



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 of the school's Governing Body.

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.

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@state.nm.us 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 Dził Dítł'ooí School of Empowerment, Action & Perseverance, hereafter "the school," effective on November 10, 2023.

Current Governing Body Members and Positions:

Rebecca Jones, Chair

Aaron Billie, Vice-Chair

Amberia Tolino, Secretary

Shandiin Nez, Member

Gavin Sosa, Treasurer - Resigned as of September 14, 2023 *

New Governing Body Member(s) and Position(s):

Radmilla Cody, Voted in October 19, 2023


Contact information for New Governing Body Member(s) (phone, email): 602-492-7605, mscody@radmillacody.net

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 3

Effective Date: November 10, 2023

The school's notification is hereby submitted by: Kayla D. Begay, Head Administrator

Signature of School Representative:  Date: 11/10/23

Signature of Governing Board Chair:  Date: 11/10/23

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: _____

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF ~~NEW MEXICO~~ ^{ARIZONA})
COUNTY OF ~~APACHE~~ ^{APACHE})

I, Radmilla Cody, after being duly sworn, state:

1. My name is Radmilla Cody and I reside in Leupp, AZ New Mexico.
2. I am a member of the governing body of the [insert name of school] in Deik Dity'oodi School of Empowerment, Action & Resilience 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.

[Handwritten Signature]

[Signature]

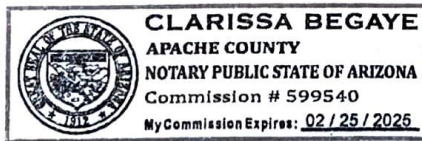
11/17/23
Date

Radmilla Cody
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 17th day of November, 2023.

[Notary Seal:]



[Handwritten Signature]
NOTARY PUBLIC

My commission expires: 02/25, 2025.

ASSURANCES

My name is Rashmita Corby and I reside in Luque, AZ. I am a member of the governing body for Dzil Diti'ool School of Empowerment, Action & Perseverance a charter school which is located at Navajo, NM, 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.

Rachelita Cody
Printed Name


Signature

11/17/23
Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the **Dził Dítł'ooí School of Empowerment, Action & Perseverance (DEAP)**, located in Navajo, 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 **Dził Dítł'ooí School of Empowerment, Action & Perseverance (DEAP)**'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 **DZIL DITŁ'OOÍ SCHOOL OF EMPOWERMENT, ACTION & PERSEVERANCE (DEAP)** GIVE THE FORGOING STATEMENT THIS 10th DAY OF NOVEMBER 2023.

1.  Radmilla Cody, Member

2.  Shandiin Nez, Member

3.  Rebecca Jones, Chair

4. Amberia S. Tolino Amberia Tolino, Secretary

5. Aaron Billie Aaron Billie, Vice Chair



As a result of a DEAP education, students will be able to use their cultural, vocational, and academic skills to analyze their surroundings in order to plan the transformation of their community and their world, live a healthy life and use the tools they were taught to achieve holistic wellness, use their understanding of identity, and its impact on local and global communities to promote the restoration and perpetuation of Diné culture, and honor the history and the legacy of the Dził Dítł'ooí area by consciously balancing the needs of the land with the needs of the people.

Governing Council Meeting

September 14, 2023- 6 PM

Location: Zoom / Telecommunication

Join Zoom Meeting

<https://us02web.zoom.us/j/84693057636?pwd=Z296Ny9EcUNNMFNfdTVkb29xOTRkUT09>

Meeting Minutes

A. Meeting Call to Order 6:14pm

B. Roll Call

Rebecca Jones, President/Chair - Absent

Aaron Billie, Vice-Chair - Present @ 6:17pm

Amberia S. Tolino, Secretary - Present

Gavin Sosa, Treasurer - Present

Shandiin Nez, Member - Present

Guests: Kylee G., Kayla B., Charlotte A.,

C. Review and Approval of the Agenda

M: Shandiin N., S: Amberia T., Vote: 3-0-0

D. Review and Approval of meeting minutes

1. [August 24, 2023](#)

a. Table meeting minutes. M: Amberia T., Second: Gavin S., Vote: 3-0-0

F. Discussion & Action Items

1. Discussion and Approval of GC Membership Changes

a. Resignation of Gavin Sosa

i. Last meeting

ii. M; Gavin S., S: Shandiin N., Vote: 4-0-0

2. Discussion & Approval of BARS

a. BAR # 0010 - IB, grant set up, \$15, 000, High Dosage Tutoring Grant. Approval for the grant. Waiting on PED for BAR set up. \$10,000 will be used to support the implementation of a tutor. The High Dosage embedded within the academic school day. \$5,000 for stipend for the coordinator.

i. Question from Shandiin N.: What is the time frame or is there one for the timeline of the BAR? It's a separate grant, therefore its for the rest of the school year, but it can be utilized within a month if needed. It doesn't have to be used throughout the year. As

long as it's used up before 6/30. The guidelines are for it to be used according to the description on the contract and before 6/30.

- ii. Question from Gavin S.: Is there a coordinator for this already or will there be additional staff for the stipend? It will be an additional stipend. Veronica Yazzie will be taking on this initiative and she has started to implement it. She is required to attend the coordinator training and conducting the tutoring.
 - 1. Embedded within the school day, how does that look? Kylee informed that the High Dosage tutoring is currently working with 7th grade students. They meet for about 30 to 45 minutes everyday in the afternoon. Became apart of their day everyday. They get individualized one on one help.
- iii. Question from Amberia T.: Is this only with 7th grade or within a certain grade range? Currently it's primarily with 7th grade only, the program may have the potential to grow to consider other grades in the future.
 - 1. How long is the grant for and once the timeline is completed what is the process for renewal? As mentioned it will need to be used before 6/30 2024 and depending on the funding source it can be considered again after the contract has ended, right now it's a pilot program.
- iv. Question from Shandiin N.: Is the High Dosage tutoring something new? This is the first year that DEAP is participating with High Dosage tutoring.
- v. M: Gavin S., S: Amberia T., Vote: 4-0-0

3. Executive Session

- a. Motion to begin by Shandiin N., Second by Amberia T., Vote: 4-0-0 @ 6:28pm
- b. Ended at 6:49pm. M: Gavin S., S: Aaron B., Vote: 4-0-0

G. Reports

- a. Business Manager - Charlotte A.
 - i. Financial Reports
 - 1. Bank reconciliation for August 2023.
 - a. Gavin S. question: There was a Flagstaff Institute, what is that for? It is for the NOLs First Responder class.
 - 2. GL detail report shared, this is for the month of August 2023.
 - ii. Cash summary report by fund
 - 1. Report shared
 - 2. RFR Summary shared, reimbursement request, it has been approved. Update provided.
 - iii. Journal Entries
 - 1. Bank service charge.
 - 2. #9772 for \$45.73
- b. Director of Learning - Kylee G.
 - i. NWEA testing
 - 1. Absent students making up test. Should be done early next week.
 - 2. Preliminary data, 70% testing below the 40th percentile across all four tests. (Reading, Language Usage, Math, and Science). High school students take specific math and science tests according to the classes that they are in.
 - a. Trends, grade 11 has strong reading scores. Most are at the 40th percentile or above in reading.
 - b. Grade 12 has strong math scores.
 - i. Intervention initiatives are incorporated to work towards improvement in test scores.
 - c. EL students generally testing lower. Revisiting the support given during testing and ensuring the support during the test taking.
 - ii. September 15th, College & Career Fair

1. Outline and Flyer shared.
2. Event overview and layout.
- iii. Next week, harvest and steam corn demo
 1. Lesson around the steam corn, preparation, constellations, and how the steam cooks the corn.
- iv. September 30th, NICA Mountain Bike Meet
 1. Second race of the year.
 2. One student participated in the first mountain bike race of the year, which was Damien. This took place in McGaffey.
 3. Second meet will be at the end of September in Sacorow.
- v. October 11th, 12th grade SAT. Currently there are 3 12th graders that will be testing.
- vi. October 13th National Merit Scholarship Qualifying Test, all 11th graders will be taking it.
- vii. NN Fair highlights
- c. Head Administrator - Kayla B.
 - i. Student enrollment, updates
 1. 3 new students joined, one in the 7th grade and 2 in the 9th grade. 2 9th grade are reengaged students. 53 total enrollment.
 - ii. Internal Calendar shared
 - iii. Staffing
 1. One staff member resigned to take another position at another place. Two staff members are on medical leave.
 - iv. Facilities
 1. Final facility master plan meeting on September 19th at 1:30pm. GC is welcome to attend.
 2. Kitchen research ongoing.
 - v. Operations
 1. Meet with OEH next Tuesday.
 - vi. Finances
 1. No updates.
 2. Update committees since Gavin's resignation.
 - vii. Explorations
 1. James McKenzie research updates.
 2. Innovation Zone award, student workers. Budgeted for 4 of them. Start them in October.
 3. NOLs Wilderness First Responders Training, October 25-29, 2023
 - a. STAR School Visit
 4. Indian Education Government to Government meeting.
 5. Urban Indian Education Summit, October 4, 2023.
 6. NIEA Conference, October 18-20, 2023
 7. PAC fundraiser from the NN Fair. Raised \$650.

H. Public Comment - No public comment

I. The next GC meeting for DEAP will be October 19, 2023 @6pm <[UPCOMING MEETINGS](#)>

J. Adjournment @ 7:24pm

SIGNATURE OF APPROVAL: *Amberia S. Tolino*

Amberia S. Tolino, GC SECRETARY OF DEAP



As a result of a DEAP education, students will be able to use their cultural, vocational, and academic skills to analyze their surroundings in order to plan the transformation of their community and their world, live a healthy life and use the tools they were taught to achieve holistic wellness, use their understanding of identity, and its impact on local and global communities to promote the restoration and perpetuation of Diné culture, and honor the history and the legacy of the Dził Dítł'ooí area by consciously balancing the needs of the land with the needs of the people.

Governing Council Meeting & Work Session Minutes

Date: October 19, 2023

Time: 5 PM-7PM

Location: Siembra Leadership High School Albuquerque, NM OR

<https://us02web.zoom.us/j/84693057636?pwd=Z296Ny9EcUNNMFNFdTVkb29xOTRkUTO>

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A. Meeting Call to Order at 5:20 pm

B. Roll Call

Rebecca Jones, President/Chair - Present (5:29 pm)

Aaron Billie, Vice-Chair Present

Amberia S. Tolino, Secretary Present

Shandiin Nez, Member - Present

Guest: Kayla B, Charlotte A, Kristel W, Jaqi B

C. Review and Approval of the Agenda

a. Motion by Aaron B., Second by Amberia T., Vote: 3-0-0

GC Membership & Staffing Updates

1. Introductions- Meeting everyone and introducing Kristel W, executive assistant, and her role and responsibilities.

2. Review of GC Letter of Interest from R. Cody- Interest in supporting DEAP's mission/vision and goal is to expand knowledge of policies and initiatives through DEAP Charter School.

E. Public Input & Comment- The hospitality of collaborating with Siembra Leadership High School and grateful for Jaqi B's support.

F. Business Manager's Report

1. Monthly Financials

2. Bank Reconciliation

3. Journal Entries

JE#S-9908 Client Analysis Service Charge-September 2023

JE#S-9957- Reclassify to use grant funding

4. BARs

0010 IB- title VII, reimbursement used for contract services and supplies

0011-IB NM outdoor learning grant used supplies

0013-I High dosage tutoring- operational fund, pay coordinator for program and supplies

0014-I Impact Aid used for instructional, support services, operational and maintenance, and food service

0015-I Fundraiser for general supplies and materials

5. Audit Updates- none at this time

G. Director of Learning's Report- Facilitating Student-Led Conferences and unavailable to provide meeting reporting updates. However, highlights will be shared through the head administrator's report. H. Head Administrator's Report

1. Student Enrollment

i. Student enrollment is at 53, with 3 more lottery applications

2. Internal Calendar

i. Shared upcoming events

1. Student-led conferences are being held with the completion of 1st quarter, where students will share where they are through testing data and insight into their well-being in areas of support and understanding of their needs.

2. Fall break for students is coming up

3. NOLs Wilderness First Responder's training
October 25-29, 2023

4. Watch the movie Killers of the Flower Moon and have a community dialogue with a potential collaboration with Six Directions for students to talk about the film through reflection on issues in history and how it impacts them in the present day.

5. Workshops- hogan plaster, tea making, and candle making.

6. Upcoming events- Land Based Learning Festival,

Canyon De Chelly hike, and Feast Day with Fall Showcase

3. Staffing

- i. Executive Assistant for additional support in areas of need and janitor was added to the team since the previous janitor requested medical leave.
- ii. Shout out to the team for supporting the day-to-day operations as the head administrator embarks on attending conferences and networking events.

4. Operations/Facilities

- i. Foodservice still needs to address the safety measures of serving students' meals daily by finding a suitable option to collaborate and designate a facility to provide that.

5. Explorations

- i. Public Charter Schools for NM Conference
- ii. Cultural Arts Week planning
- iii. Highlight the eclipse through teaching and building solar eclipse kits with ash, cedar, and white corn. Students shared with their families, and the extra were able to give out to people who stopped by the school. Through social media, people were proud, and that was shown through the shares and reactions to the post. Overall, the excitement was what it means to be the medicine makers and engage with the community through mutual aid and wellness.
- iv. Yazzie/Martinez Tribal Remedy Framework attended to discuss the charter school perspective and, in the future, to give more in-depth insight into charter schools.
- v. Indian Education Government to Government annual meeting attended

I. Consent Agenda & Board Discussion Items

1. Minutes from Regular Board Meeting: [August 24, 2023](#)
2. Minutes from Regular Board Meeting: [September 14, 2023](#)
3. BARS/Journal Entries
4. Approving Radmilla Cody's Membership to the DEAP Governing Council

Items 1-4 have been reviewed, motioned by Rebecca J., second by Shandiin N., Vote: 4-0-0

J. Executive Session - Operations Updates

1. Motion to enter the executive session with Kayla B., Charlotte A., Kristel W., and Jacqi B. by Rebecca J., seconded by Aaron B., Vote: 4-0-0 at 6:01 p.m.
2. Ended at 6:21 p.m. Motioned to exit executive session by Rebecca J., seconded by Shandiin N., Vote: 4-0-0

K. Work Session:

1. GC Flow & Support

i. Agendas

ii. Roles- fulfilling open roles-revisiting roles, and committee responsibilities.

iii. Sacred Space

1. Indigenizing the board to establish a flow of roles and committee responsibilities through a board retreat would help reground the initiative brought forth to new and current members through relationship building, professional development/training, and review of the board's needs in membership requirements with specialties.

2. Items for Future Agendas

i. Committees Review

1. Finance Committee (req.)
2. Audit Committee (req.)
3. Facilities Committee

3. Upcoming Meetings & Events- Work session/GC meeting November 10- tentative from 9 a.m. to 4 p.m. Location TBD.

4. Succession Planning & Sustainability

i. Sabbatical Policy

ii. Staffing Needs

5. Board Agendas & Calendars

6. Renewal

L. Adjournment at 6:44 pm

SIGNATURE OF APPROVAL: *Amberia S. Tolino*
Amberia S. Tolino, GC SECRETARY OF DEAP