

New Mexico State Authorized Charter School Application for Board of Finance

Name of Proposed Charter School	Explore Academy - Rio Rancho
Inagural Governing Body Members (Name + Email address)	Cathy Gaarden, cathygaarden4@gmail.com
	Skip Mackay, skipmackay@gmail.com
	Mike Mierzejewski, mikem@digitalcr8.com
	Veronia Sanders, vlgsanders4@gmail.com
	Barbara Sena, barbsena@aol.com
School Primary contact name and access information (physical mailing address, phone number, email address)	Justin Baiardo 2720 Avenida Corazon Rio Rancho, NM 87124 justin.baiardo@explore.academy 505-306-5283
Date charter application approved by NM PEC	August 19, 2022

School representative:
Please complete all information requested in the yellow boxes and submit to charter.schools@state.nm.us

School Submission:

Please see attached documents for the required items listed

Verified

1) Affidavit of Financial Record Custodian

Katie Rarick

X

[link to form Affidavit of Financial Record Custodian](#)

2) Statement of Governing Body to Consult with PED

Gaarden, MacKay, Mierejewski, Sanders, Sena

X

[link to form Template of Statement of Governing](#)

3) Proof of Fidelity Bond for person(s) entrusted with handling funds of the charter school Obtain certificate from Insurance Broker

Poms and Associates

X

4) Affidavit of Governing Board member

Gaarden, MacKay, Mierejewski, Sanders, Sena

X

[link to Affidavit of Governing Body Member](#)

Submit completed application with document links to: charter.schools@state.nm.us

Date received to the CSD 10/12/2022 (2-4) & 10/14/22(1)

Date submitted by CSD to the PEC 10/21/2022

Date approved by the PEC

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

I, Katie Rarick, [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) NMASBO Training 16 hours
 - b) CPO Training 16 hours
 - c) State Auditor Training – each year
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
Business Manager	Level II - PED	Expires 2029	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

Katie R

[Signature of Affiant]

Katie Rarick

[Print Name of Affiant]

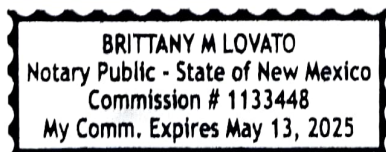
10/12/22

Date

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 12th day of October, 2022.

[Notary Seal:]



Brittany M Lovato
NOTARY PUBLIC

My commission expires: May 13, 2025.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Explore Academy – Rio Rancho, located in Rio Rancho, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financially feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE EXPLORE ACADEMY – RIO RANCHO GIVE THE FOREGOING STATEMENT THIS 12 DAY OF Sept., 2022.

1. Cathy Gaarden
signature of Cathy Gaarden

2. Sterling Mackay
signature of Sterling Mackay

3. Michael Mierzejewski
signature of Michael Mierzejewski

4. Veronica Sanders
signature of Veronica Sanders

5. Bh
signature of Barbara Sena



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/12/2022

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.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Avenue 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	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : New Mexico Public Schools Insurance Authority	
	INSURER B : Safety National	
INSURED New Mexico Public Schools Insurance Authority Member: Explore Academy-Rio Rancho 4110 Old Taos Highway Santa Fe, NM 87501	NAIC # N/A	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)
	<input type="checkbox"/> Owners Contractors Protective Liability						MED EXP (Any one person)
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE
							PRODUCTS - COMP/OP AGG
							Maximum Liability
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)
							Maximum Liability
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y / N					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> N / A					E.L. EACH ACCIDENT
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE
							E.L. DISEASE - POLICY LIMIT
							Each Occurrence
							Maximum Liability


DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

See attached New Mexico Tort Claims Act Section 41-4-19: Maximum Liability Summary.

Re: Explore Academy-Rio Rancho. Crime deductible = \$750.

Re: 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.
	AUTHORIZED REPRESENTATIVE 

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page _____ of _____

AGENCY Poms & Associates Insurance Brokers		NAMED INSURED New Mexico Public Schools Insurance Authority	
POLICY NUMBER			
CARRIER	NAIC CODE		
		EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: _____ FORM TITLE: : Notes

Summary of New Mexico Tort Claims Act Section 41-4-19:
Maximum Liability Governmental entities and agencies, including
public schools, public charter schools and community colleges
and universities are granted immunity from liability.
Commercial General
Liability Products and
Completed Operations
Professional Liability
Contractual Liability
Imposed by New Mexico Tort Claims Act [NMSA 1975 §41-4-1 through 41-4-29]
\$400,000 Bodily Injury Per Person
\$200,000 Property Damage Per Property Address
\$300,000 Medical
\$750,000 Per Occurrence
\$1,050,000 Combined Limit/Maximum Liability

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF SANDOVAL)

I, Cathy Gaarden, after being duly sworn, state:

1. My name is Cathy Gaarden and I reside in Rio Rancho, New Mexico.
2. I am a member of the governing body of the Explore Academy – Rio Rancho in Rio Rancho, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Explore Academy – Rio Rancho's governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations, and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Cathy Gaarden
[Signature]

9/12/2022
Date

Cathy Gaarden
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 12th day of September 2022.

[Notary Seal:]



OFFICIAL SEAL
Cathy MB Lynch #1114092
NOTARY PUBLIC-State of New Mexico

My Commission Expires January 25th, 2024

Cathy MB Lynch
NOTARY PUBLIC

My commission expires: 1/25, 2022.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF SANDOVAL)

I, Sterling Mackay, after being duly sworn, state:

1. My name is Sterling Mackay and I reside in Rio Rancho, New Mexico.
2. I am a member of the governing body of the Explore Academy – Rio Rancho in Rio Rancho, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Explore Academy – Rio Rancho's governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations, and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Sterling Mackay
[Signature]

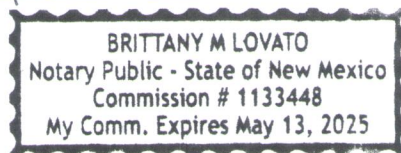
09/13/2022
Date

Sterling Mackay
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 13th day of September 2022.

[Notary Seal:]



Brittany M Lovato
NOTARY PUBLIC

My commission expires: May 13th, 2025.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF SANDOVAL)

I, Michael Mierzeauski, after being duly sworn, state:

1. My name is Michael Mierzeauski and I reside in Rio Rancho, New Mexico.
2. I am a member of the governing body of the Explore Academy – Rio Rancho in Rio Rancho, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Explore Academy – Rio Rancho's governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations, and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Signature]
[Signature]

9/12/2022
Date

Michael Mierzeauski
[Print]

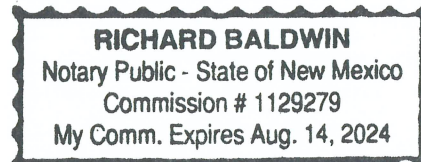
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 12 day of October, 2022.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: 08/14, 2024.



AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF SANDOVAL)

I, Veronica L. Sanders, after being duly sworn, state:

1. My name is Veronica L. Sanders and I reside in Rio Rancho, New Mexico.
2. I am a member of the governing body of the Explore Academy – Rio Rancho in Rio Rancho, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Explore Academy – Rio Rancho's governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Veronica L. Sanders
[Signature]

9-6-22
Date

Veronica L. Sanders
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 6th day of September 2022.

[Notary Seal:]

Cathy MB Lynch
NOTARY PUBLIC

My commission expires: January 25th 2024.



OFFICIAL SEAL
Cathy MB Lynch #1114092
NOTARY PUBLIC-State of New Mexico
My Commission Expires January 25th, 2024

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF SANDOVAL)

I, Barbara Sena, after being duly sworn, state:

1. My name is Barbara Sena and I reside in 1769 15th ave SE Rio Rancho, New Mexico.
2. I am a member of the governing body of the Explore Academy – Rio Rancho in Rio Rancho, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Explore Academy – Rio Rancho's governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations, and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Signature]
[Signature]

10/11/22
Date

Barbara Sena
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 11th day of October, 2022.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: 11/15/2022

