

## Business Manager or Procurement Officer Amendment Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission

[ Explore Academy - Las Cruces ], hereafter "the School", effective [ 01 ] [ July ], [ 2021 ]

The School was approved for a [ FIVE-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:**

Nancy Holmquist

Requests the Public Education Commission approve Section 4.2.1.4 of the School's contract to read

**EFFECTIVE DATE OF CHANGE:** October 10, 2022

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

German Martinez of Axiom Analytics, German@axiomanalytics.org, 505-933-5631

**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

[ Clara Raley, Board Chair ] on [ October 3 ], 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

October 31, 2022

Date

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

☐ Approved ☐ Denied

Chair, Public Education Commission

Date

# 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 "D. Ramirez", written over a horizontal line.

Secretary of Education

**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 to 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]

10/13/22  
Date

German Martinez  
[Print Name of Affiant]

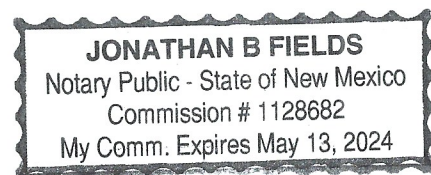
**VERIFICATION**

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 13 day of October, 2022.

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: 5-13, 2024.







# CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
8/12/2022

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.

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.

<b>PRODUCER</b>  Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills, Ca 91367	<b>CONTACT NAME:</b> Risk Services <b>PHONE (A/C, No, Ext):</b> (800)578-8802 <b>FAX (A/C, No):</b> (818) 449 9449 <b>E-MAIL ADDRESS:</b> rservices@pomsassoc.com <b>PRODUCER CUSTOMER ID #:</b> 00016280														
<b>INSURED</b>  New Mexico Public Schools Insurance Authority Member: Explore Academy-Las Cruces 410 Old Taos Highway Santa Fe, NM 87501	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A : New Mexico Public Schools Insurance Authority</td><td>N/A</td></tr><tr><td>INSURER B : Hanover Insurance Company</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : New Mexico Public Schools Insurance Authority	N/A	INSURER B : Hanover Insurance Company		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER F :															

## 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.

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INSR LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS		
	<input type="checkbox"/>	PROPERTY				<input type="checkbox"/>	BUILDING	\$	
	<input type="checkbox"/>	CAUSES OF LOSS				DEDUCTIBLES	<input type="checkbox"/>	PERSONAL PROPERTY	\$
		<input type="checkbox"/>				BASIC	BUILDING	<input type="checkbox"/>	BUSINESS INCOME
	<input type="checkbox"/>	BROAD				CONTENTS	<input type="checkbox"/>	EXTRA EXPENSE	\$
	<input type="checkbox"/>	SPECIAL					<input type="checkbox"/>	RENTAL VALUE	\$
	<input type="checkbox"/>	EARTHQUAKE				<input type="checkbox"/>	BLANKET BUILDING	\$	
	<input type="checkbox"/>	WIND				<input type="checkbox"/>	BLANKET PERS PROP	\$	
	<input type="checkbox"/>	FLOOD				<input type="checkbox"/>	BLANKET BLDG & PP	\$	
	<input type="checkbox"/>					<input type="checkbox"/>		\$	
	<input type="checkbox"/>					<input type="checkbox"/>	CONTENTS	\$	
	<input type="checkbox"/>	INLAND MARINE	TYPE OF POLICY			<input type="checkbox"/>		\$	
	<input type="checkbox"/>	CAUSES OF LOSS	POLICY NUMBER			<input type="checkbox"/>		\$	
		NAMED PERILS				<input type="checkbox"/>		\$	
	<input type="checkbox"/>		<input type="checkbox"/>				\$		
B	X	CRIME	BD3-H274489	07/01/2022	07/01/2023	X	Employee Theft	\$ 2,000,000	
		TYPE OF POLICY				X	Forgery or Altercation	\$ 2,000,000	
						X	Faithful Performance	\$ 1,000,000	
	<input type="checkbox"/>	BOILER & MACHINERY / EQUIPMENT BREAKDOWN				<input type="checkbox"/>		\$	
						<input type="checkbox"/>		\$	
						<input type="checkbox"/>	Deductible Comp \$750	\$	
						<input type="checkbox"/>	Deductible Coll \$750	\$	

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

Re: Explore Academy-Las Cruces. 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