

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 or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

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. Vacancies must be filled within 45 days; one 30-day extension may be requested.

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@ped.nm.gov 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 Hozho Academy Charter School, hereafter "the school," effective on July 1, 2025.

Current Governing Body Members and Positions: Gabriel Suk - President, Rebecca Boucher - Vice President, Jeremy Boucher, Erin Montano - Secretary, Brinn King - Treasurer, Mark Macik - Secretary, Teri Frazer

Governing Body Member(s) Resigning or Removed: Jeremy Boucher

New Governing Body Member(s) and Position(s): Bill Lee - member

Contact information for New Governing Body Member(s) (phone, email): email: bill@thegallupchamber.com, phone 505-979-2012

Is the school requesting an extension to fill a vacancy: ☐ yes ☒ no **If so, provide date of vacancy:**

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: New member voted in on June 30, 2025. Effective immediately.

The school's notification is hereby submitted by:

Signature of School Representative: Juliane Hillock Juliane Hillock (Jul 29, 2025 18:48:14 MDT) **Date:** _____

Signature of Governing Board Chair: David Lee **Date:** _____

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:** _____

Hózhó Academy

Gallup, NM 87301

www.hozhoacademy.org

Agenda/x Minutes of Hózhó Academy Governing Council

Date: June 30, 2025

Time: 5:30 pm

School: 515 Park Ave, Gallup NM 87301 or

Join Zoom Meeting

<https://us06web.zoom.us/j/89816306387>

Meeting Type: Regular x Special Proposed Approved

I. Meeting was brought to order at 5:37pm

II. Pledge of Allegiance led by J. Boucher

III. Roll Call

[SECRETARY]

| Members: | Present | Absent |
|-----------------|----------------|---------------|
| Jeremy Boucher | x | |
| Erin Montano | x | |
| Brinn King | x | |
| Gabriel Suk | x | |
| Rebecca Boucher | x | |
| Mark Masik | x | |
| Teri Fraizer | x | |

Other Attendees: Juliane Hillock, Katie Rarick, Bill Lee, Gowan Hays

IV. Approval of Agenda:

[CHAIRPERSON]

Action Requested: Approve agenda

Moving action item 6 to 5 in order

Motion: move to switch items 5 with 6 to vote on new board members by J.

Boucher

Second: Fraizer

Amendments: [BLANK]

Unanimous or Ayes: Nays:

R. Boucher x

King x

Masik x

Montano x

A copy of the meeting minutes are available for public inspection at Hózhó Academy within 10 calendar days for proposed minutes and 8 calendar days of approval for approved minutes. Hózhó Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Jeremy Boucher (board@hozhoacademy.org) 5 business days prior to the meeting.

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| | | |
|------------|---|---|
| Suk | | X |
| Fraizer | x | |
| J. Boucher | | x |

V. Action Requested: New Board Member Vote

- a. Bill Lee introduced- lifelong Gallupian, currently president and CEO Gallup Chamber of Commerce- will retire this December but will continue with his company: 4th Element leadership- specializing in coaching- Clifton strengths system, John Maxwell leadership program certified. Part time hot air ballooning- sugar skull balloon for New Mexico True. Governor has appointed him to Tourism Committee and Route 66 Centennial committee. Also has a background in Governance. Question- do you feel confident you can complete 10 hours of new board training and 5 hours each year after? Answered seems reasonable and seems achievable. Informed Bill of CANVAS training through the PED. Training also encouraged at Hillsdale (additional to PED required training)- Bill would be open to that idea. Given information on time and frequency of meetings as well as committees- audit, finance, board member amount, term limits. Recommend develop a membership committee to have a running list of potential new members. Bill's organizational background, goodwill in the community, connections in the state, and leadership skills would all be beneficial to the board. Bill will also be staying on as a lobbyist in Santa Fe- will have to be aware of conflicts of interest going forward. Bill accepted nomination to be a board member.

Motion: motion to nominate Bill Lee as a new board member for Hozho as of July 1st, 2025 by King

Second: Suk

No correction or objection: [BLANK]

Unanimous or Ayes: **Nays:**

| | | |
|------------|---|---|
| R. Boucher | | x |
| King | x | |
| Masik | x | |
| Montano | | x |
| Suk | | x |
| Frazier | x | |
| J. Boucher | | x |

A copy of the meeting minutes are available for public inspection at Hózhó Academy within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes. Hózhó Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Jeremy Boucher (board@hozhoacademy.org) 5 business days prior to the meeting.

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VI. Action Requested: Vote on new board officers

b. J. Boucher nominated Gabriel Suk as Presidential candidate

Motion: motion to approve Gabriel Suk as President by King

Second: Fraizer

No correction or objection: [BLANK]

Unanimous or Ayes: Nays:

R. Boucher x

King x

Masik x

Montano x

Suk x

Frazier x

J. Boucher x

b. nomination for secretary- Fraizer has respectfully declined officer duty due to previous commitments. Mark Masik has been nominated as Secretary.

Motion: motion to approve Mark Masik as Secretary by Suk

Second: Fraizer

Ayes: Nays:

R. Boucher x

King x

Montano x

Suk x

Frazier x

J. Boucher x

c. Nomination for treasurer- question as to when current board members start date was for potential staying on of multiple or single board members. If we approve Teri Fraizer as treasurer for now and could add King back to board later or check her background to see what her start date was to see if she could stay on board through 2025-2026 fiscal year. Fraizer agreed to step in as treasurer for this time until more clarity established for King.

Motion: motion to approve Teri Fraizer to the Treasurer's office by Suk

Second: King

Ayes: Nays:

R. Boucher x

King x

Montano x

Suk x

Frazier x

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J. Boucher x

d. Action Requested: Term Limit Removal for GC Members

Motion: motion to table term limit removal for GC members by Suk

Second: Fraizer

No correction or objection: [BLANK]

Unanimous or Ayes: Nays:

| | |
|------------|---|
| R. Boucher | x |
| King | x |
| Montano | x |
| Suk | x |
| Frazier | x |
| J. Boucher | x |

e. Principal Report

- a. Tough situation regarding Mr. Malcolm- he has decided to resign. State did grant us our rural units- in perpetuity will be receiving units going forward.

f. Finance Report

- b. No finance report other than rural units-Gowan Hays in meeting from Axiom Analytics represented.

- g. Comments from the community: If you wish to submit a comment, please send an email to president@hozhoacademy.org no later than noon on Monday June 30, 2025.

- c. No comments from community

h. Adjourn

Motion: [Blank]

Second: [Blank]

Discussion: [Blank]

Unanimous or Ayes: Nays:

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Kelci Pike <kelci@dmhlaw.us>

resignation

gccdirector@gmail.com <gccdirector@gmail.com>

Wed, Jul 23, 2025 at 12:45 PM

To: Juliane Hillock <principal@hozhoacademy.org>, Erin Montano <ladybugdentist@gmail.com>

Cc: "kelci@dmhlaw.us" <kelci@dmhlaw.us>

Juliane,

Please let this email serve as my resignation effective June 30, 2025. It's been my honor to serve on the Board and I'm extremely proud of what the school has accomplished! I just have too many obligations right now to continue to give the time it would require to be more than a "basic" board member:)

I would definitely be willing to rejoin the board in the future if that ever becomes an option again.

Thanks,

Jeremy

Get [Outlook for Mac](#)

[Quoted text hidden]

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Hozho Academy Charter School, located in Gallup, 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 Hozho Academy'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 HOZHO ACADEMY GIVE THE FOREGOING STATEMENT THIS 23 DAY OF JULY, 2025.

- 1). William (Bill) Lee
William (Bill) Lee (Jul 29, 2025 16:16:31 MDT)
William (Bill) Lee

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, William (Bill) E. Lee, after being duly sworn, state:

1. My name is William (Bill) E. Lee and I reside in Gallup, New Mexico.
2. I am a member of the governing body of the Hozho Academy in Gallup, 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 Hozho Academy'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.

William (Bill) E. Lee
[Signature]

07/15/2025
Date

William (Bill) E. Lee
[Print]

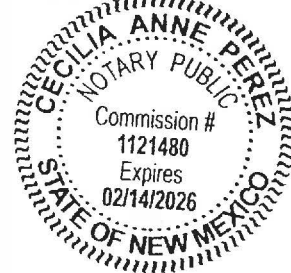
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 15 day of July, 2025

[Notary Seal:]

Cecilia Anne Perez
NOTARY PUBLIC

My commission expires: 2-14, 2026



ASSURANCES

My name is Bill Lee and I reside in Gallup, New Mexico. I am a member of the governing body for Hozho Acadey, a charter school which is located at 515 Park Ave, Gallup, NM 87301, I assure that in my capacity as a member of the governing body, the Hozho Acadey 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.

____ Bill Lee _____
Printed Name

William (Bill) Lee
William (Bill) Lee (Jul 29, 2025 16:16:31 MDT)
Signature

07/29/2025

Date