PUBLIC EDUCATION COMMISSION

Business Manager or Procurement Officer Amendment Form

The Charter Contract was entered into by and between [Red River Valley Charter School], hereafter "the School Was approved for a [2021-2026] Charter Contract Contra	nool", effective [23] [Aug.], [2021]
The School requests consideration from the Public Eduterms of its Contract as follows:	cation Commission (PEC) to change the
CHANGE OF: BUSINESS MANAGER CPO	вотн
Charter Contract currently states:	
CURRENT BUSINESS MANAGER OR PROCUREMENT OFFICEI Mary Hagemann	
Requests the Public Education Commission approve Se	ection 4.22 of the School's contract to read
EFFECTIVE DATE OF CHANGE: August 23, 2021	
REQUESTED CHANGE TO BUSINESS MANAGER OR PROCUR	EMENT OFFICER AND CONTACT INFORMATION:
Submit this form and all supporting documents to ch	arter.schools@state.nm.us
The School's Business Manager or Procurement Office [Kimberly Ritterhouse] on[08.19.21], and criteria:	r Amendment is hereby submitted by affirms the school meets the following eligibility
Amendment must be submitted to the PEC or implemented; and	within 30 days of the change being communicated
The school's governing board is in complia	nce with all reporting requirements.
Khitterhouse	Aug. 19, 2021
Charter School Representative Signature	Date
The School's Business Manager or Procuremen	nt Officer Amendment was:
☐ Approved	□ Denied
Chair, Public Education Commission	

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
COUNTY OF Bernalillo_)

- I, _Ashley Wolfel [affiant] after being duly sworn, state:
 - 1. I live in the City of <u>Albuquerque</u>, County of <u>Bernalillo</u>, 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)NMASBO Training-Fall Conference
 - b) NMASBO Training-Winter Conference
 - c) NMASBO Training-Spring Budget
- 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
BBA	New Mexico Highlands University	05/2015	Yes
MBA	New Mexico Highlands University	05/2016	Yes
Business License	NMPED	7/2018	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

[Signature of Affiant]	8/11/2021 Date
Ashley Wolfel [Print Name of Affiant]	

	VERIFICATION
The forgoing Affidavit of Finance me, this 11 day of August, 2021.	cial Records Custodian was subscribed and sworn to before
Notar Official Seal ADRIANA PONCE Notary Public State of New Mexico My Commission Expires 115123	NOTARY PUBLIC
My commission expires:	

STATE OF NEW MEXICO

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

LEVEL TWO PROFESSIONAL SCHOOL BUSINESS OFFICIAL LICENSE

is issued to

ASHLEY K. WOLFEL

Effective from July 1, 2018 to June 30, 2027

Licensure Number: 366278

C.M.

Secretary of Education

PUBLIC EDUCATION COMMISSION

Business Manager or Procurement Officer Amendment Form

[Red River Valley Charter School], hereafter "the School", effective [01] The School was approved for a [YEAR TERM] Charter Contract.	
The School requests consideration from the Public Education Commission terms of its Contract as follows:	on (PEC) to change the
CHANGE OF: USINESS MANAGER CPO BOTH	
Charter Contract currently states:	
CURRENT BUSINESS MANAGER OR PROCUREMENT OFFICER: Mary Hagmann	
	the School's contract to read
EFFECTIVE DATE OF CHANGE: 09/01/2021	
REQUESTED CHANGE TO BUSINESS MANAGER OR PROCUREMENT OFFICER AN Gustavo Munoz	D CONTACT INFORMATION:
Submit this form and all supporting documents to charter.schools@sta	ate.nm.us
The School's Business Manager or Procurement Officer Amendment is he [Kimberly Ritterhouse] on [199152021], and affirms the school criteria:	
$\ \square$ Amendment must be submitted to the PEC within 30 days of or implemented; and	the change being communicated
$\hfill\Box$ The school's governing board is in compliance with all report	ing requirements.
Khatterhouse	09/15/2021
Charter School Representative Signature	Date
The School's Business Manager or Procurement Officer Amendm	ent was:
☐ Approved ☐ Denied	
Chair, Public Education Commission	Date

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
COUNTY OF Bernalillo)

- I, Gustavo Munoz, [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) Vigil Group internal training on Internal Controls and public-school finance processes and procedures
 - b) future attendance of Fall 2021 NMASBO Conference.

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:

Educational Institution	Date 1	Current Yes/No
The University of New Mexico	12/2020	Yes
NMPED	07/2021	Yes
-	The University of New Mexico	The University of New 12/2020 Mexico

FURTHER AFFIANCE SAYETH NAUGHT.

[Signature of Affiant]	9-16-21 Date
Gustavo Muno? [Print Name of Affiant]	

VERIFICATION

The forgoing Affidavit of Financial Records C	Custodian was subscribed and sworn to before
me, this 16 day of Sasternal 20 21.	A = i
[Notary Seal:]	Hatinu Solan.
[Notary Sour.]	NOTARY PUBLIC

My commission expires: Samuary 11, 20 23.

Official Seal
ANTHONY SOLANO
Notary Public
State of New Mexico
My Commission Expires Office

Revised 10-5-2011