



New Mexico Public Education Commission (PEC)

Personnel Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in the school's Head Administrator, Business Manager or Procurement Officer.

Submission Deadline: Changes to the school personnel do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Only one personnel change may be submitted per form. If more than one personnel change is being submitted, the school must submit separate forms.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this personnel change. Business Manager and Procurement Officer changes will be added to the board of finance documentation on file with CSD.

The school must provide:

- Fully completed form

For Head Administrator:

- Approved board minutes or certification of the vote taken by the board to hire the new administrator and status as interim or permanent position offered
- Copy of NMPED School Administrator License for new administrator
- Resignation letter of outgoing administrator or board minutes showing the vote to terminate or not to renew the outgoing administrator's contract

For Business Manager:

- Board minutes approving the business manager change
- Affidavit of financial record custodian (a completed and notarized affidavit of financial record custodian)
- Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)
- School business official license (copy of current, valid school business official license)

For Procurement Officer:

- Board minutes approving the procurement officer change
- Chief procurement officer certificate

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.

Personnel Change Notification Form

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Red River Valley CS hereafter "the school," effective on July 2021.

The school is notifying the PEC of a change in personnel (check one):

- Head Administrator Business Manager Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

- Permanent Head Administrator Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: German Martinez;
Axiom Analytics

New Head Administrator/Business Manager/Procurement Officer: Katie Rarick;
Axiom Analytics

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): phone: (505) 917-4023 email: katie.rarick@axiomanalytics.org

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 2

Effective Date: 7/1/24

The school's notification is hereby submitted by:

Signature of School Representative: [Signature] Date: 7/1/24

Signature of Governing Board Chair: [Signature] Date: 7/1/24

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ Date: _____

Red River Valley Charter School Regular Meeting Minutes

Monday, May 20, 2024

- 1)
 - a. Courtney called the meeting to order at 6:04pm.
 - b. Courtney Henderson, Reed Weimer, and Nick Church are all present.
 - c. No conflict of interest.
 - d. Pledge
 - e. Reed makes a motion to approve the agenda. Nick seconds. All in favor.
 - f. Nick makes a motion to approve minutes, Reed seconds. All in favor.

- 2)
 - a. Alix Henry presents the Facility Master Plan.
 - b. Kimberly presents the administrator report.

- 3)
 - a. No public comment.

- 4)
 - a. Katie presents the Monthly Financial Statement. Reed makes a motion to approve the monthly financial statement. Nick seconds. All in favor.
 - b. Katie presents the monthly check register and bank reconciliation. Nick makes a motion to approve the monthly check register and bank reconciliation. Reed seconds. All in favor.
 - c. No Bars presented.
 - d. Reed makes a motion to approve Heather Larson, Board Treasurer, to approve all BARS on behalf of the board until 6/30/24 at 11:59 p.m. Nick seconds. All in favor.
 - e. Reed makes a motion to approve the Axiom Contract FY25 and the continuation of Katie Rarick as the School's Business Manager. Nick seconds. All in favor.
 - f. Reed makes a motion to approve FY25 Budget Amendments due to calendar adjustment.
 - g. Reed makes a motion to approve the playground project. Nick seconds. All in favor.

- 5)
 - a. Nick makes a motion to accept the FMP as presented by Alix Henry and approved by John Valdez with the PSFA. Reed seconds. All in favor.

- 6)
 - a. Reed makes a motion to convene in executive session. Nick seconds. All in favor.
 - b. No action items or votes were taken in the executive session.

- 7)
 - a. None
 - b. Next meeting June 10, 2024 at 5:30pm.
 - c. Courtney adjourns the meeting at 7:19pm.

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

I, Katie Rasick, [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) 16 hours of NMASBO PD
 - b) Degree w/ 21 hours of accounting
 - c) CFO training
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
<u>B.A.</u>	<u>UNM</u>	<u>2006</u>	<u>yes</u>
<u>Master's</u>	<u>University of PEW</u>	<u>2008</u>	<u>yes</u>
<u>Level II</u>	<u>PED</u>	<u>2020</u>	<u>yes</u>

FURTHER AFFIANCE SAYETH NAUGHT.

Katie Rasick
[Signature of Affiant]

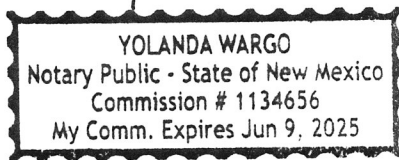
5/29/24
Date

Katie Rasick
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 29 day of May, 2024.

[Notary Seal:]



Yolanda Wargo
NOTARY PUBLIC

My commission expires: June 9, 2025.

CPA OnePRO Professional Liability Program Evidence of Insurance & Purchasing Group Membership

NAMED INSURED:

Axiom Analytics
2520 Cutler Ct NE
Albuquerque, NM 87106

PROGRAM ADMINISTRATOR:

McGowanPRO
(A Division of McGowan & Company, Inc.)
205 Newbury Street, Suite 205
Framingham, MA 01701
Ph: (508) 656-1300 / F: (508) 656-1399

ITEM 1. COVERAGE PERIOD: Effective 1/1/2024 to 1/1/2025 At 12:01 A.M. Standard Time
At the Named Insured's Mailing Address Shown Above

POLICY NUMBER: LHN H892950 02

ITEM 2. INSURER: The Hanover Insurance Company

ITEM 3. LIMITS OF LIABILITY AND DEDUCTIBLES:

\$500,000.00	For Each Claim; not to exceed	\$5,000.00	Deductible, Each Claim
\$1,000,000.00	For All Claims in the Aggregate Claims Expense is Outside the Limit of Liability.	NA	Deductible, Aggregate Deductible Applies to Loss and Expense.

ITEM 4. FORMS, TERMS & CONDITIONS ATTACHED AT INCEPTION:
See 915-1003.

ITEM 5. IMPORTANT COVERAGE NOTES & ADDITIONAL TERMS, CONDITIONS & EXCLUSIONS:

- 1) You Must Notify Us If You Have A Change In Operations Or Exposures Which Increases The Insurance Company's Risk Of Loss.
- 2) This "Evidence Of Insurance & Purchasing Group Membership" Does Not Convey Or Modify Insurance Coverage. The Policy Is The Controlling Instrument With Regards To The Terms And Conditions Of Insurance Coverage. The Policy Will Also Contain Coverage Enhancement, Coverage Restrictions, And Exclusions. The Application Becomes A Material Part Of The Policy Of Insurance. This "Evidence Of Insurance & Purchasing Group Membership" Is Intended To Highlight The Pertinent Terms & Conditions Of Coverage, Provide A Detailed Statement Of Charges, And Convey Terms And Conditions.

ITEM 6.**SCHEDULE OF CHARGES:**

Total Premium, Fees, Surcharges & Taxes (If Applicable):	\$2,549.00
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Premium:	\$2,549.00	Charged By Insurance Company
Agency Fee:		Charged By Program Administrator
Surplus Lines Tax:		Charged By State
Stamping Fee:		Charged By State
Other State or Municipal Surcharge:		Charged By State or Municipality
Loss Control Inspection Fee:		Charged By Program Administrator or Inspection Service

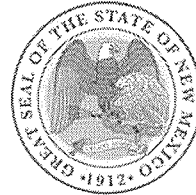
Purpose & Effect of "Application For Insurance & Purchasing Group Membership." By Signing An "Application For Insurance & Purchasing Group Membership" (Hereinafter "Application"), Applicant Agreed: (1) To Become A Member Of The National Small Business Purchasing Group (Hereinafter "PG"); (2) To Participate In A Program Of Insurance Designed Exclusively For The Members Of PG; (3) To Accept, Abide By, And Be Bound By The "Terms & Conditions Of Insurance" Posted At www.purchasinggroups.com; (4) To Accept, Abide By, And Be Bound By The "Membership Agreement – Terms & Conditions Of Membership" Posted At www.purchasinggroups.com; (5) To Pay All Premiums (Including Audit And Additional Premiums, If Applicable), Fees (Including Broker & Purchasing Group Membership Fees), And State & Federal Taxes & Surcharges (If Applicable) When Due; (6) That Any Additional Material Supplied By Applicant Or Applicant's Insurance Broker To The Managing General Underwriter For A Given Program Of Insurance Becomes A Material Part Of The Application For Insurance; (7) That The Application Which It Signed Was The Basis Of The Contract [Policy &/Or "Evidence Of Insurance & Purchasing Group Membership" (Hereinafter "EOI")], Whether Or Not Said Application Was/Is Attached To The Policy &/Or EOI; (8) That The Application Is A Material Part Of The Policy &/Or EOI, Whether Or Not It Is Attached To The Policy &/Or EOI; And, (9) That The Application Is Considered Attached To The Policy &/Or EOI For Legal Purposes, Whether Or Not It Is Physically Or Electronically Attached To The Policy &/Or EOI.

Disclosure Pursuant To Federal Law Regarding Purchasing Groups [U.S.C. 15 3901, Et Seq.] PG Is A "Purchasing Group," As Defined Under Federal Law, Formed To Purchase Liability Insurance On A Group Basis For Its Members To Cover The Similar Or Related Liability Exposure(s) To Which The Members Of PG Are Exposed By Virtue Of Their Related, Similar, Or Common Business Or Service. Members Do Not Share Limits And Each Member Is Provided With Its Own Policy &/Or EOI.

Disclosure Pursuant To Terrorism Risk Insurance Program Reauthorization Act of 2007 [Et Seq.]. By Signing the Application, Applicant Agrees That It Has Read And Understands The Most Recent "Disclosure Pursuant To The Terrorism Risk Insurance Program Reauthorization Act of 2007" Which Appears At www.purchasinggroups.com.

To Learn More. Please Visit www.purchasinggroups.com, Which Contains More Information about Your Purchasing Group and Purchasing Groups, In General, As Well As Your Insurance Coverage, Premiums, Fees, Taxes, The MGUs' Income, And Your Insurance Broker's Income.

STATE OF NEW MEXICO



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

LEVEL TWO SCHOOL BUSINESS OFFICIAL
is issued to

KATIE NOEL RARICK

Effective from July 01, 2020 to June 30, 2029
Licensure Number: 384491

A handwritten signature in cursive script that reads "Ryan Stewart".

Secretary of Education