EDUCATION
COMMISSION

# **Business Manager or Procurement Officer Amendment Form**

Southwest Seconda	contract was entered into by an ry Learning Center ], hereaft as approved for a [ 5 YEAR TERM	er "the School' ] Charter Cont	', effective [ 10	
	requests consideration from the Contract as follows:	Public Educati	on Commission	n (PEC) to change the
CHANGE OF:	<b>BUSINESS MANAGER</b>	СРО	ВОТН	
Charter Con	tract currently states:			
CURRENT BUS	SINESS MANAGER OR PROCUREMI	NT OFFICER:		
Requests the	Public Education Commission	approve Section	n <u>×i</u> of tl	he School's contract to read
	THE OF CHANGE: 08/01/2022 CHANGE TO BUSINESS MANAGER		NT OFFICER ANI	O CONTACT INFORMATION :
	form and all supporting docum			
The School's [Christine Lutz criteria:	Business Manager or Procuren ] on[07			reby submitted by meets the following eligibility
	Amendment must be submitted nplemented; and	to the PEC wit	hin 30 days of	the change being communicated
■ 1	The school's governing board is	in compliance v	with all reporti	ng requirements.
Chris	Time B. Juty			7-22-22
Charter School Representative Signature Date				
The	School's Business Manager or P	rocurement Of	ficer Amendm	ent was:
	□ Appr	oved	☐ Denied	
Chair, Publi	c Education Commission			Date

## AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW M	MEXICO )		
COUNTY OF BER	V445LO)		
I, Kristz	ilyn Loftis	_, [affiant] after being dul	y sworn, state:
1. I live	in the City of Albuqu	LYANE, County of	Bernalillo
New Mexico.	cordance with 6.80.4.16 NM		
financial records of with fidelity and in a 3. I hav a) N b) c)	the charter school and recognice ordence to public finance le completed the following tra	nized that I am in charge of aws, rules and regulations ining in the maintenance of white the control of the co	of maintaining public funds of financial records:
this responsibility.	hed is a certificate of insuran	ice that indicates that I am	adequately bonded to take
5. I hav	e earned the following certific	cates, licensures and/or de	grees:
Certificate, licensure or degree	Educational Institution	Date	Current
BBA ACCOUNT	ing_ UNM	May 2008	Yes/No UP S
um certified	NMPED	dune 2013	nes
MANSINGS 14	ПИАЧ		
FURTHER AF	FIANCE SAYETH NAUGHT.  1]  1]	Date	26/2022
[Print Name of Affia	LUTIS ant]		
	VERIF	<u>FICATION</u>	
The forgoing me, this <u>36</u> day of [Notary Seal:]	Affidavit of Financial Record  f _ VLY, 20  OFFICIAL SE  JENNIFER A J  Notary Public State of 1	ONES NOTAR	ed and sworn to before Y PUBLIC
	My Commission Expires 03/	3/2021	

My commission expires: MARCH 33, 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

#### KRISTALYN MARIE LOFTIS

Effective from July 1, 2016 to June 30, 2025 Licensure Number: 355121

Ryan Stewar

Secretary of Education



### CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY) 7/22/2022

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.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28. CONTACT NAME: PRODUCER Risk Services PHONE (A/C, No, Ext): (800)578-8802 (818) 449 9449 Poms & Associates Insurance Brokers E-MAIL ADDRESS: CA License #0814733 rservices@pomsassoc.com PRODUCER CUSTOMER ID #: 5700 Canoga Ave. #400 00016280 Woodland Hills, Ca 91367 INSURER(S) AFFORDING COVERAGE NAIC# N/A INSURED INSURER A: New Mexico Public Schools Insurance Authority **INSURER B: Hanover Insurance Company New Mexico Public Schools Insurance Authority** INSURER C: Member: Southwest Secondary Learning Center 410 Old Taos Highway INSURER D: Santa Fe, NM 87501 INSURER E : INSURER F:

001/554050		DE1//010111111111
COVERAGES	CERTIFICATE NUMBER:	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	POLICY EXPIRATION DATE (MM/DD/YYYY)		COVERED PROPERTY	LIMITS
		PROPERTY						BUILDING	\$
	CAL	JSES OF LOSS	DEDUCTIBLES					PERSONAL PROPERTY	\$
		BASIC	BUILDING					BUSINESS INCOME	\$
		BROAD	CONTENTS	-				EXTRA EXPENSE	\$
		SPECIAL						RENTAL VALUE	\$
		EARTHQUAKE						BLANKET BUILDING	\$
		WIND						BLANKET PERS PROP	\$
		FLOOD						BLANKET BLDG & PP	\$
									\$
								CONTENTS	\$
		INLAND MARINE		TYPE OF POLICY					\$
	CAUSES OF LOSS								\$
		NAMED PERILS		POLICY NUMBER					\$
									\$
	Х	CRIME		BD3-H274489	07/01/2022	07/01/2023	х	Employee Theft	\$ 2,000,000
	TYPE OF POLICY						Х	Forgery or Altercation	\$ 2,000,000
							Х	Faithful Performance	\$ 1,000,000
		BOILER & MACH							\$
			LARDONN					1	\$
								Deductible Comp \$750	\$
								Deductible Coll \$750	\$

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

Re: Kristalyn Loftis. Evidence of fidelity bond.

CERTIFICATE HOLDER	CANCELLATION
Public Education Commission	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
1	AUTHORIZED REPRESENTATIVE