Bazan- yes; Ms. Baca- yes. Motion to approve amended Policy 100: Philosophy/Mission Statements passed 4/0.

Policy 101: Equal Opportunity Statement - **No changes made.*  Policies ABA.pdf

Policy 102: Legal Status, Authority, and Duties of the Governance Council - *“Albuquerque Bilingual Academy (ABA) is authorized to operate as a public charter school by contract (the “Charter”) with the New Mexico Public Education Commission (“PEC”), its authorizer, as set forth in the New Mexico Charter Schools Act. The Governance*

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Council is the governing body of Albuquerque Bilingual Academy (ABA) and shall oversee the school in accordance with its Charter with all applicable state and federal statutes, regulations, and policies. The school will be operated for the educational benefit of all children in the school.

The Governance Council is the policy-making body of the school. The Governance Council will exercise leadership primarily through the formulation and adoption of policies. The Governance Council is charged with overseeing implementation of the Charter and incorporating performance standards that address academic success, financial accountability, and legal compliance. The Governance Council's authority and responsibilities include:

A. Employing a Head Administrator for the school and fixing their salary. The Head Administrator of the school shall employ, fix the salaries of, assign positions, terminate, and discharge school employees in accordance with the School Personnel Act.

B. Assign administrative and management functions of the school to the Executive Director. The Governance Council will not be involved in the daily management of the school.

C. Approve the annual budget of anticipated income and expenditures, approve the salary schedule for school employees, and direct the preparation of the annual financial audit report as a component unit of the New Mexico Public Education Department's annual audit.

D. Have the capacity to sue or be sued.

E. Acquire, dispose of, supervise, and control school property both real and personal.

F. Contract or authorize the Head Administrator to contract, when required, for the expenditure of money in accordance with all applicable statutes, regulations, and rules applicable to expenditure of public funds received by the school.

G. Adopt policies pertaining to the administration of all powers or duties of the Governance Council.

*H. Accept or reject any charitable gift, grant, devise, or bequest not otherwise contrary to law or the terms of the Charter;
and*

I. Such other duties and responsibilities as set forth in stated and federal statute, regulation, and policy, which may be

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adopted from time to time.”

Ms. Dow asked for clarification on Section A regarding the executive director. Discussion ensued. Mr. Mott suggested removing the second sentence of Section A “*The Head Administrator of the school shall employ, fix the salaries of, assign positions, terminate, and discharge school employees in accordance with the School Personnel Act.*” He stated that combined with the first sentence of Section A, it alludes to the governance council being in control of other positions within the school. Which is not accurate. The governing council is only responsible for employing a head administrator. Discussion continued and it was decided to move sentence 2 from Section A to Section B.

Policy 102 Section A and B would be amended to the following:

A. Employing a Head Administrator for the school and fixing their salary.

B. Assign administrative and management functions of the school to the Executive Director. The Executive Director of the school shall employ, fix the salaries of, assign positions, terminate, and discharge school employees in accordance with the School Personnel Act. The Governance Council will not be involved in the daily management of the school.

Ms. Baca then called for a vote.

Ms. Baca moved, and Mr. Mott seconded, to approve the amended Policy 102: Legal Status, Authority, and Duties of the Governance Council; Section A and B to “(A) Employing a Head Administrator for the school and fixing their salary. (B) Assign administrative and management functions of the school to the Executive Director. The Executive Director of the school shall employ, fix the salaries of, assign positions, terminate, and discharge school employees in accordance with the School Personnel Act. The Governance Council will not be involved in the daily management of the school.” 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. Bazan- yes; Ms. Baca- yes. Motion to approve amended Policy 102: Legal Status, Authority, and Duties of the Governance Council passed 4/0.

Policy 103: Policies of the Governance Council - *No changes made.  Policies ABA.pdf

Policy 104: Governing Council Roles and Responsibilities - *No changes made.  Policies ABA.pdf

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Policy 105: Governance and Training - ** No changes made.*  Policies ABA.pdf

14. ADMINISTRATOR REPORT

Ms. R. Dow gave a brief administrator and stated that fencing construction had begun. They are very excited to see progress taking place and will continue to provide updates as construction continues.

15. ANNOUNCEMENT OF MEETING

- **March 26, 2025 Regular Meeting 5:30 p.m.**

16. ADJOURNMENT

Ms. Baca announced that took them to Item 16. ADJOURNMENT. She called for a motion.

Mr. Kristoff moved, and Ms. Bazan seconded, to adjourn the regular meeting. 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. Bazan- yes; Ms. Baca- yes. Motion to adjourn the meeting passed: 4/0.

The meeting was adjourned at 6:22 pm.

Approved this 26th day of March 2025.



Brenda Baca, Council President

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A handwritten signature in blue ink, appearing to read 'SK', is positioned above a horizontal line.

Shawn Kristoff, Council Secretary

rad