



New Mexico Public Education Commission (PEC)

Personnel Change Notification Instructions

Purpose:

To notify the Public Education Commission (PEC) of a change in the school's Head Administrator, Business Manager or Procurement Officer.

Submission Deadline:

Changes to the school personnel do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. (Only one personnel change may be submitted per form. If more than one personnel change is being submitted, the school must submit separate forms.)

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 personnel change. The changes for Business Manager and Procurement Officer The documentation will be added to the board of finance documentation on file with CSD.

Information provided by the School:

Fully completed form

For a Head Administrator

Approved board minutes or certification of the vote taken by the board to hire the new administrator and status as interim or permanent position offered

Copy of NMPED School Administrator License for a new administrator

Resignation letter of outgoing administrator or board minutes showing the vote to terminate or not to renew the outgoing administrator's contract

For a Business Manager

Board minutes approving the business manager change.

Affidavit of financial record custodian (a completed and notarized affidavit of financial record

custodian)

- Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)
- School business official license (copy of current, valid school business official license)

For Procurement Manager

- Board minutes approving the procurement officer change.
- Chief procurement officer certificate

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.

PEC Meeting Date: Click or tap to enter a date.

Agenda:

- Regular
- Consent

Notification Number: Click or tap here to enter text.

Number of personnel changes in last 12 months: Click or tap here to enter text.

The Governing Body Notification was:

- Approved
- Denied (see transcript)

Electronic signature of CSD:

CSD

Dr. Sharon Henderson

Date

9/19/2023

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

4-YEAR PROVISIONAL 3B LICENSE ADMINISTRATOR
is issued to

REBECCA NIHA

Effective from July 01, 2023 to June 30, 2027
Licensure Number: 351628

ISSUED

A handwritten signature in black ink, appearing to be "R. Niha".

Secretary of Education

Valenzuela, Lucy, PED

From: Rebecca Niiha <rebecca@sixdirectionsschool.org>
Sent: Tuesday, September 19, 2023 5:45 PM
To: Valenzuela, Lucy, PED
Subject: [EXTERNAL] Fwd: Resignation

CAUTION: This email originated outside of our organization. Exercise caution prior to clicking on links or opening attachments.

Tony resigned via email on Monday 9/18. Here is the forwarded email.

Thank you,
Rebecca

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

From: Dr. Sharon Henderson <dr.sharonhenderson@gmail.com>
Date: Tuesday, September 19, 2023
Subject: Fwd: Resignation
To: Rebecca Niiha <rebecca@sixdirectionsschool.org>

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

From: Tony Archuleta <tarchuleta67@gmail.com>
Date: Mon, Sep 18, 2023 at 7:27 AM
Subject: Resignation
To: <drsharonhenderson@gmail.com>, <wilhelmina@rf-lawfirm.com>, <karen@sixdirectionsschool.org>
<karen@sixdirectionsschool.org>, <coachzowie@gmail.com>

Dear Governing Council;

This email will serve as an official notice that I am resigning from my position as the head administrator from the Six Directions Indigenous School today September 18, 2023.

Thank you.



SIX DIRECTIONS INDIGENOUS SCHOOL

2055 NM-602
Gallup, NM 87301
Phone: 505-863-1900 Fax: 505-863-8826

SDIS SPECIAL GOVERNING COUNCIL MEETING

September 18, 2023
5:30 PM

Join Zoom Meeting
<https://zoom.us/j/5099874772?pwd=ZWc5RmhYOWZZSjlYYmg0SnE2QmZidz09>
Meeting ID: 509 987 4772
Passcode: H4udRY
One tap mobile
• +1 507 473 4847 US
• +1 564 217 2000 US
Meeting ID: 509 987 4772
Passcode: 763483

MISSION STATEMENT

The Six Directions Indigenous School, through a commitment to culturally relevant Indigenous education and interdisciplinary project-based learning, will develop critically conscious students who are engaged in their communities, demonstrate holistic well-being, and have a personal plan for succeeding in post-secondary opportunities.

- I. Call to Order - Dr. Henderson, Chairperson called the meeting to order @ 5:38PM
- II. Roll Call - Dr. Henderson, Chairperson
 - a) Present Members: Wilhelmina Yazzie, Karen Malone, Zowie Banteah, and Chair Dr. Henderson
 - b) Others present: Rebecca Niiha, Renee Cleveland
- III. Approval of Agenda
 - a.) Approval of agenda as presented by Wilhelmina Yazzie made a motion to approve the agenda as is:, Karen Malone second the motion of the approval of agenda
 - b.) Roll call vote: Wilhelmina Yazzie - yes, Karen Malone-yes, Zowie Banteah – yes Dr. Henderson-yes, (4 yes, 0 opposed, and 0 abstained).
- IV. Discussion and Action Items (Pursuant to Section 10-15-1(H)(2) and (H)(8) NMSA 1978, the Board may meet in closed session)
 - A. Wilhelmina Yazzie made a motion to go into a closed session to discuss and possible action to address SDIS leadership and school culture matters. Karen Malone seconded the motion.

- B. Roll call vote: Karen Malone-yes, Wilhelmina Yazzie - yes, Zowie Banteah – yes Dr. Henderson-yes, (4 yes, 0 opposed and 0 abstained).
- C. Governing Board goes into a closed session.
 - a. Discussion and approval to accept the resignation of Tony Archuleta as Interim Head Administrator
 - b. Discussion and possible action to appoint Head Administrator
 - c. Discussion on SDIS teachers and staff behavior
 - d. Discussion and approval to support Head Administrator to handle all personnel issues
- D. Following Closed Session, the Board will return to Open Session and may take action.
- E. Dr. Henderson stated that we are now back in open session.
- F. Wilhelmina Yazzie made a motion to leave Executive Closed Session, Karen Malone made a second motion.
- G. Roll call vote: Wilhelmina Yazzie - yes, Karen Malone-yes, Zowie Banteah – yes Dr. Henderson-yes, (4 yes, 0 opposed, and 0 abstained).

V. Recommendations from SDIS Governing Council to respond and support the best interests of SDIS

- a) Wilhelmina Yazzie motioned to accept the resignation of Tony Archuleta as Interim Head Administrator as of September 18, 2023; Zowie Banteah seconded the motion.
 - i. Roll call vote: Karen Malone-yes, Wilhelmina Yazzie - yes, Zowie Banteah – yes Dr. Henderson-yes, (4 yes, 0 opposed and 0 abstained).
- b) Wilhelmina Yazzie motioned to appoint Rebecca Niiha as the Head Administrator for SDIS for the 2023-2024 school year at year one salary High School Administrator scale; Zowie Banteah seconded the motion.
 - i. Roll call vote: Karen Malone-yes, Wilhelmina Yazzie - yes, Zowie Banteah – yes Dr. Henderson-yes, (4 yes, 0 opposed and 0 abstained).
- c) Karen Malone motioned to support and grant Rebecca Niiha as Head Administrator all authority to handle all personnel issues. Wilhelmina Yazzie seconded the motion.
 - i. Roll call vote: Karen Malone-yes, Wilhelmina Yazzie - yes, Zowie Banteah – yes Dr. Henderson-yes, (4 yes, 0 opposed and 0 abstained).

VI. Next Scheduled Board Meeting, **September 26, 2023**

VII.. Adjourn @ 6:42 P.M.