



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 Northpoint Charter School, hereafter "the school," effective on 7/1/2024.

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: Kristalyn Loftis, K12 Accounting

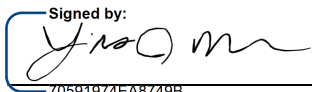
New Head Administrator/Business Manager/Procurement Officer: Chris Gilman, K12 Accounting

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): Chris Gilman; NM License # 405512; chris@k12accounting.com; 575-776-7986

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 changes in last 12 months; August 30, 2023 – change in GC membership (1 member resigned/add 2 members)

Effective Date: 7/9/2024

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 8/1/2024

Signature of Governing Board Chair:  **Date:** 8/1/2024

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:** _____

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

CHRISTOPHER CARLOS GILMAN

Effective from July 01, 2024 to June 30, 2033
Licensure Number: 405512

ISSUED

A handwritten signature in black ink, appearing to be "M. R.", written over a horizontal line.

Secretary of Public Education

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
 COUNTY OF Taos)

I, Christopher Carlos Gilman, [affiant] after being duly sworn, state:

1. I live in the City of Arroyo Seco, County of Taos, 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) 2023 AICPA & CIMA Governmental and Not-for Profit Training Program
 - b)
 - c)
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
Level 2 School Business Official	NM PED	July 2024	Yes
MBA	University of New Mexico	May 2004	Yes
BBA	University of New Mexico	May 2003	Yes

FURTHER AFFIANCE SAYETH NAUGHT.


 [Signature of Affiant]

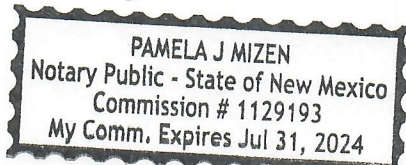
7/23/2024
 Date

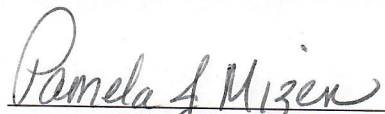
Christopher Carlos Gilman
 [Print Name of Affiant]

VERIFICATION

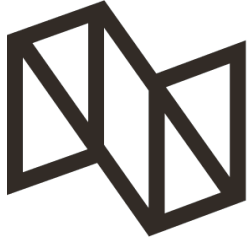
The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 23 day of July, 2024.

[Notary Seal:]




 NOTARY PUBLIC

My commission expires: July 31, 2024.



NORTHPOINT
CHARTER SCHOOL



Northpoint Charter School Governance Board

Officers	Members
Eileen Johnson, President	Michael Hamel
Anthony Padilla, Vice President	Debra Jensen
Deborah Burns, Secretary	Danielle Parker

Special Meeting Minutes

Wednesday, August 1, 2024 at 5:00 pm
This public meeting will be held via Zoom
Meeting ID: 815 5196 0549
Passcode: 287675

<https://us02web.zoom.us/j/81551960549?pwd=RQ7Rsbbs1I7yIMWTGGiCSLB76M21dW.1>

The Zoom meeting information was posted on the agenda to ensure public access.

Board Members Present	Board Members Absent	Also in Attendance	Public in Attendance
Eileen Johnson	Danielle Parker	Lisa Mora	
Anthony Padilla		Chris Gilman	
Deborah Burns			
Michael Hamel			
Debra Jensen			

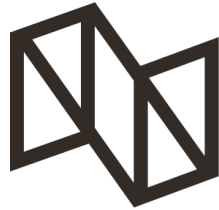
Minutes Recorded by: Deborah Burns

Minutes Approved on 8/21/2024

Signed by: _____

President: Eileen Johnson

Recorded by: Deborah Burns



NORTHPOINT
CHARTER SCHOOL

MINUTES FOR AUGUST 1, 2024

1. Call to Order

- a. Roll Call: At 5:03 pm, Ms. Johnson called the zoom meeting to order and requested Mrs. Burns take a roll call attendance.
- b. Pledge of Allegiance: Ms. Johnson requested the attendees join in the Pledge of Allegiance.

2. Adoption of the Agenda (Discussion/Action)

Ms. Johnson asked if there were any requested changes to the agenda. No changes were requested. Ms. Johnson asked for a motion to accept the agenda as presented. Mr. Padilla made a motion to accept the agenda, Mrs. Jensen seconded, and Mrs. Burns took a roll call vote. Motion passed unanimously.

3. Public Comment (see process below)

There were no public participants seeking to make comment.

4. Review Minutes from July 17, 2024 Meeting (Discussion/Action)

Ms. Johnson asked if there were any requested changes to the minutes presented. No changes were requested. Ms. Johnson asked for a motion to accept the agenda as presented. Mr. Hamel made a motion to accept the agenda, Mrs. Jensen seconded, and Mrs. Burns took a roll call vote. Motion passed unanimously.

5. Financial Management

a. Consideration of New Business Manager (Discussion/Action)

Mrs. Mora explained that due to Mrs. Loftis resigning from K12 for personal reasons, K12 would like to assign Chris Gilman as the new business manager for the school. After some discussion, Ms. Johnson asked for a motion to approve Chris Gilman as business manager. Mr. Padilla made said motion, Mr. Hamel seconded the motion. Mrs. Burns took a roll call vote and the motion passed unanimously.

b. TLC Quote for HVAC Repairs (Discussion/Action)

Mrs. Mora did not receive the quote as anticipated for this meeting and so this matter was deferred until such time as an approval may be required. No action was taken.

6. Announcements/Governing Board Member Comments

There were no announcements.

7. Adjournment

- a. Next regular meeting is August 21, 2024 @ 5:00 pm via Zoom
- b. Mrs. Johnson adjourned the meeting at 5:12 PM.

Individuals with disabilities who need any form of auxiliary aid to attend or participate in the meeting, please contact Lisa Mora at Northpoint Charter School at 505.296.7677 or lmora@northpointcharter.com at least one week prior to the meeting date. Public documents, including the agenda and minutes, can be provided in various accessible formats upon request.

Public Comment Process

The time limit will be at the discretion of the Governance Board President. Persons from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. Multiple and repetitious presentations of the same view will be discouraged and may be ruled out of order.

Members of the public who wish to speak at the Governance Board meeting are asked to join the meeting between 4:45-5:00 to sign in via the Chat. Simply type your name, who you represent, the topic, and indicate you would like to speak during Public Comment. The sign-up for Public Comment and the Chat room will be closed at 5:00 pm. Identified speakers will be unmuted in order to address the Governance Board.



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
6/24/2024

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.

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 4500 Park Granada #206 Calabasas, CA 91302	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 PRODUCER CUSTOMER ID #: 00016280	
INSURED New Mexico Public Schools Insurance Authority Member: Northpoint Charter School 410 Old Taos Highway Santa Fe, NM 87501	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 :	

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 DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
	<input type="checkbox"/> PROPERTY				BUILDING	\$
	<input type="checkbox"/> CAUSES OF LOSS	<input type="checkbox"/> DEDUCTIBLES			PERSONAL PROPERTY	\$
	<input type="checkbox"/> BASIC	<input type="checkbox"/> BUILDING			BUSINESS INCOME	\$
	<input type="checkbox"/> BROAD	<input type="checkbox"/> CONTENTS			EXTRA EXPENSE	\$
	<input type="checkbox"/> SPECIAL				RENTAL VALUE	\$
	<input type="checkbox"/> EARTHQUAKE				BLANKET BUILDING	\$
	<input type="checkbox"/> WIND				BLANKET PERS PROP	\$
	<input type="checkbox"/> FLOOD				BLANKET BLDG & PP	\$
					CONTENTS	\$
	<input type="checkbox"/> INLAND MARINE	TYPE OF POLICY				\$
	<input type="checkbox"/> CAUSES OF LOSS					\$
	<input type="checkbox"/> NAMED PERILS	POLICY NUMBER				\$
B	<input checked="" type="checkbox"/> CRIME	BD3-H274489	07/01/2024	07/01/2025	<input checked="" type="checkbox"/> Employee Theft	\$ 2,000,000
	<input type="checkbox"/> TYPE OF POLICY				<input checked="" type="checkbox"/> Forgery or Altercation	\$ 2,000,000
					<input checked="" type="checkbox"/> Faithful Performance	\$ 1,000,000
	<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$
						\$
					Deductible Comp \$750	\$
					Deductible Coll \$750	\$

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Evidence of fidelity bond.

CERTIFICATE HOLDER Public Education Commission	CANCELLATION 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
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