



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 **The Masters Program** hereafter "the school," effective on **July 1, 2020**

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: **Rebekah Runyan, K-12 Accounting**

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: **5**

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

The school's notification is hereby submitted by:

Signature of School Representative: *Karla Haas-Moskowitz* Date: 07/15/2024
Karla Haas-Moskowitz (Jul 15, 2024 16:32 MDT)

Signature of Governing Board Chair: *Steven Stauss* Date: 07/15/2024
Steven Stauss (Jul 15, 2024 21:22 MDT)

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]

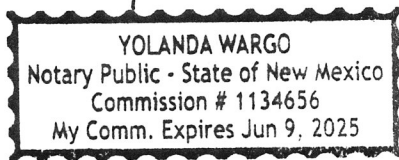
5/29/24
Date

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 black ink that reads "Ryan Stewart".

Secretary of Education



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, May 14, 2024 5:00 – 7:00 P.M.

SFCC President's Conference Room, #108

Santa Fe, New Mexico

TMP Governing Council is inviting you to attend the upcoming GC meeting in person if possible.

Scheduled Zoom meeting:

Meeting ID: 821 6515 5337 Passcode: 324669

Minutes

I. Roll Call 5:09p.m.

Governing Council members attending:

John Bishop (*Founder, Ex-officio non-voting*), Deyanira Contreras, Dorianis Perez, Nubia Rodriguez (*Parent Representative*), Lisa Schwade, Steven Stauss, Kelly Trujillo

Governing Council members and staff not attending:

Tina Morris (*Assistant Head of School*)

Guests, Faculty, and Staff:

Karen Aubrey, Chris Gilman (*Business Manager*), Kimberly Gonzales (*Axiom*), Sandy Juarez (*Student Representative*), Karla Moskowitz (*Head of School*), Roxanne Seagraves (*Faculty & Staff Representative*), Catherine Salveson

Recording Secretary:

Carol Witter

II. Approval of Agenda

Steven Stauss moved to approve the agenda, second by Dorianis Perez, passed unanimously.

III. Discuss and vote on March 12, 2024 Governing Council Regular Meeting Minutes

Steven Stauss moved to approve the minutes, second by Dorianis Perez, passed unanimously.

IV. Discuss and vote on April 9, 2024 Governing Council Regular Meeting Minutes

Dorianis Perez moved to approve the minutes, second by Lisa Schwade, passed unanimously.

V. President's Comments

- Dorianis Perez will present a draft of the GC handbook at the upcoming Charter Conference June 12-14. Please send any input you want included to Dorianis this week.
- TMP graduation is this Thursday, May 16, 10am-12noon at SFCC's Fitness Education Center. It would be great to have board members present. We need to include future graduation logistics in the GC calendar in the new handbook.

VI. Discuss and vote on nominations of Karen Aubrey and Fred Harburg for GC Membership

Kelly Trujillo welcomed Karen Aubrey who gave highlights of her professional background. Steven Stauss noted that Fred Harburg was traveling to Spain and unable to be at the meeting. Steven confirmed that Karen is able to join immediately and is eligible to vote on today's remaining agenda items. Steven Stauss moved to approve Karen's nomination as a voting member of the Governing Council, effective immediately, second by Lisa Schwade, passed unanimously by roll call vote.

Kelly Trujillo reviewed highlights of Fred's bio and shared positive feedback from his recent visit with students and staff at TMP. Steven Stauss moved to approve Fred Harburg's nomination as a voting member of the Governing Council, effective immediately, second by Lisa Schwade, passed unanimously by roll call vote.

Both Karen Aubrey and Fred Harburg are immediately filling open seats on the Governing Council, with two-year member terms starting 7/1/2024.

VII. Report of the Treasurer

a. Finance Committee report and votes by Governing Council:

i. review and recommend approval or disapproval of April 2024 disbursements

The committee met in prior work session to review April disbursements. Lisa Schwade provided context for various expenditures including payroll as anticipated, student lunches and SFCC lease. There was an anticipated cash balance decrease of \$52k with \$29k in legal fees for Title IX investigation and special education complaint. Additional bars are forthcoming for legal fees. Summer school expenses are not yet encumbered.

Based on the committee's recommendation, Kelly Trujillo moved to approve April disbursements as presented; second by Steven Stauss, passed unanimously.

ii. review and recommend approval or disapproval of BARs

Lisa Schwade provided highlights for five BARs:

| | | |
|---|--|------------|
| 519-000-2324-0023-D | 24106 - Entitlement IDEA-B | (\$55,085) |
| 519-000-2324-0024-M | 29102 - Private Dir Grants (Categorical) - Grant Davis | \$15,000 |
| 519-000-2324-0025-M | 24106 - Entitlement IDEA-B | \$5,000 |
| 519-000-2324-0026-M | 11000 - Operational Maintenance | \$112,759 |
| Blanket Approval for Final Fiscal Year- End | | |

Steven Stauss moved to approve the BARs as presented; second by Lisa Schwade, passed unanimously. Chris Gilman explained the blanket pre-approval due to timing of PED's deadline.

iii. review and recommend approval or disapproval of purchase orders over \$20,000

Lisa Schwade provided highlights for two POs:

| | | | |
|------------|------------------|-------------|-----------------------------------|
| 2024-022-1 | Matthews Fox, PC | \$53,005.44 | Legal Services |
| 2024-085-2 | ACES | \$29,913.17 | JMP Academy SPED Mentorship & 504 |

Steven Stauss moved to approve the purchase orders as presented, second by Dorianis Perez; passed unanimously by roll call vote.

b. Audit Committee report – no report

VIII. Discuss and vote on:

- \$4,000 proposed stipend for Panama trip chaperone - Roxanne Seagraves
The trip is scheduled for May 27-June 5, 2024. Dorianis Perez moved to approve the stipend as presented, second by Lisa Schwade; passed unanimously.
- FY24 summer school budget
Karla Moskowitz said the amount would be less than expected, with 6 faculty and at most 28 students. Lunch expenses were decreased by alternate way of providing food vs. the vendor. The main interest is credit retrieval for missing graduation credits so students can walk; Dorianis Perez moved to approve the summer school budget as presented, second by Lisa Schwade; passed unanimously.
- Extra pay stipends for Bilingual Program - program development phase and testing
Karla Moskowitz explained the need based on many complicated details of the program. Nubia Rodriguez moved to approve the extra pay stipends as presented, second by Steven Stauss; passed unanimously.

IX. Discuss and vote on Axiom FY25 Contract approval

Steven Stauss asked for clarity regarding use of the word “assist” in the contract and questioned who has primary responsibility. Kimberly Gonzales explained its intended meaning in terms of providing TMP’s procurement office with “checks and balances” for such things as approvals and disbursements; planning and formulating budgets with the head administrator; preparing tools; and similar number crunching as the current business manager. Kimberly is responsible for supporting four schools and will bring in team support if TMP needs more support.

In response to various questions, Kimberly said Axiom uses visuals such as pie charts in their reports, they currently contract with fourteen schools, and the staff have different roles but are cross-trained and share documents. Funding for the business manager to be onsite at TMP is in budget. The discussion surfaced various wide-ranging questions and concerns about whether a TMP lawyer had reviewed the contract and members discussed the option to delay final approval. Ultimately, Dan Hill joined the meeting via speakerphone and confirmed to the GC that he did review the contract and has no issues with its approval. Steven Stauss moved to approve the FY25 contract with Axiom based on lawyer Dan Hill’s verbal approval, which he will follow-up with email; second by Lisa Schwade, approved by roll call majority vote with one abstention, Karen Aubrey.

X. Report of the Business Manager: Budget Draft discussion and possible vote

- FY25 Operating Budget
- FY25 IDEA Budget
- FY25 Title I Budget
- FY25 Title II Budget
- FY25 Other Budgets
- FY25 Policies and Procedures
- FY25 Calendar
- FY25 Salary Schedules
- Other Budgetary Items

Steven Stauss reported that the Finance Committee met in prior work session to review the above- enumerated budget documents, with exception of the FY25 Calendar, and found no objections to the items within the budget documents. Based on the Finance Committee’s recommendation, Steven Stauss moved to grant blanket approval for all items as presented, excluding only the FY25 Calendar; second by Karen Aubrey, passed unanimously by roll call vote.

Kimberly Gonzales then reviewed the FY25 Calendar with the GC, citing pending litigation that may necessitate changes. The calendar can be edited later as it is in draft. Steven Stauss moved to approve the FY25 Calendar as presented, second by Dorianis Perez, approved by roll call majority vote with one abstention, Nubia Rodriguez.

Of Note: the Governing Council blanket approval is understood to include the items listed below which were contained in the budget document.

Federal Revenue:

Title I \$ 35,678

Title IV \$ 10k

Title II \$12k

IDEA \$103k

XI. Report of the Student Representative

Sandy Juarez’s report highlighted that students really enjoyed the Glorieta Retreat. Other noteworthy events included a student recognition event on April 23 that was very successful and show and tell service learning experiences. Seniors are preparing for graduation May 16 at SFCC’s Fitness Education Center. Bilingual Seal students are very grateful for this new program and support. Student Council held its last meeting with suggestions made for schedules, sports, note box suggestions, and other student concerns. Sandy shared her post-graduation plans to attend SFCC or Highlands. Steven Stauss thanked Sandy on behalf of the Governing Council for her service as TMP’s Student Representative this year.

XII. Report of the Faculty and Staff Representatives

Topic was tabled for the June regular GC meeting.

XIII. Report of the Head of School

Topic was tabled for the June regular GC meeting.

XIV. Report of the Parent Representative

Nubia Rodriguez reported that students had a great experience at the recent Glorieta Retreat. The kids had fun and it brought them together; they were very excited!

XV. Public Comments (Up to 2 minutes per person; limited to 20 minutes)

None

XVI. Open discussion of additional topics or issues from GC members:

Steven Stauss welcomed and introduced guest Catherine Salveson as a potential new Governing Council member. Her bio and resume have been shared with GC members and her nomination will be voted on at the June 1, 2024 regular GC meeting.

XVII. Adjournment

Kelly Trujillo called to table unfinished business agenda items for the next meeting, second by Dorianis Perez. Karen Aubrey moved to adjourn the meeting, second by Dorianis Perez. Meeting adjourned without dissent at 7:12p.m.

FY2023/2024 Meeting Dates (2nd Tuesday)

| | |
|---|---|
| <ul style="list-style-type: none"> • 7/11/2023 • 8/8 • 9/12 • 10/10 • 11/14 • 12/12 | <ul style="list-style-type: none"> • 1/9/2024 • 2/13 • 3/12 • 4/9 • 5/14 • 6/11 |
|---|---|

Minutes approved by The MASTERS Program Governing Council June 11, 2024.

Signature of Governing Council President: _____

2024-2025 Back Office Services Contract

The MASTERS Program
SFCC LL325 6401 Richards Ave
Santa Fe, NM 87508

Objectives:

Axiom Analytics, the contractor, proposes to provide The MASTERS Program, the client, Back Office Services for FY25 to accomplish the following objectives:

Ensure compliance with New Mexico rules and requirements;

Provide management and support of business and financial related functions;

Ensure all financial activity adheres to regulatory compliance and accounting standards; and

Assist in the improvement and development of any practices, controls, systems and applications for financial function and capacity.

STANDARD SCOPE OF WORK:

- Activity I: Meet with the Executive Director and business management team on an interim basis to review and discuss business management related functions.
- Activity II: Compile and submit reimbursement requests from local, state, and federal agencies on a monthly or regular basis.
- Activity III: Provide review and analysis of all operating financial activity including treasury management and bank reconciliation.
- Activity IV: Assist in reviewing financial impacts of business-related contracts and agreements
- Activity V: Ensure proper alignment of accounting principles (GASB, GAAP, etc.), use of funds and financial position, including management of the general ledger and accounting matrix. Maintain compliance with federal, state and local fiscal policies.
- Activity VI: Assist in planning and formulating the annual budget for the subsequent fiscal year based on PED guidance. Prepare and submit all required budget documents to regulatory and Governing Bodies. Provide interim budget review and analysis based on funding activity.

- Activity VII: Provide financial forecasting on the Charter School's fiscal position. Including: Cash-flow analysis, YTD vs. Budget, 3-5 year financial modeling.
- Activity VIII: Complete, compile and submit all annual IRS and TRD reports to ensure compliance with date and filing requirements, including NMPSIA and other non-regulatory agency reports to which the charter school holds liability and obligations.
- Activity IX: Provide Governing Council and regulatory agencies with monthly, quarterly, and regular financial reports; in addition to attending Governing Council Finance meetings virtually on a monthly basis. Including discussion and recommendation based on financial objectives of the school.
- Activity X: Complete compile, and submit financial reports to state, federal and other regulatory agencies. Assist in completing the financial section of grant applications. Assist with PED program reporting (IM, MEM, NBCT, TCI, etc.)
- Activity XI: Assist in proper closeout of the financial system and audit planning for the 2024-2025 fiscal year. Maintenance of fixed asset records according to state and federal requirements.
- Activity XII: Assist in alignment and management of the purchasing process. Including accounts payable processing and proper disbursement of funds. Including filing of 1099s.
- Activity XIII: Assist in payroll processing including filing of taxes (941s, ACA, W/C, ERB, RHC, NMPSIA, etc.), as well as liability reconciliation.
- Activity XIV: Provide support in Facility Master Planning and resource allocation modeling for capital outlay and facility needs.
- *Activity XV: Duties and tasks as outlined in Business Office Duties and Roles. Attached as an amendment (Appendix A) with this contract.

Logistics

The client shall be responsible for providing information and access to business and financial related activity. This includes administrative access to the accounting management system, financial documents, programs and applications currently used for operations. Access and control shall be provided on a remote basis. The Contract shall commence according to approval of the Governing Charter School and shall continue through June 30, 2025.

If The MASTERS Program would like someone on campus once a week, the Axiom staff member will be there from 12pm – 3pm. The schedule will be set by the school leader and Axiom staff member.

Fees:

Axiom is an ACES vendor using contract ACES RFP 23-03. The contractor shall be compensated at the annual rate below plus GRT for the services below. The pricing is for the 2023-2024 fiscal year. The price is based on 201 - 300 students and will be adjusted based on 40th day enrollment.

Axiom Business Management Fee: \$68,999.70

Software Fee: \$10,000

Accounts Payable and Payroll Fee: \$3000

Total with standard fees and services: \$81,999.7 + GRT

Optional Fee to have someone on-site once a week: \$10,000

Optional Grant Fee – we research, write, and manage external grants: \$10,000

Total including optional services: \$101,999.7 + GRT

FY25 Period of Service: 12 months

Additional Fees:

\$15/staff member per month for payroll services paid to Mosaic.

If The MASTERS Program hires an Axiom Analytics employee to be a MASTERS Program employee, The MASTERS Program will pay Axiom an additional \$25,000 the following fiscal year.

Payment

The contractor shall invoice the client according to the completion of monthly, quarterly, and annual activity. Terms are 30 days net.

Contract agents and contact

This contract shall be executed by the school's fiscal agent or governing board, whichever is able to obligate on behalf of the school and Katie Rarick. Communication and information shall be through the responsible parties by whom the function of the operations is managed.

Equipment and supplies

All labor, materials and supplies necessary for the contractor to complete the work shall be at the contractor's expense. School specific materials such as 1099 forms, check stock, etc. will be the responsibility of the school.

Independent contractor

The contractor shall be considered an independent agent and its employees will not be considered as employees of the school. Any recommendations, direction, or certification of articles considered as school activity will be done according to the direction of the executive director.

Confidentiality and Privacy

Any information acquired or used by the contractor for the purpose of the school's financial management shall be considered confidential and solely for the purpose and use of providing financial services. Inspection of records must be directed by the school's executive director or agent of records.

All source documents, templates, tools and resources used by the contractor shall be considered intellectual property of the contractor and shall not be disclosed to other parties without the express written consent of the contractor.

Termination

Except as otherwise expressed in this contract, either party may terminate the contract, with 30 days written notice, beginning on the second day after the notice (effective date). The school shall be liable for any goods or services rendered under the contract period prior to the effective date of termination.

Submitted by: _____

Date: _____

Katie Rarick

Approved by: _____

Date: _____

Organizational Representative

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 |
|---|-------------------|

| | | |
|-------------------------------------|------------|--|
| 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