



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

The school must provide:

Fully completed form

For 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 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 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 Officer:

- 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.

Personnel 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 DEAP , hereafter "the school," effective on May 26, 2020.

The school is notifying the PEC of a change in personnel (check one):

Head Administrator Business Manager Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

Permanent Head Administrator Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: Click or tap here to enter text.

New Head Administrator/Business Manager/Procurement Officer: Click or tap here to enter text.

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): Click or tap here to enter text.


Charlotte Archuleta, (505) 450-1415, CArchuleta97@outlook.com

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. 7/1/2020

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 11/8/23

Signature of Governing Board Chair:  **Date:** 11/8/23

For PEC/CSD use only

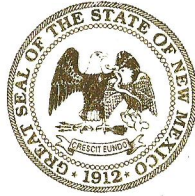
PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____

STATE OF NEW MEXICO



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

LEVEL TWO PROFESSIONAL SCHOOL BUSINESS OFFICIAL LICENSE

is issued to

CHARLOTTE M. ARCHULETA

Effective from July 1, 2017 to June 30, 2026

Licensure Number: 367172

Nanna Sanders

Secretary of Education



DZIL DIT L'OOI SCHOOL OF EMPOWERMENT, ACTION AND PERSEVERANCE (DEAP)

Empowering students and communities through education, culture, wellness and service

PO BOX 156 Navajo, NM 87328 • (505)777-2053 • deapschool.org

Governing Council Special Meeting

June 17, 2020; 5:00 pm

Location: Zoom / Telecommunication

Zoom Meeting

<https://zoom.us/j/91712142804?pwd=c3pKMWhVQnl5R0Vob244emZqUkVSUT09>

Meeting ID: 917 1214 2804

Password: 4L5qFh

Meeting Agenda

A. Meeting Call to Order @ 5:06pm

B. Roll Call

Benita Litson, President --present

Gavin Sosa, Vice- President--present

Jennie Jimenez, Member--present

Michaela Shirley, Member

Rebecca Jones, Member - joined at 5:40 pm

Guests: Louella Poblano, Kayla Begay, Charlotte Archuleta, Deanna Mooney, Timothy Skidmore

C. Review and Approval of the Agenda

Motion to approve, with modifications: Benita, Second: Gavin, Vote: 3-0-0

D. Review and Approval of the Minutes – [June 13, 2020](#)

Motion to approve: Benita, Second: Jennie, Vote: 3-0-0

E. Reports

1. DEAP Leadership Team Report with focus on reentry ideas

- a. Need for a strategic meeting to discuss the topics around parent plan, staffing, budget for PPE to return

FINAL MEETING MINUTES FOR JUNE 17, 2020 APPROVED ON JUNE 24, 2020

- b. Smaller, ad-hoc committee meetings over the next several weeks to address specific topics

F. Discussion and Possible Action:

1. Discussion & Approval of Business Manager Contract

- a. Charlotte will be 85% of the schools contact as business manager, will be the CPO (Kayla is current CPO), will be an employee of the school
- b. Deanna will provide oversight as a finance director; would like to meet with Board of Finance before the meeting for 30-60 minutes. Willing to provide GC training
- c. The amount budgeted will be split between Charlotte and Deanna -- \$50,000 (\$20,000 for Deanna, \$24,000+benefits for Charlotte as a DEAP employee)
- d. Conversation has begun around business manager supporting the schools financial systems
- e. Question (Jennie): when did DEAP decide to change business manager?
 - i. 2 Governing Council members investigated other options, as was decided at a previous Governing Council meeting
- f. Will business managers assist with grants and other sources of funding?
 - i. Would assist with budget portion of the application, in collaboration with HA
- g. Deanna and Charlotte can be reached at businessmanager@deapschool.org

Motion to approve Business Manager contract: Gavin, Second: Benita, Vote: 3-0-0

2. Executive Session, no action will be taken and only : Motion to move into executive session @ 5:48pm, including Louella and Kayla: Benita, Second: Gavin, Vote: 3-0-0
 - a. Discussion of Head Administrator Evaluation
 - b. Discussion of Head Administrator Contract 2020-2021
 - c. Discussion of Head Administrator Evaluation Process Updates 2020-2021

Motion to come out of executive session @ 7:10pm-Jeannie, Second: Benita, Vote: 3-0-0

3. Approval of Head Administrator Evaluation and offer of 2020-2021 contract, awaiting results of Legislative Session raise
 - a. Motion to approve HA evaluation and offer L. Poblano 2020/2021 contract (to be finalized after the Legislative Session): Jennie, Second: Benita, Vote: 3-0-0

G. Public Comment

H. The Next meeting for DEAP, June 24, 2020 at 5 pm

Agenda item: annual meeting, including election of officers, 2020/2021 GC meeting calendar, GC self evaluation

Review and approval of 2020-2021 HA evaluation rubric

Return to school protocol

Add "PAC Report" as a standing agenda item?

I. Adjournment @ 7:21pm

Motion: Jennie, Second: Benita, Vote: 3-0-0

Signature of Approval: 
Benita Litson, President of DEAP GC



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/8/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Avenue Woodland Hills, CA 91367	CONTACT NAME: Risk Services		
	PHONE (A/C, No, Ext): (800) 578-8802	FAX (A/C, No): (818)449-9449	
	E-MAIL ADDRESS: rservices@pomsassoc.com		
	INSURER(S) AFFORDING COVERAGE		
INSURED New Mexico Public Schools Insurance Authority Member: Dzil Dit Looi School of Empowerment, Action & Perseverance 4110 Old Taos Highway Santa Fe, NM 87501	INSURER A : New Mexico Public Schools Insurance Authority		NAIC # N/A
	INSURER B : Safety National		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Owners Contractors Protective Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			MOC NO L0026	07/01/2023	07/01/2024	EACH OCCURRENCE \$ Tort Limit
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Tort Limit
							MED EXP (Any one person) \$ Tort Limit
							PERSONAL & ADV INJURY \$ Tort Limit
							GENERAL AGGREGATE \$ Tort Limit
							PRODUCTS - COMP/OP AGG \$ Tort Limit
							Maximum Liability \$ 1,050,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			MOC NO. L0026	07/01/2023	07/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ Tort Limit
							BODILY INJURY (Per person) \$ Tort Limit
							BODILY INJURY (Per accident) \$ Tort Limit
							PROPERTY DAMAGE (Per accident) \$ Tort Limit
							Maximum Liability \$ 1,050,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE
							AGGREGATE
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A	SP4066664	07/01/2023	07/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$1,000,000
							E.L. DISEASE - EA EMPLOYEE \$1,000,000
							E.L. DISEASE - POLICY LIMIT \$1,000,000
A	PROFESSIONAL LIABILITY			MOC NO. L0026	07/01/2023	07/01/2024	Each Occurrence \$ Tort Limit Maximum Liability \$1,050,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

See attached New Mexico Tort Claims Act Section 41-4-19: Maximum Liability Summary. General Liability Retention=\$750K. Auto Liability Retention=\$750K. Work Comp Retention=\$1M.

CERTIFICATE HOLDER**CANCELLATION**

PEC	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page _____ of _____

AGENCY Poms & Associates Insurance Brokers		NAMED INSURED New Mexico Public Schools Insurance Authority	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: _____ FORM TITLE: : Notes

Summary of New Mexico Tort Claims Act Section 41-4-19:
Maximum Liability Governmental entities and agencies, including public schools, public charter schools and community colleges and universities are granted immunity from liability.
Commercial General Liability Products and Completed Operations Professional Liability Contractual Liability
Imposed by New Mexico Tort Claims Act [NMSA 1975 §41-4-1 through 41-4-29]
\$400,000 Bodily Injury Per Person
\$200,000 Property Damage Per Property Address
\$300,000 Medical
\$750,000 Per Occurrence
\$1,050,000 Combined Limit/Maximum Liability