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November 22, 2019

MEMORANDUM

TO: District and Charter School Leaders

FROM: Kara Bobroff, Deputy Secretary of Identity, Equity, and Transformation 

RE: **DISTRICT-AND CHARTER-LEVEL SUPERINTENDENT'S/EXECUTIVE DIRECTOR'S EQUITY COUNCILS & THE *MARTINEZ* and *YAZZIE* CONSOLIDATED LAWSUIT**

Thank you to all of the district and charter school leaders that have provided input into and asked thought-provoking questions about establishing an equity council; we know this is important and complex work that raises many questions. The purpose of this Memorandum is to provide guidance to school districts and charter schools on the establishment and work of equity councils and information about upcoming webinars that offer an opportunity to dive deeper into the process. As stated in our October 22, 2019 letter and as further discussed in the "NMPED CLR FRAMEWORK ROADMAP" (attached), equity councils will help inform the districts' and charter schools' actions in response to the *Martinez* and *Yazzie* consolidated lawsuit (Martinez/Yazzie). We are embracing a great opportunity to work toward serving New Mexico's students by building an equitable, excellent, and relevant educational system that draws upon the experiences and strengths of our communities. We are excited to engage families and stakeholders across the state in the first phase of this process: establishing district- and charter-level Superintendent's/Executive Director's equity councils.

Below are guidelines for creating and conducting a Superintendent's/Executive Director's Equity Council for the remainder of the 2019–2020 school year. Please note that the window for naming members to a Superintendent's/Executive Director's Equity Council is December 9, 2019 – December 16, 2019.

2019-2020 School Year Guidelines for Superintendent's/Executive Director's Equity Councils

- The Superintendent's/Executive Director's Equity Council shall be composed of a number of members sufficient to meet the requirements provided herein, but no more than 15 members, serving staggered

terms. For an even-numbered membership, half of the total membership, plus one member, shall be appointed to serve 3-year terms and the remaining members shall be appointed to serve 4-year terms. For an odd-numbered membership, a bare majority shall be appointed to serve 3-year terms and the remaining members shall be appointed to serve 4-year terms.

- Superintendent's/Executive Director's Equity Council membership shall include representatives of the school district or charter school leadership, school staff, students, parents and family members, community members, and members of Nations, Tribes or Pueblos.
- At least half of the total membership must represent the student groups identified in the Court's ruling in the Martinez/Yazzie case — students with disabilities, Native American students, students who are English learners, and economically disadvantaged students.
- If a school district or charter school is identified as serving a significant population of Native American students, the Superintendent's/Executive Director's Equity Council shall include at least one member from each Nation, Tribe or Pueblo represented in that population.
- School districts and charter schools must establish a fair and transparent process for the selection of the Superintendent's/Executive Director's Equity Council members and shall post an explanation of that process on the school district's or charter school's website by December 20, 2019, along with the names of the selected council members.

2019-2020 School Year Key Goals to be Accomplished by Superintendent's/Executive Director's Equity Councils

Superintendent's/Executive Director's Equity Councils are responsible for creating strategies to implement and track the progress of and to fulfill the following key goals:

- By February 3, 2020, the completion of the required Martinez/Yazzie Readiness Assessment. The template for the Assessment will be provided to school districts and charter schools by early January 2020;
- By April 1, 2020, based on the completed Martinez/Yazzie Readiness Assessment, the creation of a district- or charter-level Equity Plan to support school transformation to align with the Department's goals in implementing the court's decision. A template for the Equity Plan will be provided to school districts and charter schools by early January 2020;
- by June 30, 2020, the creation and implementation of a culturally and linguistically responsive (CLR) framework for schools, based on the October 22, 2019 letter (attached) and additional information to be provided to school districts and charter schools in early 2020;
- By July 15, 2020, a report describing the school district's or charter school's system for, and tracking of, funding and uses of funding, to improve outcomes for at-risk students, Native American students, students with disabilities, students who are English learners, and economically disadvantaged students;
- Reaching out to NMPED, as needed, for additional guidance on measures necessary to align with the Department's Martinez/Yazzie initiatives, including the school district's or charter school's ongoing implementation of and compliance with the New Mexico Indian Education, Hispanic Education, and Bilingual Multicultural Education Acts, federal Individuals with Disabilities Education Act, and federal Office for Civil Rights requirements for serving English learners.

Webinar

The NMPED is providing a series of webinars to offer further support on the development and responsibilities of the Superintendent's/Executive Director's Equity Council, including the councils' key goals. During the webinar, additional details will be offered and NMPED staff will be available to answer any questions regarding implementation of Martinez/Yazzie initiatives. Please find the list of webinars below.

November 26, 2019 from 9AM to 10AM: <https://meet95494974.adobeconnect.com/rr9lxv98c8rw/>

December 2, 2019 from 10AM to 11AM: <https://meet95494974.adobeconnect.com/r7tn62de8s3x/>

December 2, 2019 from 2PM to 3PM: <https://meet95494974.adobeconnect.com/ryoc5mjywxbz/>

December 2, 2019 from 5PM – 6PM: <https://meet95494974.adobeconnect.com/r10f19ej4kxt/>

In addition to the information that is being provided in this memorandum (including attachments) and that will be provided in the upcoming webinars, we ask that you please periodically review the NMPED's Martinez/Yazzie webpage -- <https://webnew.ped.state.nm.us/yazzie-martinez-updates/> -- for updates and additional information. If you have any questions, concerns, or suggestions for how the NMPED may best serve New Mexico's students in regards to the Martinez/Yazzie initiatives, please send an email to: YazzieM.Inquiry@state.nm.us. We encourage you to reach out to share best practices, ask questions, and provide updates regarding your community.

Thank you for your partnership and collaboration in serving the students and families of New Mexico.

KB/rs/mv

Enc: CLR Roadmap

cc: Ryan Stewart, Secretary of Education
Adan Delgado, Deputy Secretary
Tim Hand, Deputy Secretary
Kata Sandoval, Deputy Secretary
Gwen Perea Warniment, Deputy Secretary