

**EDUCATION  
COMMISSION**

**Business Manager or Procurement Officer Amendment Form**

The Charter Contract was entered into by and between the New Mexico Public Education Commission  
[ Red River Valley Charter School ], hereafter "the School", effective [ 12 ] [ July ], [ 2022 ]  
The School was approved for a [ five 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:**

Gustavo Munoz-Vigil Group

Requests the Public Education Commission approve Section 4.22 of the School's contract to read

**EFFECTIVE DATE OF CHANGE:** July 1, 2022

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

German Martinez & Katie Rarick-Axiom Analytics

**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  
[ Kimberly Ritterhouse ] on [ July 12 2022 ], 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

7/12/22  
\_\_\_\_\_  
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 San Juan )

I, German Martinez, [affiant] after being duly sworn, state:

1. I live in the City of Farmington, County of San Juan, 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 with public finance laws, rules and regulations.
3. I have completed the following training in the maintenance of financial records:
  - a) NMASBO Hours; including ASBO certification
  - b) 10 years as a licensed NM Business Manager
  - c) Master's Degree in Business Administration - NMHU
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 |
|----------------------------------|---|-----------|----------------|
| Master's                         | NM Highlands University                   | May 2015  | Yes            |
| Bachelor's                       | University of Utah                        | May 2009  | Yes            |
| Level II BM License              | NM Public Education Dept. License #358663 | July 2019 | Yes            |

FURTHER AFFIANCE SAYETH NAUGHT.

[Signature]  
[Signature of Affiant]

7/11/22  
Date

German Martinez  
[Print Name of Affiant]

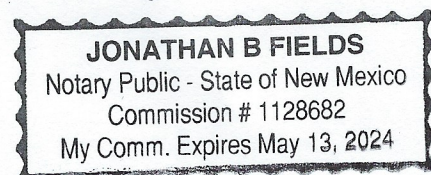
### VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 11 day of July, 2022.

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: 5-13, 2024.



# 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

**GERMAN S. MARTINEZ**

Effective from July 1, 2019 to June 30, 2028

Licensure Number: 358663

A handwritten signature in black ink, appearing to read "Dr. Kathy H.", written over a horizontal line.

Secretary of Education