

AGENDA ITEM EXECUTIVE SUMMARY

- I. **Public Education Commission Meeting Date:** June 17, 2016
- II. **Item Title:** Discussion and Possible Action on Board of Finance Applications
 - A. Carinos de los Ninos Charter School
- III. **Executive Summary and Proposed Motions:**

The school's Board of Finance Application is provided in the following pages.

Proposed Motions:

-Move to approve the Board of Finance application submitted by Carinos de los Ninos Charter School, pursuant to NMAC 6.80.4.16.

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

I, Michael Vigil II, [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) Winter NMAFBO training for CPE
- b) Fall NMAFBO training for CPE
- c) State Audit Rule training for CPE

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
<u>SBO Level II</u>	<u>N/A - NMPEB ISSUED</u>	<u>July 1, 2013</u>	<u>YES</u>
<u>TBA</u>	<u>University of New Mexico</u>	<u>Winter 2007</u>	<u>YES</u>

FURTHER AFFIANCE SAYETH NAUGHT.

[Signature]
[Signature of Affiant]

4/7/16
Date

Michael Vigil II
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 7 day of April, 2016.

[Notary Seal:



Mackenzie Webb
NOTARY PUBLIC

My commission expires: September 3, 2018.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Cariños de los Niños Charter School, located in Española, 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 Cariños de los Niños Charter School'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 CARIÑOS DE LOS NIÑOS CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 8th DAY OF April, 2016.

1. [signature]
[signature]
DEL PINO
[print]

2. [signature]
[signature]
Felix B. Bonzal
[print]

3. [signature]
[signature]
Juanita O. Cate
[print]

4. [signature]
[signature]
Thomas Garcia
[print]

5. [signature]
[signature]
Myrna Romero
[print]

Attach additional pages if membership exceeds five.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF RIO ARRIBA)

I, Juanita O. Cata, after being duly sworn, state:

1. My name is Juanita O. Cata and I reside in Ohkay Owingeh, New Mexico.
2. I am a member of the governing body of the Cariños de los Niños Charter School in Española, 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.

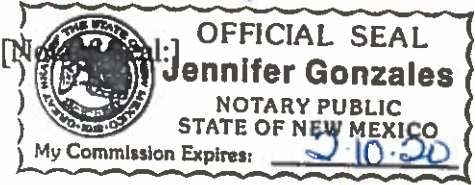
Juanita O. Cata
[Signature]

April 8, 2016
Date

Juanita O. Cata
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 8th day of April, 2016.



Jennifer Gonzales
NOTARY PUBLIC

My commission expires: Feb 10, 2020.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF RIO ARRIBA)

I, Del Jimenez, after being duly sworn, state:

1. My name is Del Jimenez and I reside in Alcalde, New Mexico.

2. I am a member of the governing body of the Cariños de los Niños Charter School in Española, 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.

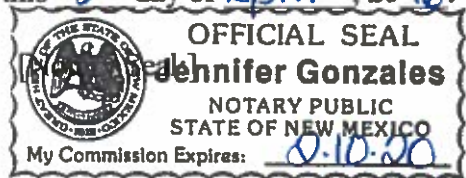
5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Signature]
[Signature]
DEL JIMENEZ
[Print]

4/8/16
Date

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 8th day of April, 2016.



Jennifer Gonzales
NOTARY PUBLIC

My commission expires: Feb 10, 2020

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF RIO ARRIBA)

I, Thomas J Garcia, after being duly sworn, state:

1. My name is Thomas J Garcia and I reside in ESPAÑOLA, New Mexico.

2. I am a member of the governing body of the Carifios de los Niños Charter School in Española, 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]

4-8-16
Date

Thomas J Garcia
[Print]

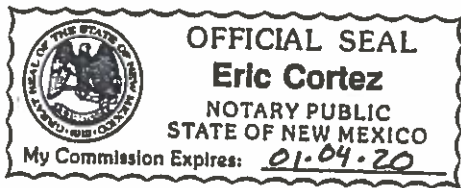
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 8th day of April, 2016.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: Jan. 4th, 2020.



AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF RIO ARRIBA)

I, Myrna Romero, after being duly sworn, state: ^{me}

1. My name is Myrna Romero and I reside in R. Cordova, New Mexico.

2. I am a member of the governing body of the Cariños de los Niños Charter School in Española, 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.

Myrna Romero
[Signature]

4/8/16
Date

Myrna Romero
[Print]

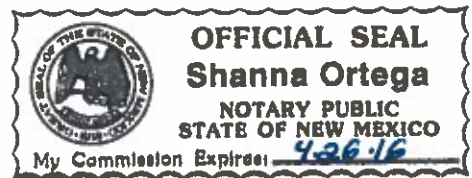
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 8 day of April, 2016.

[Notary Seal:]

Shanna Ortega
NOTARY PUBLIC

My commission expires: 04-26-16, 2016.



AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF RIO ARRIBA)

I, Felix Gonzalez, after being duly sworn, state:

1. My name is Felix Gonzalez and I reside in Thermon, New Mexico.

2. I am a member of the governing body of the Cariños de los Niños Charter School in Española, 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.

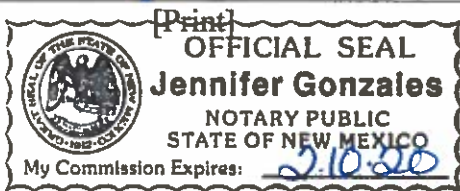
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.

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.

Felix Gonzalez
[Signature]

April 8-16
Date

Felix Gonzalez



VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 8th day of April, 2016.

[Notary Seal:]

Jennifer Gonzales
NOTARY PUBLIC

My commission expires: Feb 10, 2020.

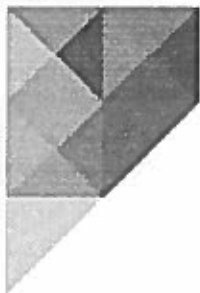
DECLARATION OR CERTIFICATE OF INSURANCE

Please attach or insert a copy of a declaration or certificate of insurance that indicates that the financial records custodian [insert name of charter school] is adequately bonded and that [insert name of charter school] is insured through Public School Insurance Authority.

Attached:

Bonding Declaration from: _____
[Name of institution or agency]

Certificate of Insurance from: POMS & ASSOCIATES Insurance Brokers
[Name of institution or agency]



April 7, 2016

New Mexico Public Education Department
Attn: Charter Schools Division
300 Don Gaspar
Santa Fe, New Mexico 87501-2786

Re: Evidence of Coverage – Carinos de los Ninos Charter School

Dear Charter Schools Division:

Please accept this letter as confirmation that the above-mentioned charter school is a participant of the NMPSIA Risk Insurance Program for the period of July 1, 2015 to July 1, 2016. Currently in force, are the following coverages:

Property, includes Crime/Employee Dishonesty up to \$2,250,000
General Liability including but not limited to: School Board Errors and Omissions; Personal Injury; Contractual Liability; Premises Liability; Civil Rights Coverage; Employment Practices Liability; etc
Automobile Liability
Non-owned Automobile Liability
Workers' Compensation
Mandatory Student Accident Catastrophic Coverage

Please feel free to contact our office should you need any additional information.

Sincerely,

Larry Lazar, CIC, CISR
Account Manager
Risk Services



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

4/7/2016

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 5700 Canoga Ave. #400 Woodland Hills CA 91367	CONTACT NAME: Mary Hollenbeck PHONE (A/C, No, Ext): (800) 578-8802 E-MAIL ADDRESS: MHollenbeck@pomsassoc.com PRODUCER CUSTOMER ID: 00000173	FAX (A/C, No): (818) 449-9449
	INSURER(S) AFFORDING COVERAGE	
INSURED New Mexico Public Schools Insurance Authority Member: Carinos de los Ninos Charter School 410 Old Taos Highway Santa Fe, NM 87501	INSURER A: Berkley Regional Insurance Company	NAIC # 29580
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** Carinos **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 CAUSES OF LOSS DEDUCTIBLES <input type="checkbox"/> BASIC BUILDING <input type="checkbox"/> BROAD CONTENTS <input type="checkbox"/> SPECIAL <input type="checkbox"/> EARTHQUAKE <input type="checkbox"/> WIND <input type="checkbox"/> FLOOD				<input type="checkbox"/> BUILDING <input type="checkbox"/> PERSONAL PROPERTY <input type="checkbox"/> BUSINESS INCOME <input type="checkbox"/> EXTRA EXPENSE <input type="checkbox"/> RENTAL VALUE <input type="checkbox"/> BLANKET BUILDING <input type="checkbox"/> BLANKET PERS PROP <input type="checkbox"/> BLANKET BLDG & PP	\$
	<input type="checkbox"/> INLAND MARINE CAUSES OF LOSS <input type="checkbox"/> NAMED PERILS	TYPE OF POLICY POLICY NUMBER				\$
A	<input checked="" type="checkbox"/> CRIME TYPE OF POLICY Discovery Form	BGOV-45001509-20	7/1/2015	7/1/2016	<input checked="" type="checkbox"/> Employee Theft <input checked="" type="checkbox"/> Forgery or Alteration <input checked="" type="checkbox"/> Faithful Performance	\$ 2,000,000 \$ 2,000,000 \$ 1,000,000
	<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

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 M Hollenbeck/LLAZAR <i>Mary Hollenbeck</i>

AGENDA ITEM EXECUTIVE SUMMARY

- IV. **Public Education Commission Meeting Date:** June 17, 2016
- V. **Item Title:** Discussion and Possible Action on Board of Finance Applications
B. Roots and Wings Community School
- VI. **Executive Summary and Proposed Motions:**

Proposed Motions:

-Move to approve the Board of Finance application submitted by Roots and Wings Community School, pursuant to NMAC 6.80.4.16.

School will send application form late this week or early next week. CSD will provide the forms upon receipt.