



New Mexico Public Education Commission (PEC) Personnel Change Notification Instructions



Business Manager

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 changes will be added to the board of finance documentation on file with CSD.

Information the school must provide for Business Manager change:

- ☐ Fully completed form
- ☐ 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)

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 **Epicenter**.

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and DEAP Charter School, hereafter "the school," effective on 7/1/2025.

The school is notifying the PEC of a change in personnel ☒ Business Manager

Current Business Manager: Charlotte Archuleta

New Business Manager: K12 Accounting LLC

Contact information for new Business Manager (phone, email): Rebekah Runyan, (505) 433-5469, rebekah@k12accounting.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: 2

Effective Date: 7/7/2025

The school's notification is hereby submitted by:

Signature of School Representative:

Dr. Margaret White Date: 7.7.25

Signature of Governing Board Chair:

Rebecca Jones Date: 7/31/25

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

REBEKAH W. RUNYAN

Effective from July 1, 2017 to June 30, 2026

Licensure Number: 363809

Vanna Gaudes

Secretary of Education

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Rebekah Runyan, [affiant] after being duly sworn, state:

1. I live in the City of Albuquerque, County of Bernalillo, New Mexico.
2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.
3. I have completed the following training in the maintenance of financial records:
 - a) CPE Courses FY 2023 – 68 hours
 - b) CPE Courses FY 2024 – 23 hours
 - c) CPE Courses FY 2025 – 30 hours
4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
CPA	State of New Mexico	2008	Yes
Master of Accountancy	New Mexico State University	2007	Yes
Business Official License, Level II	New Mexico Public Education Department	2017	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

Rebekah Runyan
[Signature of Affiant]

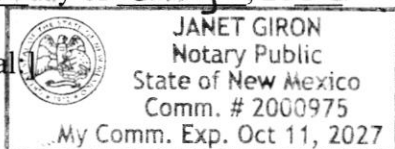
7-31-25
Date

Rebekah Runyan
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 31 day of July, 2025

[Notary Seal:]



Janet Giron
NOTARY PUBLIC

My commission expires: Oct 11, 2025.



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
7/18/2025

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.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.


PRODUCER Poms & Associates Insurance Brokers CA License #0814733 4500 Park Granada #206 Calabasas, CA 91302	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 PRODUCER CUSTOMER ID #: 00016280														
INSURED New Mexico Public Schools Insurance Authority Member: Dzil Dit Looi School of Empowerment, Action & Perseverance 410 Old Taos Highway Santa Fe, NM 87501	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A : New Mexico Public Schools Insurance Authority</td><td>99803</td></tr><tr><td>INSURER B : Hanover Insurance Company</td><td>22292</td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : New Mexico Public Schools Insurance Authority	99803	INSURER B : Hanover Insurance Company	22292	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)		

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		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
	<input type="checkbox"/>	PROPERTY				BUILDING	\$
	<input type="checkbox"/>	CAUSES OF LOSS				PERSONAL PROPERTY	\$
	<input type="checkbox"/>	BASIC				BUSINESS INCOME	\$
	<input type="checkbox"/>	BROAD				EXTRA EXPENSE	\$
	<input type="checkbox"/>	SPECIAL				RENTAL VALUE	\$
	<input type="checkbox"/>	EARTHQUAKE				BLANKET BUILDING	\$
	<input type="checkbox"/>	WIND				BLANKET PERS PROP	\$
	<input type="checkbox"/>	FLOOD				BLANKET BLDG & PP	\$
	<input type="checkbox"/>						\$
	<input type="checkbox"/>					CONTENTS	\$
	<input type="checkbox"/>	INLAND MARINE	TYPE OF POLICY				\$
	<input type="checkbox"/>	CAUSES OF LOSS					\$
	<input type="checkbox"/>	NAMED PERILS	POLICY NUMBER				\$
	<input type="checkbox"/>						\$
B	X	CRIME	BD3-H274489	07/01/2025	07/01/2026	X Employee Theft	\$ 2,000,000
		TYPE OF POLICY				X Forgery or Altercation	\$ 2,000,000
						X Faithful Performance	\$ 1,000,000
	<input type="checkbox"/>	BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$
							\$
						Deductible Comp \$750	\$
						Deductible Coll \$750	\$

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)	
Re: Fidelity Bond for the Business Manager	

CERTIFICATE HOLDER	CANCELLATION
Evidence of Insurance	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 



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 Dít'ooí area by consciously balancing the needs of the land with the needs of the people.

SPECIAL Governing Council Meeting

Date: July 7, 2025

Time: 4:30 PM - 4:45 PM

Location: Dził Dít'ooí School OR

<https://pprm-org.zoom.us/j/96909218690?pwd=RRFihbAY6EXdLZhmRHsnxPPnJCQG0n.1>

WEBCASTING NOTICE

This meeting is being recorded for live and/or subsequent broadcast online at <http://www.deapschool.org/>. Recordings of the webcast will be posted on DEAP's website within one week of the meeting's conclusion and shall be publicly made available for at least five (5) years following the date of the meeting.

A. Meeting Call to Order

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

Joshuaa Allison-Burbank, Member- Absent

Guests: Dr. Morgan Wilson, Rebakah Runyan from K12 Accounting

C. Review and Approval of the Agenda

MOTION by Rebecca J.

SECOND by Radmilla C.

VOTE: (4-0-0)

E. Public Input & Comment (limited to 15 min total)- None at this time

F. Consent Agenda & Board Discussion Items

1. Approval of new Business Manager with K12 Accounting
2. Minutes from Regular Board Meeting
 - i. June 30, 2025 Special Board Meeting (recording)

MOTION by Rebecca J.

SECOND by Radmilla C.

VOTE: (4-0-0)

G. Upcoming Meetings & Events

- i. July 17, 2025- Regular Meeting at 4 PM

H. Adjournment at 4:45 pm

SIGNATURE OF APPROVAL: *Amberia S. Tolino*

Amberia S. Tolino, GC SECRETARY OF DEAP