

**EDUCATION  
COMMISSION**

**Business Manager or Procurement Officer Amendment Form**

The Charter Contract was entered into by and between the New Mexico Public Education Commission [Southwest Preparatory Learning Center], hereafter "the School", effective [ 01 ] [ July ], [ 2019 ]  
The School was approved for a [5 year term] Charter Contract.

The School requests consideration from the Public Education Commission (PEC) to change the terms of its Contract as follows:

**CHANGE OF:**  **BUSINESS MANAGER**  **CPO**  **BOTH**

Charter Contract currently states:

**CURRENT BUSINESS MANAGER OR PROCUREMENT OFFICER:**  
Jennifer Vigil

Requests the Public Education Commission approve Section \_\_\_\_\_ of the School's contract to read

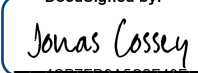
**EFFECTIVE DATE OF CHANGE:** 08/01/2021

**REQUESTED CHANGE TO BUSINESS MANAGER OR PROCUREMENT OFFICER AND CONTACT INFORMATION :**  
Justine Vigil

**Submit this form and all supporting documents to charter.schools@state.nm.us**

The School's Business Manager or Procurement Officer Amendment is hereby submitted by [ **Jonas Cossey** ] on [08/16/2021], and affirms the school meets the following eligibility criteria:

- Amendment must be submitted to the PEC within 30 days of the change being communicated or implemented; and
- The school's governing board is in compliance with all reporting requirements.

DocuSigned by:  
  
 \_\_\_\_\_  
 Charter School Representative Signature 8/17/2021  
 \_\_\_\_\_  
 Date

The School's Business Manager or Procurement Officer Amendment was:

- Approved
- Denied

\_\_\_\_\_  
 Chair, Public Education Commission Date

**AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN**

STATE OF NEW MEXICO )

COUNTY OF Bernalillo )

I, Justine Vigil, [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) NM ASBO Conferences & trainings - Fall 2012 - present
- b) State Audit Rule training
- 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>BBA</u>	<u>University of New Mexico</u>	<u>May 2011</u>	<u>Yes</u>
<u>MBA</u>	<u>Eastern NM University</u>	<u>Dec 2019</u>	<u>Yes</u>
<u>SBO-level 1A</u>	<u>NM PED</u>	<u>July 1, 2015</u>	<u>Yes</u>

FURTHER AFFIANCE SAYETH NAUGHT.

Justine Vigil  
[Signature of Affiant]

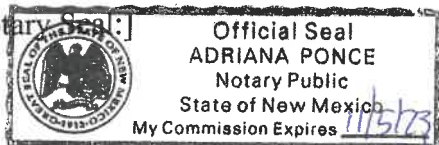
08/11/2021  
Date

Justine Vigil  
[Print Name of Affiant]

**VERIFICATION**

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 11 day of August, 2021.

[Notary Seal:]



[Signature]  
NOTARY PUBLIC

My commission expires: 11/5, 2023.

# 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

**JUSTINE HILARY VIGIL**

Effective from July 1, 2015 to June 30, 2024

Licensure Number: 350689

*Hanna Plandora*

Secretary of Education

