



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 July 1, 2025

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

Governing Body Member(s) Resigning or Removed: Karla Dow, Member

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: 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: 5/14/25

The school's notification is hereby submitted by:

Signature of School Representative: [Signature] **Date:** 6/3/2025

Signature of Governing Board Chair: [Signature] **Date:** 6/3/2025

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:** _____

May 14, 2025 Special 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 Baca called the Albuquerque Bilingual Academy Governing Council regular meeting to order on May 14, 2025 at 6:09 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

Cynthia Guido, Member (ABSENT)

Karla Dow, Member

Jose Garcia, Member (ABSENT)

Tiffany Bazan, Member

Administrators Present:

Elena Trodden, Executive Director

Shirley Cieremans, Chief Financial Officer

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Others Present:

There were no additional individuals present

3. APPROVAL OF AGENDA

Ms. Baca announced that took them to Item #3. APPROVAL OF THE AGENDA. She asked if there was any discussion.

There being none Ms. Baca called for a motion.

Mr. Kristoff moved, and Ms. Bazan 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. 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.)*

Ms. Baca stated that the next item was Item 5. APPROVAL OF CONSENT ITEMS and that there was no consent sheet for this meeting. They would move to Item 6. APPROVAL OF MINUTES.

6. APPROVAL OF MINUTES *

A. Approval of Minutes **April 30, 2025**

Mr. Kristoff moved, and Ms. Bazan seconded, to approve the April 30, 2025 minutes. 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.

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Kristoff- yes; Ms. Bazan- yes; Ms. Baca- yes. Motion to approve the April 30, 2025 minutes passed 4/0.

7. FINANCE ITEMS*

A. Approval of Reports for March 2025

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

Ms. Baca moved, and Mr. Mott seconded to table Item 7. A 1-4. 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 table Item 7. A 1-4 passed 4/0.

B. Approval to Open Bank Account with NM Bank & Trust

Ms. Cieremans addressed the board and expressed her interest in changing banks to New Mexico Bank & Trust. She explained that issues frequently arise with Wells Fargo and that New Mexico Bank & Trust has a better system that they would like to transition to.

Mr. Mott moved, and Mr. Kristoff seconded, to approve opening a bank account with NM Bank & Trust. 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 opening a bank account with NM Bank & Trust passed 4/0.

C. Approval of Bank Signers with NM Bank & Trust Account

Ms. Cieremans thanked the board for approval and recommended adding council President Brenda Baca as a signer, in the event of Ms. Trodden not being able to sign due to internal controls.

Mr. Mott moved, and Mr. Kristoff seconded, to approve adding Brenda Baca as a signer with NM Bank & Trust. 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 adding Brenda Baca as

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a signer passed 4/0.

D. IDEA-B Grant

Ms. Baca moved, and Ms. Bazan seconded, to approve IDEA-B Grant. 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 IDEA-B Grant passed 4/0.

E. School Specialty Order - FII Grant

Mr. Kristoff moved, and Ms. Bazan seconded, to approve School Specialty Order - FII Grant. 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 School Specialty Order passed 4/0.

F. Sopris West Order - Title III

Mr. Mott moved, and Mr. Kristoff seconded, to approve Sopris West Order -Title III. 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 Sopris West Order - Title III passed 4/0.

G. Lakeshore Order - Title I

Mr. Mott moved, and Mr. Kristoff seconded, to approve Lakeshore Order - Title I. 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 Lakeshore Order - Title I passed 4/0.

8. DISCUSSION AND POSSIBLE APPROVAL OF GOVERNING COUNCIL ANTI-DISTRACTION POLICY

Model Board/Governing Council Anti-Distracton Policy

The Model School District/Governing Council is dedicated to creating a culture of learning which requires students to be fully engaged in their education and interact face-to-face with their peers and teachers. Students who are utilizing wireless communication devices during instructional time cannot fully participate in and maximize their learning opportunities. Further, wireless communication devices cause disruption to the educational process and create issues with security and safety. Issues created by student wireless communication devices include:

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academic dishonesty, cheating, bullying, sexual harassment and cyberbullying.

As such, the Model Board of Education/Governing Council prohibits students from using a wireless communication device during instructional hours, with the exceptions described herein. For the purposes of this policy, "wireless communication device" means a portable electronic device capable of transmitting voice, text or data, including a: (1) cellular phone, smartphone or smartwatch; (2) tablet computer; (3) laptop computer; or (4) gaming device.

Students shall be directed to store wireless communication devices in classroom storage devices or in a location directed by the teacher. Wireless communication devices are the responsibility of the student. Lost or stolen devices are not the responsibility of the Model School District/Governing Council. The Model School District /Governing Council will not search for, replace, nor reimburse a student for any lost or stolen device.

Pursuant to this policy, wireless communication devices may only be used during instructional time under the following circumstances:

- (1) for educational purposes, during instructional hours, at the specific direction of the teacher;*
- (2) in the event of an emergency or to manage the student's health care; or*
- (3) for accessibility purposes, including text-to-speech, speech-to-text or other assistive technologies that aid in communication, navigation or learning pursuant to an approved Individual Education Program or Section 504 plan.*

School administrators will ensure protections for student privacy and confidentiality related to the permissible uses of a wireless communication device at school and provide for the permissible use of a wireless communication device during non-instructional hours. The student disciplinary matrix will outline consequences for violation of the wireless communication device policy.

This policy shall be published on the Model School District/Charter School's website.

NM SB11 Compliant

Mr. Mott moved, and Ms. Baca seconded, to approve the Model Board/Governing Council Anti-Distracted Policy. 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 Model Board/Governing Council Anti-Distracted Policy passed 4/0.

9. APPROVAL OF 5-YEAR CHARTER CONTRACT*

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Ms. Trodden stated that the 2025 charter contract was up for approval. She informed the board that they had opted for Option 2: Academic Performance Framework (iMESSA (Grade 3-8)). The only addition to that is our own charter goal, assessing our Spanish proficiency using AVANT testing. This charter contract will be in full force and effect from July 1, 2025 until June 30, 2030, unless it is revoked by the Commission pursuant to the Charter Schools Act, the Commission Rule, and provisions of this Charter Contract.

Mr. Kristoff moved, and Ms. Bazan seconded, to approve the 5-Year Charter Contract for the Albuquerque Bilingual Academy. 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 5-Year Charter Contract passed 4/0.

10. APPROVAL OF BOARD MEMBER RESIGNATION - KARLA DOW*

Ms. Baca announced that Karla Dow, Member, would be resigning from the board and thanked her for her time. Ms. K Dow thanked the board for welcoming her and expressed her excitement for the future of ABA.

Mr. Mott moved, and Mr. Kristoff seconded, to accept the resignation of Board Member Karla Dow. 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 accept the resignation of board member Karla Dow passed 4/0.

11. ANNOUNCEMENT OF MEETING:

- May 28, 2025 Regular Meeting 5:30 p.m.

12. ADJOURNMENT

Ms. Baca announced that took them to Item 12. 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.

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The meeting was adjourned at 6:57 pm.

Approved this 28th day of May 2025.

A handwritten signature in black ink, consisting of several overlapping, sweeping strokes, positioned above a horizontal line.

Brenda Baca, Council President

A handwritten signature in black ink, featuring a series of connected, fluid strokes, positioned above a horizontal line.

Shawn Kristoff, Council Secretary

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