



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 **North Valley Academy** hereafter "the school," effective on **July 1, 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: **Sarah Piña**


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

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): **katie.rarick@axiomanalytics.org; (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:

Effective Date: **07/01/2024**

The school's notification is hereby submitted by:

Signature of School Representative:  Date: 07/16/2024

Signature of Governing Board Chair: 
William J. Duran (Jul 15, 2024 16:52 MDT) Date: 07/15/2024

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: _____

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]

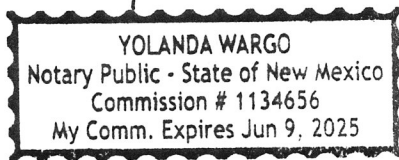
5/29/24
Date

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.

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

North Valley Academy Charter School
Governing Council – Regular Meeting
May 16, 2024
4:30 pm

A. OPENING BUSINESS

The meeting was called to order at 4:32 PM by Governing Council Will Duran and initiated by roll call and the Pledge of Allegiance. This meeting of the Governing Council was held virtually through Zoom. Members in attendance: Will Duran – Chair, Victor Marthe, Vice Chair, Crystal Sanchez and Jackie Kinnunen. Administrative staff present: Julie Geldmacher – Principal, Sarah Piña – CFO, and Dan Hill - Legal Council. Duran announced that a quorum was present.

Marthe made a motion to approve the agenda. Motion was seconded by Kinnunen. Roll call vote: Duran – Aye, Marthe – Aye, Sanchez – Aye, Kinnunen - Aye.

Duran made a motion to approve the minutes from the April 29th regular meeting. Motion was seconded by Kinnunen. Roll call vote: Duran– Aye, Sanchez – Aye, Kinnunen - Aye.

B. ACTION ITEMS

1. Piña presented BAR 504-000-2324-0023-M– Operational in the amount of -\$18,291; BAR 504-000-2324-0024-T - Title 1 in the amount of \$0; BAR 504-000-2324-0025-T– IDEA B in the amount of \$4800; BAR 504-000-232-0026-T – Title II in the amount of \$2233; BAR 504-000-2324-0027-T – ESSER III in the amount of \$20,000. Pina requested a blanket BAR approval for end of fiscal year BARS. Duran made a motion to approve BARS as presented. Motion was seconded by Marthe. Roll call vote: Duran – Aye, Marthe – Aye, Sanchez – Aye, Kinnunen - Aye.

2. Piña presented the A/P and Payroll Vouchers. Duran made a motion to approve the AP and Payroll vouchers for April as presented. Motion was seconded by Marthe. Roll call vote: Duran – Aye, Marthe – Aye, Sanchez – Aye, Kinnunen - Aye.

3. Geldmacher requested that the NVA Student Elopement Policy be tabled. Duran made a motion to table item B3 NVA Student Elopement Policy. Motion was seconded by Kinnunen. Roll call vote: Duran – Aye, Marthe – Aye, Sanchez – Aye, Kinnunen - Aye.

4. Geldmacher presented the Fine Arts grant application. Argyres joined the meeting. Duran made a motion to approve the Fine Arts grant application. Motion was seconded by Argyres. Roll call vote: Duran – Aye, Marthe – Aye, Sanchez – Aye, Kinnunen – Aye, Argyres – Aye.

5. Katie Rarick presented the Axiom transition contract and 2024-2025 contract. Duran made a motion to approve the Axiom contracts to include the grant writing component. Motion was seconded by Marthe. Roll call vote: Duran – Aye, Marthe – Aye, Sanchez – Aye, Kinnunen – Aye, Argyres – Aye.

C. DISCUSSION ITEMS

1. Geldmacher presented the Head Administrator report. Geldmacher reported positive feedback from the PED site visit. Geldmacher reflected on the success of restorative practices and the improvement in student behavior.
2. Pina presented an update on facilities. Two bathrooms are complete and one is still under construction. Quotes are in process for the additions to the Kids Cook classroom. The flooring project in the front office will be completed in June. The roofing and drainage projects will need to be addressed soon; Duran requested a facilities meeting.
3. Piña presented the Financial Summary Report.
4. Reminder for all Council members to complete training hours.

D. CLOSING BUSINESS

1. Agenda items for the next meeting can be emailed to Geldmacher.
2. Next meeting is scheduled for Thursday, August 22, 2024.
3. Meeting adjourned 5:24 PM.

The McGowanPRO Hotline is designed to assist accountants with all of the following:

- ▶▶ Advice on early claim intervention
- ▶▶ Suggestions for appropriate limitation language for engagement letters or client fee-for-service contracts
- ▶▶ Best practice consultation for maintaining client relationships

Claims Triage is used to quickly assess the following attributes of a subpoena, incident or claim:

- ▶▶ Nature and facts of the reported matter
- ▶▶ Potential damages
- ▶▶ Possibility of facts to mitigate damages
- ▶▶ Possible outcomes
- ▶▶ Possible defenses
- ▶▶ Need for experts

Introducing attorney, Ralph Picardi, who has served as our Risk Management Consultant since 2001.



- ▶▶ Ralph graduated cum laude from University of San Diego School of Law, where he served on the editorial board of the Law Review. He graduated magna cum laude from Boston College School of Management with a B.S. in Accounting.
- ▶▶ His legal practice concentrates primarily on the area of defending accountants, lawyers and other professionals in matters of professional liability. In addition to litigation, Ralph specializes in advising accountants, lawyers, and their insurers in matters of coverage, and in matters of loss control through hotlines, seminars, risk management audits and publications.
- ▶▶ He is a current member of the American Institute of Certified Public Accountants, the Massachusetts Society of Certified Public Accountants and the Professional Liability Underwriting Society.

Email: ralph@picardillc.com

Phone: 617-320-7522

This list of **Risk Management Services** is an example of what is available to McGowanPRO policy holders:

- ▶▶ Best practices guidance and review
- ▶▶ Engagement letter review
- ▶▶ Web site and Marketing Content review
- ▶▶ NASBA approved webinars
- ▶▶ Ethics Training
- ▶▶ Client Termination Guidance
- ▶▶ CPA industry alerts and updates
- ▶▶ Tax organizer review
- ▶▶ Quality control document review
- ▶▶ Risk management tools
- ▶▶ CPA Firm Registration Assistance

*Introducing McGowanPRO's Director of Risk Management,
John Raspante.*



- ▶▶ John Raspante, CPA, CDFA, works directly with clients, providing risk management services to top-tier accounts. He also is responsible for developing and delivering McGowan Professional's National Association of State Boards of Accountancy (NASBA) CPE programs. John is the former Director of Compliance and Risk Management and the Director of Education for Graf Repetti & Co. LLP, Certified Public Accountants & Business Advisors.
- ▶▶ Prior to joining Graf Repetti he was employed by CAMICO Mutual Insurance Company as a loss prevention specialist and large account national advisor. John's professional affiliations include memberships in the AICPA and six state accounting societies. He also serves on NYSSCPA's Compilation and Review Committee, NJSCPA's Editorial Board and the Accounting and Auditing interest group, and the National Conference of CPAs' Ethics Committee.
- ▶▶ John is a frequent author and speaker within the accounting profession on issues relating to risk management.

Email: jraspante@mcgowanprofessional.com

Phone: 732-865-1061

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.

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

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

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

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