

**PUBLIC
EDUCATION
COMMISSION**

Business Manager or Procurement Officer Amendment Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission
[J. Paul Taylor Academy], hereafter "the School", effective [5] [November], [2021]
The School was approved for a [5 year] 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:

Erica Reyes

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

EFFECTIVE DATE OF CHANGE: 11/5/2021

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

Johnathan M. Richmond, jr Richmond@swrecnm.org, 575-548-5951 ext.3007

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
[Eric Ahner] on [11/5/2021], 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.



Charter School Representative Signature

Nov 6, 2021

Date

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

Approved Denied

Chair, Public Education Commission

Date




Business Manager Change Form JPTA 11.5.21

Final Audit Report

2021-11-06

Created:	2021-11-05
By:	John Richmond (jrichmond@swrecnm.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAe4Fb2uft1pHblbdbSS9xh0ihi8y9Tpcy

"Business Manager Change Form JPTA 11.5.21" History

-  Document created by John Richmond (jrichmond@swrecnm.org)
2021-11-05 - 10:49:09 PM GMT- IP address: 96.92.74.33
-  Document emailed to Eric Ahner (eric.ahner@jpaultayloracademy.org) for signature
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Signature Date: 2021-11-06 - 2:56:52 PM GMT - Time Source: server- IP address: 174.56.125.51
-  Agreement completed.
2021-11-06 - 2:56:52 PM GMT

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
COUNTY OF Luna)

I, Johnathan M. Richmond, [affiant] after being duly sworn, state:

1. I live in the City of Deming, County of Luna, 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) BA in Hotel Restaurant Tourism Management
 - b) NMASBO Fall 2020/Winter 2021 Conference
 - c) NMASBO Bootcamp 2021 Conference
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
BA in Hotel Restaurant Tourism Management	NMSU	December 2015	n/a
Level I, Business Officials License	Issued by NM-PED License #402137	7/1/2020	6/30/2023

FURTHER AFFIANCE SAYETH NAUGHT.

Johnathan M. Richmond
[Signature of Affiant]

11/09/2021
Date

Johnathan M. Richmond
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 9 day of November, 2021.

[Notary Seal:]

Jaime Verdugo
NOTARY PUBLIC

My commission expires: May 4, 2024.
Revised 10-5-2011



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

11/08/2021

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.

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 PRODUCER CUSTOMER ID: 00016280	
INSURED New Mexico Public Schools Insurance Authority Member: Raices Del Saber Xinachtli CS/J. Paul Taylor Academy 410 Old Taos Highway Santa Fe NM 87501		INSURER(S) AFFORDING COVERAGE INSURER A: Hanover Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** SWREC NM **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
	PROPERTY				BUILDING	\$
	CAUSES OF LOSS				PERSONAL PROPERTY	\$
	BASIC				BUSINESS INCOME	\$
	BROAD				EXTRA EXPENSE	\$
	SPECIAL				RENTAL VALUE	\$
	EARTHQUAKE				BLANKET BUILDING	\$
	WIND				BLANKET PERS PROP	\$
	FLOOD				BLANKET BLDG & PP	\$
						\$
						\$
	INLAND MARINE	TYPE OF POLICY				\$
	CAUSES OF LOSS					\$
	NAMED PERILS	POLICY NUMBER				\$
						\$
A	<input checked="" type="checkbox"/> CRIME	H274489	07/01/2021	07/01/2022	<input checked="" type="checkbox"/> Employee Theft	\$ 2,000,000
	TYPE OF POLICY				<input checked="" type="checkbox"/> Forgery or Alteration	\$ 2,000,000
					<input checked="" type="checkbox"/> Faithful Performanc	\$ 1,500,000
	BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$
						\$
						\$
						\$

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

RE: John Richmond, Business Services/HR Specialist

EVIDENCE OF INSURANCE

CERTIFICATE HOLDER Southwest Regional Education Cooperative #10 1321 E. Poplas Street Deming NM 88030		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 
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STATE OF NEW MEXICO



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

LEVEL ONE SCHOOL BUSINESS OFFICIAL
is issued to

JOHNATHAN RICHMOND

Effective from July 01, 2020 to June 30, 2023
Licensure Number: 402137

A handwritten signature in black ink that reads "Ryan Stewart".

Secretary of Education