

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: May 11, 2018
- II. Item Title: Discussion and Possible Action on Board of Finance Applications
 - A. Hózhó Academy
 - B. Albuquerque Collegiate Charter School
 - C. Altura Preparatory School
- III. Executive Summary and Proposed Motions:

Introduction

Pursuant to Section 22-8-38 NMSA 1978, “the commission shall designate the governing body of a state-chartered charter school as a board of finance if:

- (1) the governing body shows to the satisfaction of the commission that it has personnel properly trained to keep accurate and complete fiscal records;
- (2) the governing body agrees to consult with the division on any matters not covered by the manual of accounting and budgeting before taking any action relating to funds held by it as a board of finance;
- (3) the persons handling these funds are adequately bonded to protect the funds entrusted to them from loss; and
- (4) the governing body was not a governing body of a charter school or does not have a member who was a member of a governing body of a charter school that was suspended and not reinstated as a board of finance.”

Each of the schools have completed the Commission’s Board of Finance Application. Those completed applications are provided in the attached materials.

Proposed Motion

- Move to approve the Board of Finance Application submitted by _____ and designate the governing body as a board of finance because the applications have demonstrated the applicants meet the statutory requirements of Section 22-8-38 NMSA 1978.

Board of Finance Application

Hózhó Academy

On March 30, 2018, the Charter Schools Division received notification that Hózhó Academy had applied to become a Board of Finance. The Financial Custodian will be Katie Rarick. All documentation is complete.

LAW OFFICES OF
MASON & ISAACSON, P. A.
104 EAST AZTEC AVENUE
POST OFFICE BOX 1772
GALLUP, NEW MEXICO 87305-1772

JAMES J. MASON
THOMAS LYNN ISAACSON
MICHAEL A. VENEGAS
PATRICK T. MASON
JOSHUA M. MONTAGNINI

TELEPHONE
(505) 722-4463
FAX
(505) 722-2629

January 30, 2018

Jerry Apodaca Building
Options for Parents/Charter Schools Division
300 Don Gasper, Room 301
Santa Fe, New Mexico 87501

RECEIVED
MAR 30 2018
Options for Parents

Re: Application for Board of Finance Designation

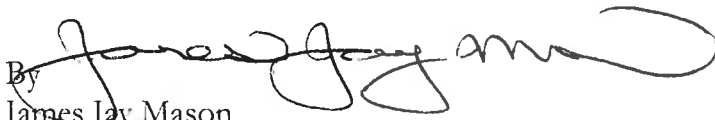
Dear Sir or Madam:

Our office represents the Hózhó Academy which seeks approval as a Board of Finance. Enclosed please find the Application for Board of Finance Designation with required attachments.

Thank you very much.

Sincerely,

MASON & ISAACSON, P.A.

By 
James Jay Mason

JJM/bl
Enclosure



NEW MEXICO
Public Education Department

New Mexico Public Education Commission

BOARD OF FINANCE APPLICATION

CONTENTS

- INSTRUCTIONS: APPLICATION FOR BOARD OF FINANCE DESIGNATION
 - STATEMENT FROM GOVERNING BODY
 - AFFIDAVITS FOR GOVERNING BODY MEMBERS
 - DECLARATION OR CERTIFICATE OF INSURANCE

INSTRUCTIONS: APPLICATION FOR BOARD OF FINANCE DESIGNATION

- A. The application shall include the requirements as set forth in 6.80.4(16) NMAC:
- a. an affidavit or affidavits, signed by the personnel who will be given the responsibility of keeping the financial records of the charter school, describing the training completed, professional licensure held and degrees earned by them;
 - b. a statement signed by every member of the governing body that the governing body agrees to consult with the department on any matter not covered by the manual of accounting and budgeting before taking any action relating to funds held as a board of finance; 6.80.4(16) NMAC;
 - c. a signed affidavit from each governing body member declaring that the member is not a governing body member of any other charter school and that the member was not a governing body member of another charter school that was suspended or failed to receive or maintain their board of finance designation;
 - d. a letter from Poms & Associates verifying that the charter school is a participant in the public school insurance authority; and indicates that the person who will be entrusted with handling the funds of the charter school is adequately insured.
- B. Request for approval:
- a. Cover letter seeking approval as a board of finance with contents of the application (above).
 - b. Original documents must be delivered or mailed to the Charter Schools Division:

Jerry Apodaca Building
Options for Parents/Charter Schools Division
300 Don Gaspar, Room 301
Santa Fe, New Mexico 87501

- C. Deadlines:
- a. The request for approval as a board of finance must be made within ninety (90) days of approval of its charter application.
 - b. Requests for extension of the deadline may be granted for good cause shown.
 - c. Within thirty (30) days of filing of the application to qualify as a board of finance, the Public Education Commission shall issue a decision approving or denying the application. A copy of the decision will be provided to the governing body.

PLEASE NOTE: *If there are changes to the financial custodian and/or the governance board, a new affidavit must be completed and submitted to the Charter Schools Division for the new financial custodian/ board member(s).*

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Sandoval

I, Katie Rarick, Katie Rarick, 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) FIED trainings led by Katie Paulos & David Craig
- b)
- c)

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>384491</u>	<u>State of New Mexico</u>	<u>July 1, 2017 - June 30, 2020</u>	<u>Yes</u>

FURTHER AFFIANCE SAYETH NAUGHT.

Katie Rarick
[Signature of Affiant]

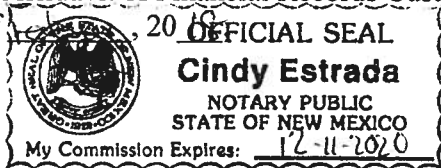
2/7/18
Date

Katie Rarick
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 7th day of February, 2018.

[Notary Seal:]



Cindy Estrada
NOTARY PUBLIC

My commission expires: 12-11-2020, 20 .

STATE OF NEW MEXICO



*In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this*

LEVEL ONE PROVISIONAL SCHOOL BUSINESS OFFICIAL LICENSE

is issued to

KATIE NOEL RARICK

Effective from July 1, 2017 to June 30, 2020

Licensure Number: 384491

A handwritten signature in cursive script, appearing to read "C. M.", positioned above the title of the Secretary of Education.

Secretary of Education

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Hózhó Academy, 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 Hózhó 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 HÓZHÓ ACADEMY GIVE THE FOREGOING STATEMENT THIS 30th DAY OF JANUARY, 2018.

1. Rachel E. Mason

Rachel E. Mason

2. Jeremias Boucher

Jeremias Boucher

3. Patrick T. Mason

Patrick T. Mason

4. Erin Maille Montano

Erin Maille Montano

5. Brinn King

Brinn King

6. Amanda Tanner

Amanda Tanner

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
COUNTY OF Gallup)

I, Rachel Mason, after being duly sworn, state:

- 1. My name is Rachel Mason and I reside in Gallup, New Mexico.
- 2. I am a member of the governing body of the Hózhó 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 Hózhó 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.

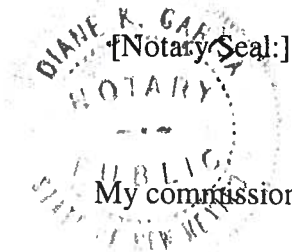
Rachel E. Mason
[Signature]

1/30/18
Date

Rachel E. Mason
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 30th day of January, 2018.



Diane K. Allison
NOTARY PUBLIC

My commission expires: 12/18, 2019.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
 COUNTY OF)

I, Jeremias Boucher, after being duly sworn, state:

- My name is Jeremias Boucher and I reside in Gallup, New Mexico.
- I am a member of the governing body of the Hózhó Academy in Gallup, New Mexico.
- I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
- 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.
- I understand that as a member of the Hózhó 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.

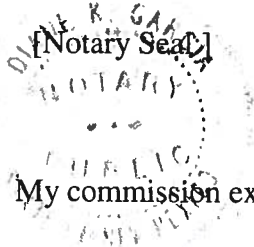
[Signature]
 [Signature]

1/30/18
 Date

Jeremias Boucher
 [Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 30th day of January, 2018.



[Signature]
 NOTARY PUBLIC

My commission expires: Dec-18, 2019.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Patrick T. Mason, after being duly sworn, state:

1. My name is Patrick T. Mason and I reside in Gallup, New Mexico.

2. I am a member of the governing body of the Hózhó Academy in Gallup, McKinley, 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 Hózhó 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.

[Signature]

01/30/2018
Date

Patrick T. Mason
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 30th day of January, 2018.

[Notary Seal;]

Diane K. Lujan
NOTARY PUBLIC

My commission expires: Dec. 18, 2019.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
 COUNTY OF)

I, Erin maïlle montaña, after being duly sworn, state:

1. My name is Erin maïlle montaña and I reside in Gallup, New Mexico.
2. I am a member of the governing body of the Hózhó 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 Hózhó 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.

Erin maïlle montaña
 [Signature]

1/30/18
 Date

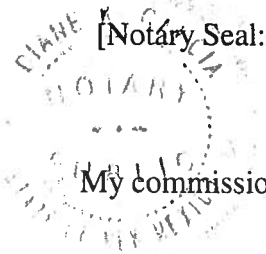
Erin maïlle montaña
 [Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 30 day of January 2018.

[Notary Seal:]

Diane K. Savari
 NOTARY PUBLIC



My commission expires: Dec. 18, 2019.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF mckinley)

I, Brinn King, after being duly sworn, state:

1. My name is Brinn King and I reside in Gallup, New Mexico.
2. I am a member of the governing body of the Hózhó 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 Hózhó 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.

Brinn King
[Signature]

1-30-18
Date

Brinn King
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 18th day of January, 20 18.

[Notary Seal]

Diane K. Hauko
NOTARY PUBLIC

My commission expires: Dec 18, 20 19.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Amanda Tanner, after being duly sworn, state:

1. My name is Amanda Tanner and I reside in Gallup, New Mexico.
2. I am a member of the governing body of the Hózhó 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 Hózhó 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.

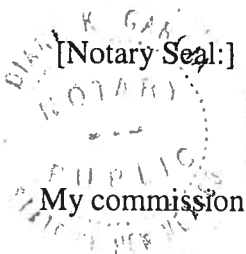
Amanda Tanner
[Signature]

1/30/18
Date

Amanda Tanner
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 30th day of January 20 18.



Deanne H. Lujan
NOTARY PUBLIC

My commission expires: Dec. 18, 20 19.

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 Hózhó Academy is adequately bonded and that Hózhó Academy is insured through Public School Insurance Authority.

Attached:

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

Certificate of Insurance from: Poms & Associates
[Name of institution or agency]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/28/2018

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.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367	CONTACT NAME: Jessie Monterrosa PHONE (A/C, No, Ext): (800) 578-8802 E-MAIL ADDRESS: rservices@pomsassoc.com	FAX (A/C, No): (818) 449-9449
	INSURER(S) AFFORDING COVERAGE	
INSURED New Mexico Public Schools Ins Authority Member: Hozho Academy 410 Old Taos Highway Santa Fe NM 87501	INSURER A: New Mexico Public Schools Ins	NAIC # N/A
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** Hozho Academy **REVISION NUMBER:**

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	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY		MOC NO. L0020	7/1/2017	7/1/2018	EACH OCCURRENCE	\$ Tort Limit
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ Tort Limit
	<input checked="" type="checkbox"/> Owners Contractors Protective Liability					MED EXP (Any one person)	\$ Tort Limit
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY	\$ Tort Limit
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					GENERAL AGGREGATE	\$ Tort Limit
	OTHER:					PRODUCTS - COMP/OP AGG	\$ Tort Limit
						MAXIMUM LIABILITY	\$ 1,050,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	\$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE	\$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE	\$
	DED	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y/N				PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Self-Insured Retention for Liability: \$750,000. See attached New Mexico Tort Claims Act Section 41-4-19: Maximum Liability Summary.

CERTIFICATE HOLDER Evidence of Insurance	CANCELLATION 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 J Monterrosa/JMONTE

COMMENTS/REMARKS

Summary of New Mexico Tort Claims Act Section 41-4-19: Maximum Liability
Governmental entities and agencies, including public schools, public charter schools and
community colleges and universities are granted immunity from liability.
Commercial General Liability
Products and Completed Operations
Professional Liability
Contractual Liability
Imposed by New Mexico Tort Claims Act [NMSA 1975 §41-4-1 through 41-4-29]
\$400,000 Bodily Injury Per Person
\$200,000 Property Damage Per Property Address
\$300,000 Medical
\$750,000 Per Occurrence
\$1,050,000 Combined Limit/Maximum Liability

Board of Finance Application

Albuquerque Collegiate Charter School

On April 4, 2018, the Charter Schools Division received notification that Albuquerque Collegiate Charter School had applied to become a Board of Finance. The Financial Custodian will be Katie Rarick. All documentation is complete.



ALBUQUERQUE
COLLEGIATE
CHARTER SCHOOL

115 Gold Ave SW, Suite #201

Albuquerque, NM 87102

April 4, 2018

RECEIVED

APR - 9 2018

Options for Parents

Jerry Apodaca Building

Options for Parents/Charter Schools Division

300 Don Gaspar, Room 301

Santa Fe, New Mexico 87501

Dear Public Education Commissioners,

On behalf of the Governing Board of Albuquerque Collegiate Charter School, please accept this cover letter and attached documents to signify our request to seek approval as a Board of Finance in the state of New Mexico.

Please feel free to contact our Founder, Jade Rivera, with any questions, concerns, or feedback regarding our application. Thank you for your time and consideration.

Kindly,

Jade Rivera

Founder, Albuquerque Collegiate Charter School

505-712-1927

jrivera@abqcollegiate.org

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Sandoval)

I, Katie Rarick, Katie Rarick, 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) FIED trainings led by Katie Paulos & David Craig
 - b)
 - c)
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, licenses and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
<u>384491</u>	<u>State of New Mexico</u>	<u>July 1, 2017 - June 30, 2020</u>	<u>Yes</u>

FURTHER AFFIANCE SAYETH NAUGHT.

Katie Rarick
[Signature of Affiant]

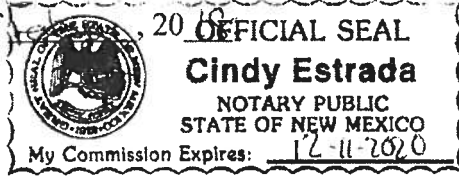
2/7/18
Date

Katie Rarick
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 7th day of February, 2018.

[Notary Seal:]



Cindy Estrada
NOTARY PUBLIC

My commission expires: 12-11-2020, 20 .

STATE OF NEW MEXICO



*In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this*

LEVEL ONE PROVISIONAL SCHOOL BUSINESS OFFICIAL LICENSE

is issued to

KATIE NOEL RARICK

Effective from July 1, 2017 to June 30, 2020

Licensure Number: 384491

A handwritten signature in black ink, appearing to read "C. M.", written over a horizontal line.

Secretary of Education

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Albuquerque Collegiate Charter School located in Albuquerque, 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 Albuquerque Collegiate 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 ALBUQUERQUE COLLEGIATE CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 10TH DAY OF FEBRUARY 2018.

1. Cynthia Al-Aghbary
[signature]

Cynthia Al-Aghbary
[print]

2. Rosa Pynes
[signature]

Rosa Pynes
[print]

3. Scott D. Hughes
[signature]

SCOTT D. HUGHES
[print]

4. Tomy Garcia
[signature]

Tomas J. Garcia
[print]

5. [Signature]
[signature]

Brandon Meyers
[print]

6. Matt Callan
[signature]

MATT CALLAN
[print]

7. BSS
[signature]

BEVERLY CRUZ
[print]

8. [Signature]
[signature]

Joshua Gallegos
[print]

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Cynthia Al-Aghbary, after being duly sworn, state:

- 1. My name is Cynthia Al-Aghbary and I reside in Albuquerque, New Mexico.
- 2. I am a member of the governing body of the Albuquerque Collegiate Charter School in Albuquerque 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 Albuquerque Collegiate Charter 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.

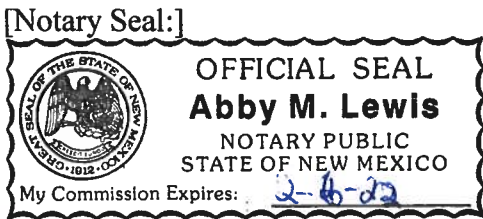
Cynthia Al-Aghbary
[Signature]

2/10/2018
Date

Cynthia Al-Aghbary
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 10th day of Feb, 2018.



Abby M. Lewis
NOTARY PUBLIC

My commission expires: Feb 6, 2022.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Matt Callahan, after being duly sworn, state:

1. My name is Matt Callahan and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Albuquerque Collegiate Charter School in Albuquerque 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 Albuquerque Collegiate Charter 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.

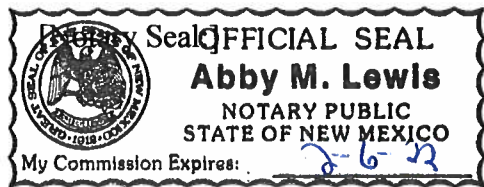
Matt Callahan
[Signature]

2/15/2018
Date

MATTHEW CALLAHAN
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 15 day of Feb, 2018.



Abby Lewis
NOTARY PUBLIC

My commission expires: Feb 6, 2022.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
 COUNTY OF BERNALILLO)

I, Beverly Cruz, after being duly sworn, state:

1. My name is Beverly Cruz and I reside in Bernalillo, New Mexico.
2. I am a member of the governing body of the Albuquerque Collegiate Charter School in Albuquerque 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 Albuquerque Collegiate Charter 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.

B. Cruz
 [Signature]

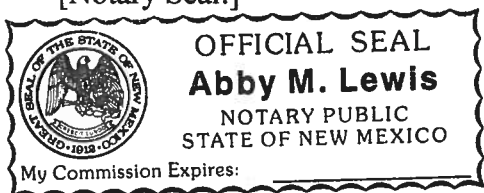
2/20/18
 Date

BEVERLY CRUZ
 [Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 20 day of Feb, 20 18

[Notary Seal:]



[Signature]
 NOTARY PUBLIC

My commission expires: Feb 6, 20 22.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Joshua Gallegos, after being duly sworn, state:

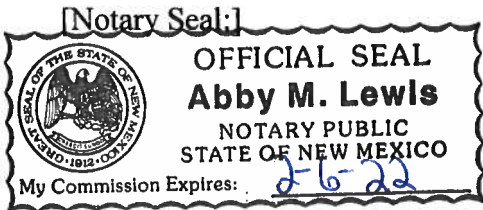
1. My name is Joshua Gallegos and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Albuquerque Collegiate Charter School in Albuquerque New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state 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 Albuquerque Collegiate Charter 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]
Joshua Gallegos
[Print]

2/21/18
Date

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 21st day of Feb, 2018.



[Signature]
NOTARY PUBLIC

My commission expires: Feb 6, 2022.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Tomas J. Garcia, after being duly sworn, state:

1. My name is Tomas J. Garcia and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Albuquerque Collegiate Charter School in Albuquerque 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 Albuquerque Collegiate Charter 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.

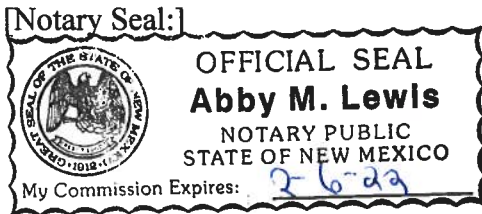
Tomy Garcia
[Signature]

2/10/18
Date

Tomas J. Garcia
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 10th day of Feb, 2018.



Abby M. Lewis
NOTARY PUBLIC

My commission expires: Feb 6, 2022.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
 COUNTY OF BERNALILLO)

I, SCOTT D. HUGHES, after being duly sworn, state:

1. My name is SCOTT D. HUGHES and I reside in ALBUQUERQUE, New Mexico.
2. I am a member of the governing body of the Albuquerque Collegiate Charter School in Albuquerque 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 Albuquerque Collegiate Charter 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.

Scott D. Hughes
 [Signature]

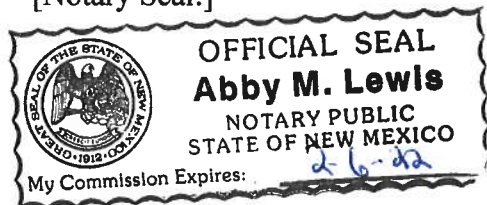
2/10/2018
 Date

SCOTT D. HUGHES
 [Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 10th day of Feb, 2018.

[Notary Seal:]



Abby M. Lewis
 NOTARY PUBLIC

My commission expires: Feb 6, 2022.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Brandon Meyers, after being duly sworn, state:

1. My name is Brandon Meyers and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Albuquerque Collegiate Charter School in Albuquerque 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 Albuquerque Collegiate Charter 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.

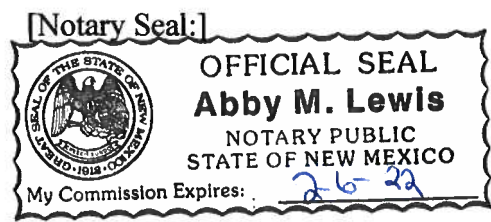
[Signature]

2/10/18
Date

Brandon Meyers
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 10th day of Feb, 2018



[Signature]
NOTARY PUBLIC

My commission expires: Feb 6, 2022.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Rosa Pynes, after being duly sworn, state:

1. My name is Rosa Pynes and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Albuquerque Collegiate Charter School in Albuquerque 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 Albuquerque Collegiate Charter 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.

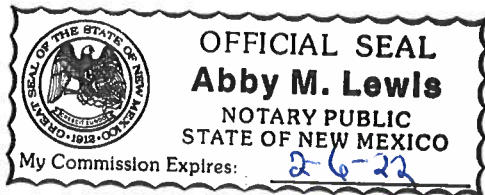
[Signature]
[Signature]
Rosa Pynes
[Print]

2/10/2018
Date

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 10th day of Feb, 20 18.

[Notary Seal:]



[Signature]
NOTARY PUBLIC

My commission expires: Feb 6, 20 22.

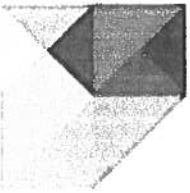
DECLARATION OR CERTIFICATE OF INSURANCE

Please attach or insert a copy of a declaration or certificate of insurance that indicates that the financial records custodian **Albuquerque Collegiate Charter School** is adequately bonded and that **Albuquerque Collegiate Charter School** is insured through Public School Insurance Authority.

Attached:

- Bonding Declaration from: Poms & Associates
[Name of institution or agency]

- Certificate of Insurance from: Poms & Associates
[Name of institution or agency]



March 2, 2018

Ms. Jade Rivera
Founder
Albuquerque Collegiate Charter School

RE: Evidence of Coverage

Dear Ms. Rivera,

Please allow this letter to serve as confirmation that Albuquerque Collegiate Charter School is a member participant of the New Mexico Public School Insurance Authority (NMPSIA). Both comprehensive risk management services and insurance coverage are provided to Members.

Currently, in force (but not limited to) are the following coverages:

- Crime/Employee Dishonesty - \$2,000,000 Per Occurrence limit
- General Liability including School Board Legal Liability (Errors and Omissions)
- Employment Practice Liability and Directors and Officers (D&O) coverage
- Automobile Liability

This insurance is provided by (NMPSIA) with coverage commencing from July 1, 2017 to July 1, 2018.

We truly appreciate the opportunity to be of service to your insurance and risk management needs. If you have any questions or concerns, please do not hesitate to contact me directly.

Sincerely,



Jessie Monterrosa, CISR
Senior Account Manager, Risk Services
818-449-9369



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/02/2018

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.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367		CONTACT NAME: Jessie Monterrosa PHONE (A/C, No, Ext): (800) 578-8802 E-MAIL ADDRESS: rservices@pomsassoc.com		FAX (A/C, No): (818) 449-9449	
INSURED New Mexico Public Schools Ins Authority Member: Albuquerque Collegiate Charter School 410 Old Taos Highway Santa Fe NM 87501		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A: Great American			
		INSURER B: Safety National			
		INSURER C: Berkley Regional Insurance Company			
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES

CERTIFICATE NUMBER: Albuquerque Collegiate Ch

REVISION NUMBER:

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	ADDL SUBR INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			MOC NO. L0020	07/01/2017	07/01/2018	EACH OCCURRENCE	\$ Tort Limit
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ Tort Limit
	<input checked="" type="checkbox"/> Owners Contractors						MED EXP (Any one person)	\$ Tort Limit
	<input type="checkbox"/> Protective Liability						PERSONAL & ADV INJURY	\$ Tort Limit
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$ Tort Limit
<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG	\$ Tort Limit
OTHER:							Maximum Liability	\$ 1,050,000
A	AUTOMOBILE LIABILITY			MOC NO. L0020	07/01/2017	07/01/2018	COMBINED SINGLE LIMIT (Ea accident)	\$
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$ Tort Limit
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$ Tort Limit
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$ Tort Limit
Maximum Liability							\$ 1,050,000	
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED	RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			SP 4055030	07/01/2017	07/01/2018	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT	\$ 2,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 2,000,000
C	Crime/Employee Dishonesty			BGOV-45001509-22	07/01/2017	07/01/2018	Limit	\$2,000,000
							Deductible	\$250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Self-Insured Retention for Liability and Property \$750,000 and \$1,000,000 for Workers' Compensation. See attached New Mexico Tort Claims Act Section 41-4-19: Maximum Liability Summary.

CERTIFICATE HOLDER**CANCELLATION**

EVIDENCE OF INSURANCE ONLY	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

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COMMENTS/REMARKS

Summary of New Mexico Tort Claims Act Section 41-4-19: Maximum Liability
Governmental entities and agencies, including public schools, public charter schools and community colleges and universities are granted immunity from liability.

Commercial General Liability

Products and Completed Operations

Professional Liability

Contractual Liability

Imposed by New Mexico Tort Claims Act [NMSA 1975 §41-4-1 through 41-4-29]

\$400,000 Bodily Injury Per Person

\$200,000 Property Damage Per Property Address

\$300,000 Medical

\$750,000 Per Occurrence

\$1,050,000 Combined Limit/Maximum Liability

Board of Finance Application

Altura Preparatory School

On April 4, 2018, the Charter Schools Division received notification that Altura Preparatory School had applied to become a Board of Finance. The Financial Custodian will be Katie Rarick. All documentation is complete.



Altura Preparatory School

April 4, 2018

Jerry Apodaca Building
Options for Parents/Charter Schools Division 300 Don
Gaspar, Room 301
Santa Fe, New Mexico 87501

RECEIVED
APR - 5 2018
Options for Parents

Dear Public Education Commissioners,

On behalf of the Altura Preparatory School Board of Trustees, please accept this cover letter and supporting documents to signify our request to seek approval as a Board of Finance in the state of New Mexico.

Please feel free to contact Meaghan Stern or Lissa Hines, the Altura Preparatory School Co-Founders, with any questions, concerns, or feedback regarding our application. Thank you for your time and consideration.

Kindly,

The Altura Preparatory School Board of Trustees

Meaghan Stern and Lissa Hines
Altura Preparatory School Co-Founders

Meaghan.Stern@alturaprep.org
Lissa.Hines@alturaprpep.org



NEW MEXICO
Public Education Department

New Mexico Public Education Commission

BOARD OF FINANCE APPLICATION

CONTENTS

- INSTRUCTIONS: APPLICATION FOR BOARD OF FINANCE DESIGNATION
 - STATEMENT FROM GOVERNING BODY
 - AFFIDAVITS FOR GOVERNING BODY MEMBERS
 - DECLARATION OR CERTIFICATE OF INSURANCE

INSTRUCTIONS: APPLICATION FOR BOARD OF FINANCE DESIGNATION

- A. The application shall include the requirements as set forth in 6.80.4(16) NMAC:
- a. an affidavit or affidavits, signed by the personnel who will be given the responsibility of keeping the financial records of the charter school, describing the training completed, professional licensure held and degrees earned by them;
 - b. a statement signed by every member of the governing body that the governing body agrees to consult with the department on any matter not covered by the manual of accounting and budgeting before taking any action relating to funds held as a board of finance; 6.80.4(16) NMAC;
 - c. a signed affidavit from each governing body member declaring that the member is not a governing body member of any other charter school and that the member was not a governing body member of another charter school that was suspended or failed to receive or maintain their board of finance designation;
 - d. a letter from Poms & Associates verifying that the charter school is a participant in the public school insurance authority; and indicates that the person who will be entrusted with handling the funds of the charter school is adequately insured.
- B. Request for approval:
- a. Cover letter seeking approval as a board of finance with contents of the application (above).
 - b. Original documents must be delivered or mailed to the Charter Schools Division:

Jerry Apodaca Building
Options for Parents/Charter Schools Division
300 Don Gaspar, Room 301
Santa Fe, New Mexico 87501

- C. Deadlines:
- a. The request for approval as a board of finance must be made within ninety (90) days of approval of its charter application.
 - b. Requests for extension of the deadline may be granted for good cause shown.
 - c. Within thirty (30) days of filing of the application to qualify as a board of finance, the Public Education Commission shall issue a decision approving or denying the application. A copy of the decision will be provided to the governing body.

PLEASE NOTE: *If there are changes to the financial custodian and/or the governance board, a new affidavit must be completed and submitted to the Charter Schools Division for the new financial custodian/ board member(s).*

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Sandoval

I, Katie Rarick, Katie Rarick, 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) PE D trainings led by Katie Poulos & David Craig
- b)
- c)

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>384491</u>	<u>State of New Mexico</u>	<u>July 1, 2017 - June 30, 2020</u>	<u>Yes</u>

FURTHER AFFIANCE SAYETH NAUGHT.

Katie Rarick
[Signature of Affiant]

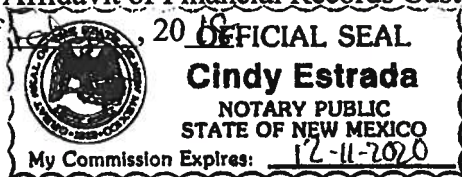
2/7/18
Date

Katie Rarick
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 7th day of February, 2018.

[Notary Seal:]



Cindy Estrada
NOTARY PUBLIC

My commission expires: 12-11-2020, 20 .

STATE OF NEW MEXICO



*In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this*

LEVEL ONE PROVISIONAL SCHOOL BUSINESS OFFICIAL LICENSE

is issued to

KATIE NOEL RARICK

Effective from July 1, 2017 to June 30, 2020

Licensure Number: 384491

Secretary of Education

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Altura Preparatory School, located in Albuquerque, New Mexico.


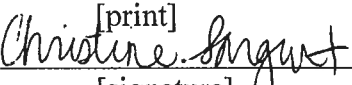
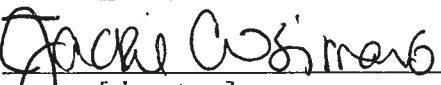
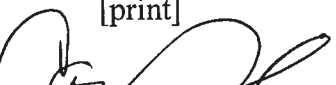
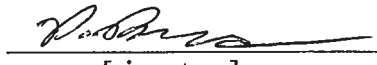
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [insert name of 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 ALTURA PREPARATORY SCHOOL GIVE THE FOREGOING STATEMENT THIS 4th DAY OF April, 2018.

1. 
[signature]
Pamela G. Scanlon
[print]
2. 
[signature]
Christine Sargent
[print]
3. 
[signature]
Jackie Cusimano
[print]
4. 
[signature]
Casey DeRaad
[print]
5. 
[signature]
Patrick Barnes
[print]

Attach additional pages if membership exceeds five.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Altura Preparatory School, located in Albuquerque, 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 [insert name of 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 ALTURA PREPARATORY SCHOOL GIVE THE FOREGOING STATEMENT THIS 4th DAY OF April, 2018.

1. 
[signature]
Robert Wilson
[print]
2. 
[signature]
Chantia Patricia de Alba
[print]
3. _____
[signature]

[print]
4. _____
[signature]

[print]
5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Patrick Barnes, after being duly sworn, state:

- 1. My name is Patrick Barnes and I reside in Albuquerque, New Mexico.
- 2. I am a member of the governing body of the Altura Preparatory School in Albuquerque, 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 Altura Preparatory 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]

4/4/2018
Date

Patrick Barnes
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 4th day of April, 2018.

[Notary Seal:]


NOTARY PUBLIC

My commission expires: 1-12, 2022.



AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Jackie Cosimano, after being duly sworn, state:

1. My name is Jackie Cosimano and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Altura Preparatory School in Albuquerque, 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 Altura Preparatory 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.

Jackie Cosimano
[Signature]


Jackie Cosimano
[Print]

4/4/18
Date

VERIFICATION

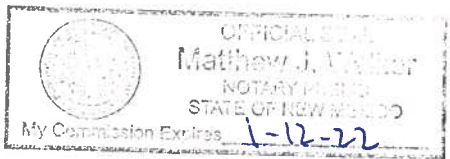
The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 4th day of April, 2018.

[Notary Seal:]



NOTARY PUBLIC

My commission expires: 1-12-22, 20 .

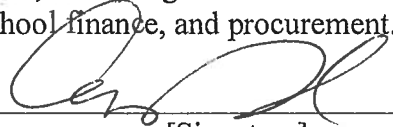


AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Casey De Raad, after being duly sworn, state:

1. My name is Casey De Raad and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Altura Preparatory School in Albuquerque, 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 Altura Preparatory 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]


Casey De Raad
[Print]

4/4/18
Date

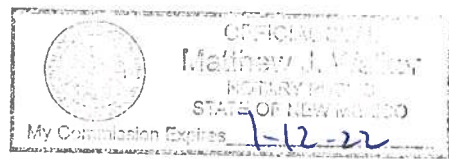
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 4th day of April, 2018.

[Notary Seal:]


NOTARY PUBLIC

My commission expires: 1-12, 2022.

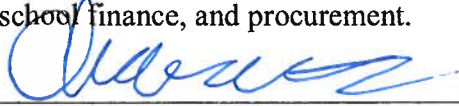


AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Chamizz Pacheco de Alas, after being duly sworn, state:

1. My name is Chamizz Pacheco de Alas and I reside in Bernalillo County New Mexico.
2. I am a member of the governing body of the Altura Preparatory School in Albuquerque, 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]

4/5/18
Date

Chamizz Pacheco de Alas
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 5 day of April, 2018.

[Notary Seal:]


NOTARY PUBLIC

My commission expires: 10/31, 2019.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Christine Sargent, after being duly sworn, state:

1. My name is Christine Sargent and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Altura Preparatory School in Albuquerque, 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 Altura Preparatory 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.

Christine Sargent
[Signature]

4/4/18
Date

Christine Sargent
[Print]

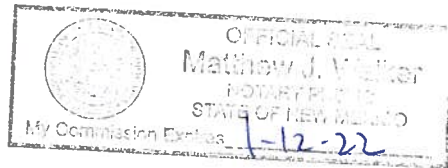
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 4th day of April, 2018.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: 1-12, 2022.



AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Pamela G. Scanlon, after being duly sworn, state:

1. My name is Pamela G. Scanlon and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Altura Preparatory School in Albuquerque, 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 Altura Preparatory 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.

Pamela G. Scanlon

[Signature]

4-4-2018

Date

Pamela G. Scanlon

[Print]

VERIFICATION

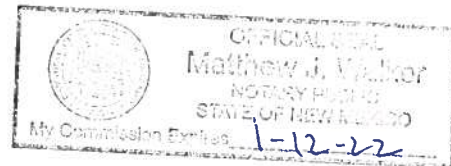
The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 4th day of April, 2018.

[Notary Seal:]

[Signature]

NOTARY PUBLIC

My commission expires: 1-12, 2022



AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Robert Wilson, after being duly sworn, state:

1. My name is Robert Wilson and I reside in Corrales, New Mexico.

2. I am a member of the governing body of the Altura Preparatory School in Albuquerque, 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 Altura Preparatory 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.

Robert Wilson
[Signature]

3/26/18
Date

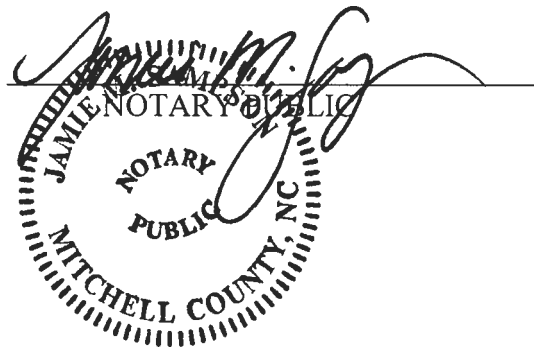
Robert Wilson
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 26th day of March, 2018.

[Notary Seal:]

My commission expires: 11/01, 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 of Altura Preparatory School is adequately bonded and that Altura Preparatory School is insured through Public School Insurance Authority.

Attached:

- Bonding Declaration from: POMS and Associates
[Name of institution or agency]

- Certificate of Insurance from: POMS and Associates
[Name of institution or agency]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/11/2018

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.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367	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													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: New Mexico Public Schools Ins</td> <td>N/A</td> </tr> <tr> <td>INSURER B: Safety National Casualty Corp</td> <td>15105</td> </tr> <tr> <td>INSURER C: Lexington Insurance Company</td> <td>19437</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> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: New Mexico Public Schools Ins	N/A	INSURER B: Safety National Casualty Corp	15105	INSURER C: Lexington Insurance Company	19437	INSURER D:		INSURER E:		INSURER F:
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INSURER C: Lexington Insurance Company	19437													
INSURER D:														
INSURER E:														
INSURER F:														
INSURED New Mexico Public Schools Ins Authority Member: Altura Preparatory School 410 Old Taos Highway Santa Fe NM 87501														

COVERAGES **CERTIFICATE NUMBER: 17-18 - GL/AL/WC/PROP** **REVISION NUMBER:**

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			MOC NO. L0020	7/1/2017	7/1/2018	EACH OCCURRENCE \$ Tort Limit
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Tort Limit
	<input checked="" type="checkbox"/> Owners Contractors						MED EXP (Any one person) \$ Tort Limit
	<input type="checkbox"/> Protective Liability						PERSONAL & ADV INJURY \$ Tort Limit
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ Tort Limit
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ Tort Limit
	OTHER:						Maximum Liability \$ 1,050,000
A	AUTOMOBILE LIABILITY			MOC NO. L0020	7/1/2017	7/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$ Tort Limit
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$ Tort Limit
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$ Tort Limit
							Maximum Liability \$ 1,050,000
	UMBRELLA LIAB	<input type="checkbox"/>	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/>	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED		RETENTION \$				\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			SP 4055030	7/1/2017	7/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	<input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$ 2,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 2,000,000
C	PROPERTY - SPECIAL RISK			MOC NO. P0020 017471590/04	7/1/2017 7/1/2017	7/1/2018 7/1/2018	Bldg Deductible: PER SCHEDULE
							Contents Deductible: \$750 ON FILE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Self-Insured Retention for Liability and Property \$750,000 and \$1,000,000 for Workers' Compensation. See attached New Mexico Tort Claims Act Section 41-4-19: Maximum Liability Summary.

CERTIFICATE HOLDER

CANCELLATION

EVIDENCE OF INSURANCE ONLY

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

J Monterrosa/JECHOL

COMMENTS/REMARKS

Summary of New Mexico Tort Claims Act Section 41-4-19: Maximum Liability
Governmental entities and agencies, including public schools, public charter schools and
community colleges and universities are granted immunity from liability.

Commercial General Liability

Products and Completed Operations

Professional Liability

Contractual Liability

Imposed by New Mexico Tort Claims Act [NMSA 1975 §41-4-1 through 41-4-29]

\$400,000 Bodily Injury Per Person

\$200,000 Property Damage Per Property Address

\$300,000 Medical

\$750,000 Per Occurrence

\$1,050,000 Combined Limit/Maximum Liability