



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: Chris Gilman, K12 Accounting

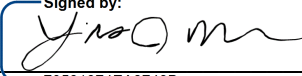
New Head Administrator/Business Manager/Procurement Officer: Marie Bouma, K12 Accounting

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): Marie Bouma, NM License #: 297297; marie@k12accounting.com; 575-442-2214

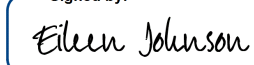
Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 3 changes in last 12 months; 8/1/24 -change in business manager; 8/20/24 – change in GC membership (member resigned);

Effective Date: 9/23/2024

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 10/17/2024

Signed by: 70591974EA8749B...

Signature of Governing Board Chair:  **Date:** 10/18/2024

Signed by: 190DFF2532E249E...

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 ONE SCHOOL BUSINESS OFFICIAL
is issued to

CARMEN M. BOUMA

Effective from July 01, 2024 to June 30, 2027
Licensure Number: 297297

ISSUED

A handwritten signature in black ink, appearing to read "C. Bouma".

Deputy Secretary of Public Education

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
 COUNTY OF Otero)

I, Carmen 'Marie' Bouma , [affiant] after being duly sworn, state:

1. I live in the City of Alamogordo , County of Otero , 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 recognize 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) 5 years' verifiable employment experience working under a licensed SBO
 - b) 40 hours of NMASBO training for school business official license CE
 - c) NM EDGE Public Purchasing Foundation Classes
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
SBO	NMPED	07/01/2024	yes
CPO	NMGSD	11/06/2023	yes

FURTHER AFFIANCE SAYETH NAUGHT.

 Carmen M. Bouma
 [Signature of Affiant]

 10/18/24
 Date

 Carmen M. Bouma
 [Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 18 day of October 20 24

[Notary Seal:]

 Cynthia Jane McCollum
 NOTARY PUBLIC

My commission expires: 7-6- , 20 28



State of New Mexico
Notary Public
Cynthia Jane McCollum
 Commission Number 1080662
 Expiration Date 7/6/2028



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	<table style="width: 100%;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : New Mexico Public Schools Insurance Authority</td> <td style="text-align: center;">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> </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 E :															
INSURER F :															

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

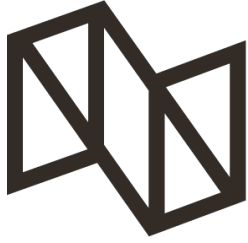
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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				<input type="checkbox"/> BUILDING	\$
	<input type="checkbox"/> CAUSES OF LOSS				<input type="checkbox"/> PERSONAL PROPERTY	\$
	<input type="checkbox"/> BASIC				<input type="checkbox"/> BUSINESS INCOME	\$
	<input type="checkbox"/> BROAD				<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"/> CONTENTS	\$
	<input type="checkbox"/> INLAND MARINE	TYPE OF POLICY				\$
	<input type="checkbox"/> CAUSES OF LOSS	POLICY NUMBER				\$
	<input type="checkbox"/> NAMED PERILS					\$
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					\$
						\$
					<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)

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. AUTHORIZED REPRESENTATIVE



NORTHPOINT
CHARTER SCHOOL



Northpoint Charter School Governance Board

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

Regular Meeting Notice & Agenda

Wednesday, September 18, 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
Anthony Padilla	Danielle Parker	Lisa Mora	
Deborah Burns	Eileen Johnson	Chris Gilman	
Debra Jensen		Denise Dixson	
		Marie Bouma	

Minutes Recorded by: Deborah Burns

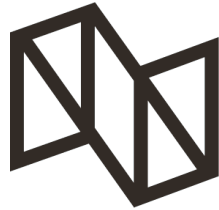
Minutes Approved on _____ 10/16/24 _____

Signed by: _____

President: *Eileen Johnson*

Signed by: _____

Recorded by: *Deborah Burns*



NORTHPOINT
CHARTER SCHOOL

MINUTES FOR SEPTEMBER 18, 2024

1. Call to Order

a. Roll Call

The meeting was called to order by Mr. Padilla at 5:01. After roll call, all Board members were present except for Mrs. Parker and Ms. Johnson.

b. Pledge of Allegiance

Mr. Padilla led the Board in the Pledge of Allegiance

2. Adoption of the Agenda (Discussion/Action)

Mr. Padilla asked for any changes to the agenda. There were no requested changes. Mr. Padilla requested a motion to approve the Agenda as presented and Mrs. Jensen made the motion to approve the Agenda. Mrs. Burns seconded the motion, and the motion was unanimously approved by roll call vote.

3. Public Comment (see process below)

a. Seeking input on Black Education Act discipline policies & Parent Advisory Committee Meeting Schedule

Mr. Padilla noted that there were no members of the public present to comment.

4. Consent Agenda (Discussion/Action)

a. Minutes from August 21, 2024 Meeting

b. Finance

- i. BAR 531-000-2425-0002-I - 11000 Operational Increase \$31,754.56
- ii. Check Register
- iii. Bank Reconciliation

Mr. Padilla asked if there were any changes requested to the Consent Agenda. No one had any changes. Mr. Padilla requested a motion to approve the Consent Agenda as presented. Mrs. Burns made the motion to approve the Consent Agenda and Mrs. Jensen seconded the motion. Ms. Burns took a roll call vote and the motion passed unanimously.

5. Discussion and Possible Action on Item(s) Removed from the Consent Agenda

Mr. Padilla noted that there were no items to discuss.

6. Financial Management

- a. Finance Committee Report – Mrs. Burns reported that the Finance Committee met prior to the Board meeting to review the monthly financial reports and the

capital projects on the facilities master plan. There were no items of concern.

- b. Business Manager Report – Mr. Gilman provided highlights and explanations of the monthly financial reports and indicated that this would be his last meeting as the school’s business manager as he is leaving K12 to join an accounting firm that focuses on clients other than public schools.
- c. Change in K12 Business Manager from Chris Gilman to Marie Bouma – Mr. Gilman is leaving K12, and the company has assigned Marie Bouma to take over as the school’s business manager. Ms. Bouma introduced herself and shared her work experience. Mr. Padilla asked for a motion to approve Marie Bouma as the new business manager. Mrs. Jensen made a motion and Mrs. Burns seconded the motion. The motion passed unanimously through a roll call vote.
- d. Capital Assets Threshold for GASB (Discussion/Action) – Mr. Gilman indicated that a recent ruling by GASB requires each school to set a threshold amount for determining whether groups of small assets purchased together will be expenses or depreciated. After receiving guidance from our Business Manager and discussing the issue, Mr. Padilla requested a motion to set the threshold at \$25,000. Mrs. Jensen made the motion and Mrs. Burns seconded the motion. The motion passed unanimously through a roll call vote.
- e. Inventory Disposal (Discussion/Action) Mrs. Mora provided an overview of the Inventory Disposal report which included a few additional items weight room items that were added to the draft report. On the advice of our inventory management company, Romero & Weiner, lost items are being listed on the disposal report. After discussion, Mr. Padilla asked for a motion to approve the Inventory Disposal report as presented. Mrs. Jensen made the motion and Mrs. Burns seconded the motion. The motion passed unanimously through a roll call vote.
- f. PSU Accommodations Expense (Discussion/Action) Mrs. Mora requested approval of a higher travel expense allocation due to the costs for staff attending Power School University training. This has been needed in prior years as the standard per diem is insufficient for the venues where the training is held. After discussion, Mr. Padilla requested a motion to approve the travel expenses. Mrs. Jensen made the motion, Mrs. Burns seconded, and the motion passed unanimously through a roll call vote.
- g. Audit Committee Update - Mr. Padilla indicated that the audit is proceeding well and should be completed with an exit meeting expected in October.

7. Academic Performance

a. Academic Dean Report

- i. Data Analysis – Mrs. Dixon presented the progress reports for student course completion, including reviewing the progress by subgroups, in person and remote students. While the progress reports were slightly lower for the first time in years, the results may be negatively impacted by various more rigorous course requirements regarding essays and math assessments.

b. Executive Director Report

- i. Enrollment – Mrs. Mora indicated that current enrollment is at 144 students versus 145 last month.
- ii. Recruitment – Mrs. Mora indicated the school is going to be offering Dual Credit Parent University to assist parents in understanding the details of the opportunities that NCS's Dual Credit program offers their students. She is continuing to work with McKee on online outreach and has more student tours scheduled. A direct mailer for blended learning candidates has been sent out.
- iii. School Business – Mrs. Mora shared the current five-year facilities plan renewal information and the estimated updated capital expense plan compared to the previous plan prepared in 2019. The Board took note of some of the significant building maintenance requirements that will be required in the future.

8. Governance

- a. Academic Committee Report – While the Academic committee has been meeting, there was no report for this meeting.
- b. Board Development – Mrs. Mora provided the Board with the following information and training options to meet their annual training requirements:
 - i. Five hours annually for returning members.
 - ii. Schedule finance training with K12 on 10/16 or 11/20
 - iii. PCSNM Conference Dec 11-13

9. Announcements/Governing Board Member Comments – Mrs. Mora indicated that Mrs. Parker will be stepping down from the Board in the next month or two due to changing personal circumstances but is giving the Board the opportunity to find her replacement.

10. Adjournment

- a. Next regular meeting is October 16, 2024 @ 5:00 pm via Zoom

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.