



## 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](mailto: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](mailto:charter.schools@ped.nm.gov)

**The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and** Click or tap here to enter text., hereafter "the school," effective on Click or tap to enter a date..

**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:** Zoe Nelsen/HA, BM Elizabeth/Elizabeth Franco CPO

**New Head Administrator/Business Manager/Procurement Officer:** Business Manager is now Katie Rarick, CPO is Zoe Nelsen

**Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email):** Zoe Nelsen (505) 982-5225 ext 101/BM Katie Rarick (505)917-4023

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** 0

**Effective Date:** July 1, 2024

**The school's notification is hereby submitted by:**

**Signature of School Representative:**  boxSIGN 4ZQJYRL-4YZXKXKP **Date:** Aug 7, 2024

**Signature of Governing Board Chair:**  boxSIGN 1JPZ8K5-4YZXKXKP **Date:** Aug 15, 2024

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### For PEC/CSD use only

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**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

**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

**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>BH</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]

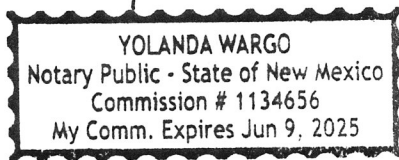
5/29/24  
Date

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.



**Board Minutes - Regular Board Meeting**

Governing Board Monte del Sol Charter School  
4157 Walking Rain Road  
Santa Fe, NM 87507  
Tuesday June 20, 2024

5:00 pm in the Gathering Space or Via Zoom (link Below)

**Call to Order/General Welcome – 5:03 PM**

**Roll Call of Governing Body Attendance –**

**Peter Mitchell (President), Anne Salzmann (Vice President), Sean Pilgrim (Secretary), Yalithza Salcido (Treasurer), Anthony Bowles (Member), Anne Moses (Member), Kimberly Gonzales (Axiom)Katie Rarick (Axiom)**

**Dr. Zoe Nelsen (Head Learner), Tiffany Alonzo (Scribe)**

**Review and Approve Agenda for June 20, 2024,** Motion to approve Agenda as presented by: **Anthony Bowles, 2<sup>nd</sup> Anne Salzmann**

<b>Roll call vote:</b>	<b>Peter Mitchell</b>	<b>Yes</b>
	<b>Anne Salzmann</b>	<b>Yes</b>
	<b>Anthony Bowles</b>	<b>Yes</b>
	<b>Anne Moses</b>	<b>Yes</b>
	<b>Sean Pilgrim</b>	<b>Yes</b>
	<b>Yalithza Salcido</b>	<b>Yes</b>

**Review and Approval of Minutes for May 21, 2024:** - Motion to approve Minutes as presented: **Anne Moses, 2<sup>nd</sup> Anne Salzmann**

<b>Roll call vote:</b>	<b>Peter Mitchell</b>	<b>Yes</b>
	<b>Anne Salzmann</b>	<b>Yes</b>
	<b>Anthony Bowles</b>	<b>Yes</b>
	<b>Sean Pilgrim</b>	<b>Yes</b>
	<b>Anne Moses</b>	<b>Yes</b>
	<b>Yalithza Salcido</b>	<b>Yes</b>

**Public Comment:** None at this time



**Non-Governing Council Reports:**

1. **Faculty Report – Alle Kirkland** – None at this time
2. **NEA Report – Wendy Leighton** – NEA was able to lower the cost of Medical Benefits to school employees from 15.53% to a final approved rate of 10%.
3. **MDS Foundation Report – Craig Langwell** – None at this time

**Items for Discussion/Vote –**

**1. Previous Month/Finance Month-End Report – Axiom Analytics: Katie Rarick/Kim Gonzales**

- Overview of the Upcoming Budget Process
- Financial Considerations to be voted upon – Axiom Analytics
  - a. Consideration of bank reconciliations and checks
  - b. Consideration of BARs
  - c. Update on the New Unit Value, SEG Increase from NMPED
  - d. Review BARs
- Motion to approve Checks and Bank Reconciliations ,BARs- **by Anne Salzmann, 2<sup>nd</sup>**

**Anthony Bowles**

**Roll call vote:**

<b>Peter Mitchell</b>	<b>Yes</b>
<b>Anne Salzmann</b>	<b>Yes</b>
<b>Anthony Bowles</b>	<b>Yes</b>
<b>Sean Pilgrim</b>	<b>Yes</b>
<b>Anne Moses</b>	<b>Yes</b>
<b>Yalithza Salcido</b>	<b>Yes</b>

- Motion to approve Board treasurer or Board Chair designee January 1<sup>st</sup>, 2024 – **by Anne Moses,2<sup>nd</sup> Ann Salzmann**



Roll call vote:	Peter Mitchell	Yes
	Anne Salzmann	Yes
	Anthony Bowles	Yes
	Sean Pilgrim	Yes
	Anne Moses	Yes
	Yalithza Salcido	Yes

**2. Policies –**

- a. Second Reading/Approval of Financial Policies/Internal Controls
- b. Second Reading/Approval of Background Check and Employment Policy
- c. Second Reading/Approval of Ethical Misconduct and Reporting Policy
- d. First Reading of 2024-2025 Collective Bargaining Agreement

**3. Contract Review/Grant Applications –**

- Garden and Green House production – Uvee Witt - **by Yalithza Salcido, 2<sup>nd</sup> Anthony Bowles**

Roll call vote:	Peter Mitchell	Yes
	Anne Salzmann	Yes
	Anthony Bowles	Yes
	Sean Pilgrim	Yes
	Anne Moses	Yes
	Yalithza Salcido	Yes

- Cooperative Education Services (CES)-Social Work- **by Ann Salzmann ,2<sup>nd</sup> Yalithza Salcido**

Roll call vote:	Peter Mitchell	Yes
	Anne Salzmann	Yes
	Anthony Bowles	Yes
	Sean Pilgrim	Yes
	Anne Moses	Yes
	Yalithza Salcido	Yes



- Transportation Contract FY25 - **by Anne Moses, 2<sup>nd</sup> Yalithza Salcido**  
Roll call vote:

Peter Mitchell	Yes
Anne Salzmann	Yes
Anthony Bowles	Yes
Sean Pilgrim	Yes
Anne Moses	Yes
Yalithza Salcido	Yes
- Head Learner Contract 2024-2025 – **by Anne Salzmann, 2<sup>nd</sup> Anne Moses**  
Roll call vote:

Peter Mitchell	Yes
Anne Salzmann	Yes
Anthony Bowles	Yes
Sean Pilgrim	Yes
Anne Moses	Yes
Yalithza Salcido	Yes
- Submit Change of Business Manager to the PEC - **by Anne Salzmann, 2<sup>nd</sup> Anthony Bowles**  
Roll call vote:

Peter Mitchell	Yes
Anne Salzmann	Yes
Anthony Bowles	Yes
Sean Pilgrim	Yes
Anne Moses	Yes
Yalithza Salcido	Yes
- IDEA B Application for FY25 - **by Anne Salzmann, 2<sup>nd</sup> Anthony Bowles**  
Roll call vote:

Peter Mitchell	Yes
Anne Salzmann	Yes
Anthony Bowles	Yes
Sean Pilgrim	Yes
Anne Moses	Yes
Yalithza Salcido	Yes
- Grants – Awarded \$160,000 for a second year as an Innovation Zone school





- 4. Governing Council Recruitment and Officers** – Moved to next Board Meeting
- 5. Building Project Update** – Dr. Zoe Nelson
- 6. Board Resolution** – None at this time

**Board Business:**

- 1. Standing Board Committee Reports**
  - Building and Grounds Committee
- 2. Standing MDS Committees:**
  - Equity Council – Erika Penczer –
  - Parent Association – Erika Penczer
- 3. Head Learner’s Report** – Dr. Zoe Nelson
  - Personnel
  - Contracts and RFPs
  - Cameras/Safety
- 4. Board President Report** – Peter Mitchell
  - Training hours
  - Fall Retreat
- 5. Review of ongoing Actions/Activities**
- 6. Items for next Board Meeting –**
  - Potential Board Members
  - Collective Bargaining Agreement
  - Background Check Protocols

**Adjourn - 7:23 PM -by Anne Salzmann, 2<sup>nd</sup> Yalithza Salcido**

<b>Roll call vote:</b>	<b>Peter Mitchell</b>	<b>Yes</b>
	<b>Anne Salzmann</b>	<b>Yes</b>
	<b>Anthony Bowles</b>	<b>Yes</b>



**Monte del Sol Charter School • Santa Fe**

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<b>Sean Pilgrim</b>	<b>Yes</b>
<b>Anne Moses</b>	<b>Yes</b>
<b>Yalithza Salcido</b>	<b>Yes</b>

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Approved by President    Date

**\*Next regular meeting is July 17, 2024, at 5:00 P.M.**

\*Agenda is available at [montedelsol.org](http://montedelsol.org), emailed to parents and faculty, and a paper copy is posted on the front door of the school.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact Monte del Sol Charter School at 505-982-5225, at least one week prior to the meeting if possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Office of the Head Learner at 505-982-5225 if a summary or other format is needed.

Directions: From Rodeo Road, take Richards Avenue south to Governor Miles, which is the first traffic light. Take a right onto Governor Miles and proceed .7 miles to Dancing Ground Road. Go left. At Walking Rain Road go left again and continue until you reach the school.

Monte del Sol Charter School is inviting you to a scheduled Zoom meeting.

Topic: Monthly Governing Board Meeting

Time: This is a recurring meeting, 3<sup>rd</sup> Tuesday of the Month unless otherwise stated

Join Zoom Meeting

<https://us02web.zoom.us/j/84240236424>

HYPERLINK "https://us02web.zoom.us/j/84240236424"Meeting ID: 842 4023 6424

One tap mobile



Monte del Sol Charter School • Santa Fe

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+12532158782,,84240236424# US (Tacoma)

+13462487799,,84240236424# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 842 4023 6424

Find your local number: <https://us02web.zoom.us/j/kcR4tMZMcr>

# 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:**

<b>Total Premium, Fees, Surcharges &amp; Taxes (If Applicable):</b>	<b>\$2,549.00</b>
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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](http://www.purchasinggroups.com); (4) To Accept, Abide By, And Be Bound By The “Membership Agreement – Terms & Conditions Of Membership” Posted At [www.purchasinggroups.com](http://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](http://www.purchasinggroups.com).

**To Learn More.** Please Visit [www.purchasinggroups.com](http://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.

# Claim & Risk Management Assistance

As a **CPAOnePro** client you have access to valuable resources

## Pre-Claim Assistance & Risk Management Hotline

Through this program you can access no-cost consultation services:

- Loss control
- Best practices
- Potential claim situations
- Managing difficult client relationships
- Preserving client confidentiality
- Guidance on subpoena compliance
- Claims mitigation
- Avoiding conflicts
- Understanding how new rulings affect your profession

Risk Management Attorney: Ralph Picardi, Esq., Picardi LLC  
(617)320-7522  
[Ralph@PicardiLLC.com](mailto:Ralph@PicardiLLC.com)

McGowanPRO Agency: [Call Toll-Free: 1-866-262-7542](tel:1-866-262-7542)

***Contacting the Hotline does not constitute notification of a claim to the insurance company.***

## Carrier Claim Reporting

In the event you experience any type of claim that this policy insures against, you should report the loss as soon as possible. New claims can be reported to:

Email: [ProClaim@hanover.com](mailto:ProClaim@hanover.com)

Phone: 1-800-628-0250

The recommendation(s), advice and contents of this material are provided for informational purposes only and do not purport to address every possible legal obligation, hazard, code violation, loss potential or exception to good practice. The Hanover Insurance Company and its affiliates and subsidiaries ("The Hanover") specifically disclaim any warranty or representation that acceptance of any recommendations or advice contained herein will make any premises, property or operation safe or in compliance with any law or regulation. Under no circumstances should this material or your acceptance of any recommendations or advice contained herein be construed as establishing the existence or availability of any insurance coverage with The Hanover. By providing this information to you, The Hanover does not assume (and specifically disclaims) any duty, undertaking or responsibility to you. The decision to accept or implement any recommendation(s) or advice contained in this material must be made by you.

Thank you for your participation in the CPAOnePro program!

**NOTICE: THIS POLICY IS A CLAIMS-MADE POLICY. PLEASE READ THE POLICY CAREFULLY.**

**RISK PURCHASING GROUP NOTICE**

**This Accountants Professional Liability Risk Purchasing Group Policy is not protected by an insurance insolvency guaranty fund in this state, and the insurer or Risk Purchasing Group may not be subject to all the insurance laws and rules of this state.**

**IMPORTANT NOTICE REGARDING RISK PURCHASING GROUPS**

**Disclosure Pursuant to Federal Law Regarding Purchasing Groups [15 U.S.C. SEC. 3901, et seq] the National Small Business PG, Inc. 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 the Purchasing Group are exposed by virtue of their related, similar, or common businesses or services. Members do not share limits and each member is provided with its own policy and/or evidence of insurance.**

**Policy Number**

LHN-H892950-02

**THE HANOVER INSURANCE COMPANY**

440 Lincoln Street  
Worcester, MA 01653  
(A Stock Insurance Company, herein called the **Insurer**)

**Issue Date** 1/3/2024

**Item 1. NAMED INSURED AND ADDRESS**

AXIOM ANALYTICS  
2520 CUTLER CT NE  
ALBUQUERQUE, NM 87106

**Item 2. POLICY PERIOD**

Inception Date: 01/01/2024

Expiration Date: 01/01/2025

(12:01 AM standard time at the address shown in Item 1.)

**Item 3. LIMIT OF LIABILITY**

- a. \$500,000 for each **Claim**; not to exceed
- b. \$1,000,000 for all **Claims** in the Aggregate

**Item 4. SUBLIMITS OF LIABILITY**

Employment Practices Liability and  
Discrimination Coverage

- a. \$50,000 for each **Claims**; not to exceed
- b. \$50,000 for all **Claims** in the Aggregate

Privacy and Security Liability Coverage

- a. \$500,000 for each **Claim**; not to exceed
- b. \$500,000 for all **Claims** in the Aggregate

**Item 5. DEDUCTIBLE**

- a. \$5,000 each **Claim**
- b. N/A for all **Claims** in the Aggregate

**Item 6. SUPPLEMENTAL COVERAGE**

	<b>LIMIT</b>
Disciplinary and Regulatory Proceedings	\$50,000 per Claim / <b>\$100,000</b> for all Claims in the Aggregate
Crisis Event	\$50,000 per Event / <b>\$50,000</b> in the Aggregate
Withheld Client Fee Assistance	<b>\$25,000</b> in the Aggregate
Expense Reimbursement	<b>\$100,000</b> in the Aggregate

**Item 7. RETROACTIVE DATE**

01/01/2022

**Item 8. PREMIUM FOR THE POLICY PERIOD**

**\$2,549.00**

**Total Premium:**

**\$2,549.00**

**Item 9. ENDORSEMENTS EFFECTIVE AT INCEPTION:** See Schedule of Forms attached.

**Item 10. NOTICE TO INSURER**

Report a claim to the Company as required by Section G. Duties in the Event of Claim(s) or Potential Claim(s) to:

The Hanover Insurance Company  
440 Lincoln Street  
Worcester, MA 01653

**National Claims Telephone Number:** 800-628-0250. For Cyber Claims: 800-385-5271

**Facsimile:** 800-399-4734


**Email:** ProClaim@Hanover.com For Cyber Claims: Cyberclaims@hanover.com

**Agent on behalf of:**

MCGOWAN & CO, INC.  
205 NEWBURY ST STE 205  
FRAMINGHAM, MA 01701  
**3202024**

We have caused this Policy to be signed by our President and Secretary and countersigned where required by a duly authorized agent of the Company.





John C. Roche, President



Charles F. Cronin, Secretary

Coverage: APL

Endorsement Number: 1

Issued To: AXIOM ANALYTICS

Policy Number: LHN-H892950-02

Issued By: The Hanover Insurance Company

Effective Date: 01/01/2024

## SCHEDULE OF FORMS

To be attached to and form part of the Policy Number listed above.

915-1900	01/20	APL RPG Advantage Declarations Page
915-1003	01/20	APL Advantage Schedule of Forms
915-1001	01/20	APL Advantage Professional Liability Policy Form
915-1800 PHN	01/20	U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice To Policyholders
915-1801 PHN	01/20	Customer Notice Of Privacy Policy And Producer Compensation Practices Disclosures - Privacy Policy Disclosure
915-1805 PHN	01/20	Information Regarding Extended Reporting Period Endorsement ("ERP Coverage")
915-1825 PHN	11/19	Important Policyholder Information Cyber Privacy And Security Risk Management Resources
915-1121	01/20	Cyber First Party Coverages
915-1130	01/20	Professional Liability Enhancements
915-1224	01/20	Claim Expenses In Addition To The Limit Of Liability (Equal)
915-1415	01/20	Specific Services Exclusion
915-1647	01/20	New Mexico State Amendatory Endorsement
915-1901	01/20	CPAONEPRO Plus
915-1902	01/20	Enhanced Privacy and Security Liability Coverage

All other terms and conditions remain unchanged. The title and any headings in this endorsement are solely for convenience and form no part of the terms and conditions of coverage.