



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:

- X Fully completed form
- X Approved board minutes or certification of the board's vote accepting the new member
- X Resignation Letter or board meeting minutes removing the previous member
- X Statement of Governing Body Member to Consult with PED
- X Affidavit of Governing Body Member
- X 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 MAS Charter School, hereafter "the school," effective on Click or tap to enter a date..

Current Governing Body Members and Positions: Bruce Langston, Board Chair, Pam Kissoondyal, Vice Chair, Liza Knight, Treasurer, Jeanette Contreras, Member, and Jennifer Gabaldon, Member

Governing Body Member(s) Resigning or Removed: Jeanette Contreras and Jennifer Gabaldon (Please note that official resignation date is April 30th but this was accepted at the March 27th board meeting.

New Governing Body Member(s) and Position(s): Tami Hill and Andee Hendee (Please note official vote and start date of board membership was Thursday, March 27, 2025.

Contact information for New Governing Body Member(s) (phone, email): Andee Hendee, 303-941-4535, andee.hill@mascharterschool.com and Tami Hill, 505-697-7197, tami.hill@mascharterschool.com

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

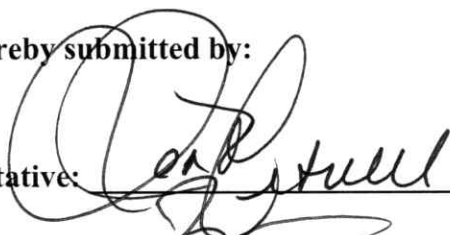
If so, provide date of vacancy: Click or tap here to enter text.

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

Effective Date: 3/27/2025

The school's notification is hereby submitted by:

Signature of School Representative:



Date:

03/27/25

Signature of Governing Board Chair:



Date:

3/27/25

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: _____

Regular Meeting Minutes

Date: March 27, 2025
Time: 3:21pm
Location: 1718 Yale Boulevard SE
Albuquerque, New Mexico 87106

Regular Meeting	X	Special Meeting	
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I. Call to Order

The meeting was called to order at **3:21 PM MST**

II. Roll Call

Board Member in Attendance

BOARD MEMBERS	Present	Absent
Bruce Langston, President	X	
Pam Kissoondyal, Vice President	X	
Liza Knight, Treasurer	X	
Jennifer Gabaldon, Secretary	X	
Jeanette Contreras	X	

Others in Attendance

JoAnn Mitchell, CEO/Founder	X	
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III. APPROVAL OF AGENDA

Member Contreras motioned for approval of the agenda as presented. Member Kissoondyal seconded.

The agenda for the meeting was read and approved as presented.					
YEA	5	NAY	0	ABSTAIN	0

IV. PREVIOUS MINUTES

Minutes from the previous meeting are being reviewed by the school attorney and will be read and approved at the next meeting.

V. PREVIOUS PENDING MATTERS

None reported.

VI. CALL FOR COMMITTEE REPORTS

CEO's Report: Ms. Mitchell presented updated information on staffing for the 2025-2026 school year, updates on student enrollment, updates on state testing, and updates from the charter annual visit.

Finance Committee: BARS presented by finance committee.

Audit Committee: No updates provided for this meeting.

VII. ACTION ITEMS

- a. Mr. Langston shared with the board that Member Contreras and Member Gabaldon have decided to depart the board. Mr. Langston thanked both members for their service to the board and shared with the board that there are two new members we are considering to join our board, Andee Hendee, former MAS Board Member, and Tami Hill, former MAS parent. Mr. Langston and Ms. Mitchell shared information about Ms. Hendee and Ms. Hill and Mr. Langston clarified that he asked both prospective members to not attend the meeting so that the board could fully contemplate the addition of these two members without pressure from their presence. Furthermore, it was decided that Member Contreras and Member Gabaldon would remain on the board until April 30, 2025 rendering a resignation dated for April 30, 2025. Ms. Mitchell indicated that she would submit the paperwork to the PEC to notify them of the board change.

Member Langston motioned for approval of new board member Tami Hill. Member Kissoondyal seconded.

Approval of the addition of Tami Hill as a member of the MAS Board as presented.					
YEA	5	NAY	0	ABSTAIN	0

Member Langston motioned for approval of the BARS. Member Knight seconded.

Approval of the addition of Andee Hendee as a member of the MAS Board as presented.					
YEA	5	NAY	0	ABSTAIN	0

- b. Presentation of BARS: The following BARS were presented and reviewed.

BAR #1: 542-000-2425-00020-D

V. PREVIOUS PENDING MATTERS

None reported.

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Audit Committee: No updates provided for this meeting.

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Member Langston motioned for approval of new board member Tami Hill. Member Kissoondyal seconded.

Approval of the addition of Tami Hill as a member of the MAS Board as presented.					
YEA	5	NAY	0	ABSTAIN	0

Member Langston motioned for approval of the BARS. Member Knight seconded.

Approval of the addition of Andee Hendee as a member of the MAS Board as presented.					
YEA	5	NAY	0	ABSTAIN	0

- b. Presentation of BARS: The following BARS were presented and reviewed.

BAR #1: 542-000-2425-00020-D

BAR #2: 542-000-2425-00021-IB

Member Langston motioned for approval of the BARS. Member Knight seconded.

Approval of the BARS as presented.					
YEA	5	NAY	0	ABSTAIN	0

- c. Ms. Mitchell and Mr. Langston presented the revised bylaws to the board with the mandated updates around language related to the resignation of the entire board or reduction of the board to one member. The revised section was vetted by the school attorney to be considered by the board.

Member Langston motioned for approval of the bylaws. Member Knight seconded.

Approval of the bylaws as presented.					
YEA	5	NAY	0	ABSTAIN	0

VIII. REQUEST FOR NEW AGENDA ITEMS OR NEW BUSINESS

- a. The next meeting is scheduled for Thursday, April 24, 2025 at 3:00 PM.
- b. Mr. Langston shared updates on the upcoming board training.
- c. Mr. Langston called for adjournment of the meeting at 3:59 PM.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Mission Achievement and Success Charter 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 MISSION ACHIEVEMENT & SUCCESS CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 27th DAY OF MARCH, 2025.

1.

Signed by:
Bruce Langston
A680E21B92B1419...
[signature]
Bruce Langston
2.

Signed by:
[print]
Pam Kussoondyal
A680E21B92B1419...
[signature]
Pam Kussoondyal
3.

Signed by:
[print]
Liza Knight
A680E21B92B1419...
[signature]
Liza Knight
4.

Signed by:
[print]
Andee Hendee
A680E21B92B1419...
[signature]
Andee Hendee
5.

Signed by:
[print]
Tami Hill
A680E21B92B1419...
[signature]
Tami Hill

6.

Signed by:
Jeanette Contreras
A680E21B92B1419...
[signature]
Jeanette Contreras
7.

Signed by:
[print]
Jennifer Gabaldon
A680E21B92B1419...
[signature]
Jennifer Gabaldon

Attach additional pages if membership exceeds five.

ASSURANCES

My name is Tami Hill. I am a member of the governing body for Mission Achievement & Success Charter School, a charter school which is located at 1718 Yale Boulevard SE, Albuquerque, New Mexico 87106, 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.

Tami Hill
Printed Name

Signed by:

A680E21B92B1419...
Signature

03/27/2025
Date

ASSURANCES

My name is Andee Hendee. I am a member of the governing body for Mission Achievement & Success Charter School, a charter school which is located at 1718 Yale Boulevard SE, Albuquerque, New Mexico 87106, 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.
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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.
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ANDEE HENDEE
Printed Name

Signed by:

A680E21B92B1419...
Signature

03/27/2025
Date

April 3, 2025

Jeanette Contreras
3400 Menaul Blvd.NE
Albuquerque, NM 87107
Jeanette@NMSCPA.org
505-550-7110

JoAnn Mitchell, CEO / Founder
Mission Achievement Success (MAS) Charter School Governing Board
1718 Yale Boulevard SE
Albuquerque, New Mexico 87106

Dear JoAnn Mitchell and MAS Charter Governing Board Members,

I hope this letter finds you well. I am writing to formally submit my resignation as a board member of the MAS Charter Governing Board, effective April 30, 2025.

I am grateful for the opportunity of serving on this board, and I look forward to seeing the future success of MAS. Please let me know if I can be of any assistance during the transition period.

I wish you and the rest of the board continued success in your important work.

Sincerely,

A handwritten signature in cursive script that reads "Jeanette Contreras". The ink is dark and the signature is fluid, with a large loop at the end of the last name.

Jeanette Contreras

Jennifer Gabaldon
112 Velarde Rd. NW, Albuquerque, NM 87107
Jgabaldon_22@yahoo.com (505) 480-6820

April 1, 2025

JoAnn Mitchell, CEO / Founder
Mission Achievement and Success Charter Schools
1718 Yale Boulevard SE
Albuquerque, New Mexico 87106

Dear JoAnn,

It is with regret that I am writing to inform you of my decision to resign my position on the Mission Achievement and Success Charter Schools Board of Directors, effective April 30, 2025.

My other commitments have become too great for me to fulfill my requirements on the Board.

If I can be of any assistance during my last 30 days, please don't hesitate to ask.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Gabaldon". The script is cursive and fluid, with the first name and last name clearly legible.

Jennifer Gabaldon

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO
COUNTY OF BERNALILLO

I, Andee Hendee after being duly sworn, state:

1. My name is Andee Hendee and I reside in Parker, Colorado.
2. I am a member of the governing body of the Mission Achievement & Success Charter 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 Mission Achievement & Success' 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.

Andee Hendee
[Signature]

04/02/2025
Date

Andee Hendee
[Print]

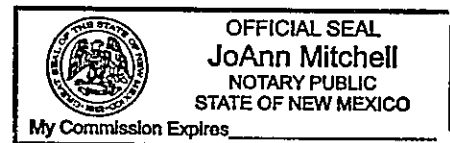
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 1st day of April 2025.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: 12/14, 2028.



AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO
COUNTY OF BERNALILLO

I, Tami Hill, after being duly sworn, state:

1. My name is Tami Hill and I reside in Severance, Colorado.
2. I am a member of the governing body of the Mission Achievement & Success Charter 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 Mission Achievement & Success' 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.

[Signature]

[Signature]

Date

4-2-25

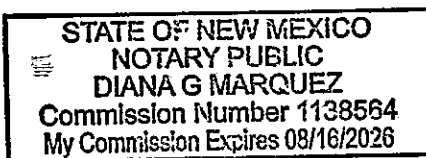
Tami Hill

[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 2nd day of April, 2025.

[Notary Seal:]



[Signature]
NOTARY PUBLIC

My commission expires: 08/16, 2026.