



## 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](mailto: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](mailto: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 January 17, 2024.

### Current Governing Body Members and Positions:

Rebecca Jones, Chair

Aaron Billie, Vice-Chair

Amberia Tolino, Secretary

Shandiin Nez, Member

Radmilla Cody, Member

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

Joshuaa Allison-Burbank, Voted in December 21, 2023

### Contact information for New Governing Body Member(s) (phone, email):


[jalliso8@jhu.edu](mailto:jalliso8@jhu.edu) (505) 797-3305

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 4

Effective Date: January 17, 2024

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

Signature of School Representative:  Date: 1/17/2024

Signature of Governing Board Chair:  Date: 1/17/2024

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For PEC/CSD use only

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### 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 )  
COUNTY OF Bernalillo )

I, Joshua D. Allison-Burbank, after being duly sworn, state:

1. My name is Joshua D. Allison-Burbank and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the [insert name of school] in DzH Dik'ool School of Empowerment, Action, & Perseverance, 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.

[Signature]  
[Signature]

1/17/2024  
Date

Joshua Allison-Burbank  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 17<sup>th</sup> day of January, 2024.

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: 11/28, 2024.



STATE OF NEW MEXICO  
NOTARY PUBLIC  
Amilio Natividad Lopez  
Commission No. 2001467  
Expires: November 28, 2027

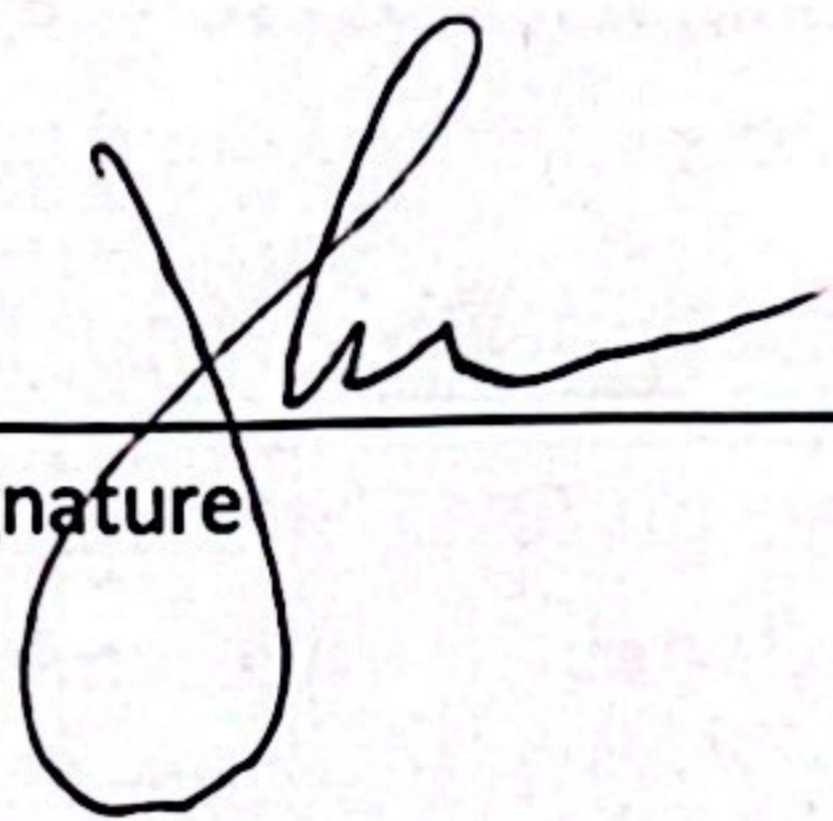
## ASSURANCES

My name is Joshua Allison-Burbank and I reside in Albuquerque, NM. I am a member of the governing body for Dzil Ditt'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.

Joshua Allison-Barbanc  
Printed Name

  
Signature

1/17/24  
Date

**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the **Dzil Diti'ooí School of Empowerment, Action & Perseverance (DEAP)**, located in Navajo, New Mexico.




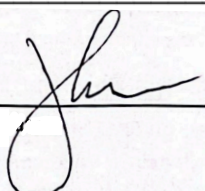
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of **Dzil Diti'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 17th DAY OF JANUARY 2024.

1.  \_\_\_\_\_ Radmilla Cody, Member
2.  \_\_\_\_\_ Shandiin Nez, Member
3.  \_\_\_\_\_  
Type to enter text Rebecca Jones, Chair
4. *Amberia S. Tolino* \_\_\_\_\_ Amberia Tolino, Secretary
5. *Aaron Billie* \_\_\_\_\_ Aaron Billie, Vice Chair
6.  \_\_\_\_\_ Joshua Allison-Burbank. Member



*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**

**Date:** December 21, 2023

**Time:** 5:30 PM-7: 30 PM

**Location:** Dził Dítł'ooí School OR

<https://us02web.zoom.us/j/84693057636?pwd=Z296Ny9EcUNNMFNFdTVkb29xOTRkUT09>

A. Meeting Call to Order at

B. Roll Call

Rebecca Jones, President/Chair- Present

Aaron Billie, Vice-Chair- Absent

Amberia S. Tolino, Secretary- Present

Shandiin Nez, Member- Present

Radmilla Cody, Member- Present

Guest: Kayla B., Charlotte A., Kristel W., Joshua AB., Kylee G.,

C. Review and Approval of the Agenda

D. GC Membership & Staffing Updates

1. Introductions

a. GC members and staff will greet new potential member Joshua AB. Share insight about the role of the Governing Council and expectations.

2. Review of GC Letter of Interest from [J. Allison-Burbank](#)

E. Public Input & Comment- none at this time

F. Business Manager's Report

1. Monthly Financials- bank balance as of Nov 30, 2023 is \$572,682.19

2. Bank Reconciliation- Payroll Deposit submitted to bank was justified.

### 3. Journal Entries

- i. JE 10211- reclassify from 24106 to 24101
- ii. JE 10212- reclassify from 11000 to 24106
- iii. JE 10330- Client analysis service charge for November 2023
- iv. JE 14670- reclassify from 11000 to 27901

### 4. BARs

- i. 0018I- Impact aid for student support services
- ii. 0019I- Impact aid for operational
- iii. 0020 IB- Universal Free Lunch
- iv. 0021 IB- Public School Capital Outlay
- v. 0022 M- maintenance bar to move from student travel to additional compensation
- vi. 0023 T- transfer - student travel to additional compensation

### 5. Audit Updates-

G. Director of Learning's Report- Highlights on the data for the state testing from last year, low proficiency, and now paying attention to the gaps to identify ways to support students. Implementing a new program to increase reading and IXL for math, high-dosage tutoring through the state will also be offered in person. Next semester, expand to before and after-school programming to provide tutoring. Adjustments of the schedule to ensure additional hours in math and ELA and to address learning gaps. Optimistic for the upcoming semester. Currently have a high retention of 53 students and student withdrawals are due to moving and truancy issues with 2 students.

### H. Head Administrator's Report-

1. Student Demographics- There are 32 male students, 23 female students; a total of 55 students.
2. Staffing- no changes; changes to roles and responsibilities
  - i. Janitor transition to FT educational assistant
  - ii. Substitutes- need to search for
  - iii. Search for Dine Culture & Language Coordinator/ Dean of Culture
  - iv. Executive Assistant & Operations Support Role
3. Boundary Spanning
  - i. Siembra Leadership



- ii. PCSNM Charter School Conference
- iii. Tribal Consultation- Discuss with the school to help advocate with moving forward.
- iv. Indian Education- Indigenous education initiative presentation that discussed what the school is doing
- v. New Schools Venture Fund- introduction meeting and funding priorities. Focus on growth and support for the elementary level. Networking with other potential partnerships
- vi. KSJD interview- Highlighted the repairing of the hogan to replaster the walls and eventually include the students in the process. A journalist reached out to Roberto where he talked about what he does, and he spoke of the school.

#### 4. Academic Data

- i. NM Vista celebrates the highest-performing schools and identifies schools' needs and areas of improvement.
- ii. Comprehensive support school and improvement low performing school (DEAP) scored. The school is held accountable but will offer support based on the school accountability index. Testing focused on Science, Math, and ELA.
- iii. DATA Overview
- iv. Professional development identified and reviewed the data. Will implement new strategies to improve student progress.
- v. Struggles- School K'e is off because of a lack of student motivation, not respecting space, and family accountability, along with some staff wellness & performance concerns.
- vi. Wins-
  1. OEH completed the kitchen inspection and is set to approve the Sanitation permit; there is still a few things to correct, including Kitchen management training but looking to open Semester 2 with DEAP's cook preparing food.
  2. Hogan 1's floor is now concrete.

3. Hogan 2's plastering phase 1 is complete; phase 2 will begin in spring.
4. Sabbatical policy is drafted and will be sent to a lawyer for review.
5. The greenhouse interior plan is finalized with construction being led by a student intern.
6. Intervention plans are being formed for Semester 2 in reading and math.
7. SAM ID was renewed
8. Upcoming renewal, what does that entail, and areas to focus on to address challenges

I. Consent Agenda & Board Discussion Items

1. Minutes from Regular Board Meeting and Worksession: [November 10, 2023](#)
2. Minutes from Special Board Meeting: [November 17, 2023](#)
3. Minutes from Special Board Meeting: [December 4, 2023](#)
4. BARS & JEs
5. Approving Joshua Allison-Burbank's Membership to the DEAP Governing Council  
Motion to approve consent agenda and board discussion items by Rebecca, seconded by Shandiin, (Vote 4, Opposed 0)

J. Executive Session - Data and committee updates focusing on policies

1. Upcoming Meetings & Events
  - i. January 18, 2024- GC Regular Meeting

K. Adjournment at 6:42 pm

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