

Anthony Charter School Educational Facility Master Plan

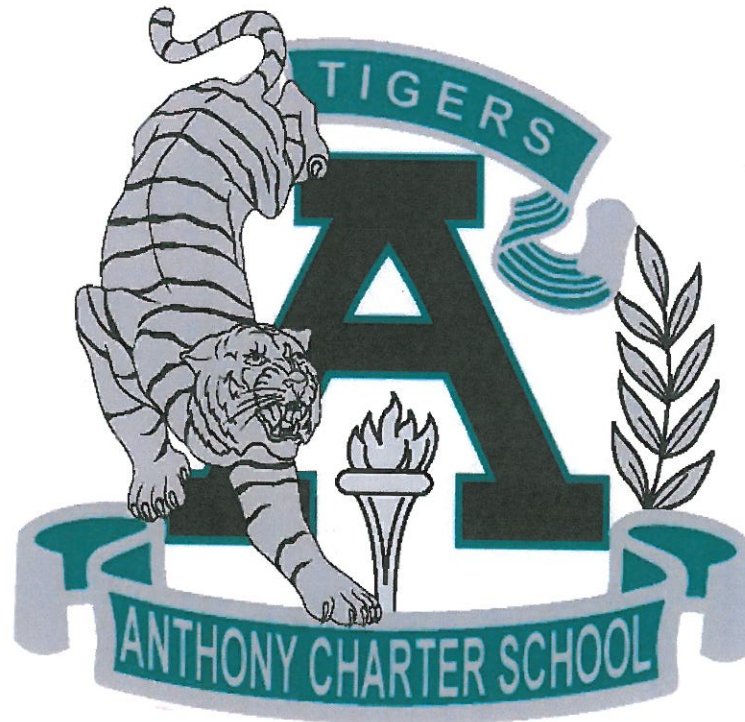


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ABBREVIATIONS AND ACCRONYMS

ADA- Americans with Disabilities
Act AHU- Air handling Unit
ARC - Architectural Research Consultants, Inc.
A/V - Audio/Visual
BD - Behavioral Disabilities Program
DDC - Direct digital controls
EdSpec- Educational specifications
GISD - Gadsden Independent School District
GSF - Gross square feet
HW- Hot Water
IEP- Individualized Education Program
LAN - Local area network
LEED- Leadership in Energy and Environmental Design
MACC- Maximum allowable construction cost
MDR- Main Distribution room
MIP- Multiple Impairment Program
NASF- Net assignable square feet
PDP- Professional development period
PE - Physical Education
PED - New Mexico Public Education Department
POR- Program of Requirements
PSCOC- Public School Capital Outlay Council
PSFA- Public School Facilities Authority
PTR -Pupil/teacher ratio
SLP- Speech and Language Pathologists
TARE- The area remaining or the difference between the NASF and the GSF
Title IX- A clause in the 1972 Education Act stating that no one shall because of their sex be denied the benefits of any education program of activity that receives direct federal aid.
TPC- Total project cost

INTENTIONALLY LEFT BLANK

Anthony Charter School was first authorized by Gadsden Independent School District in 2007. It become independent (State Charter) SY 2012-2013. Our first renewal will be in 2017.

Anthony Charter School is currently located at 780 Landers Rd Anthony NM 88021.

INTRODUCTION

PROJECT OVERVIEW

This report presents educational specifications (ED Spec) for a new facility for Anthony Charter School, a District authorized Charter school serving the Gadsden Independent School District, in Anthony, New Mexico. This charter school opened its doors in August of 2009. It was chartered by GISD in 2007. The founders planned for 2 years. Our renewal is due in 2017.

Educational specifications describe the overall instructional program, and define the associated functional, spatial and environmental characteristics of the site facilities housing the program. The resulting documentation will note compliance with the New Mexico state Adequacy Standards (NMAC 6.27.30) and the Public Schools Facilities Authority (PSFA Adequacy Planning Guide (July 24, 2009). There is no Public School Capital outlay council (PSCOC) award for this study, additional engineering analysis, design fees for the replacement school, or for the construction of the facility.

This study and the subsequent design work will establish an estimated total project cost (TCP) for the facility. The process was a series of meetings involving: the administrative staff of the school, the Governance Council at the school and the Anthony Water District staff.

MISSION

The mission of Anthony Charter School is to work with students and families to identify students abilities, both academically and social-emotionally, using a Personalized Education Plan as a pathway to ensure graduation.

PHILOSOPHY FOR LEARNING/TEACHING

The student centered curricular at Anthony Charter School consist of a student centered educational program focusing on a non-traditional educational environment. The curricular provide a flexible program of instruction and afford opportunities for community engagement through personal involvement.

SITE AND FACILITY EXISTING CONDITIONS

The current facility is located next door to 780 Landers Rd Anthony NM 88021. The building is consist of 7 portables (5 portables are used for classroom), (1 cafeteria) and (1 Administration office and Computer lab).

EXECUTIVE SUMMARY

Report overview

The Anthony Charter School attracts students from throughout the Gadsden district and includes the communities of chaparral, Berino, Vado, Chamberino, San Miguel, Santa Teresa, Sunland Park and Anthony. The student body includes grades 7-12. The intent is to build a seamless school where students begin at grade 7 and graduate with their cohort group. The student body reflects the GISD community and includes students ranging from gifted to SPED to ED as well as students in regular education who are on track and on time for graduation and those students who are behind on their credits.

The school currently houses 93 students split into middle school and high school. The facility the school is in currently growing at a very steady paste. The school's charter provides for the student body to cap at 200.

The discussions provided an explanation of the project's requirements, the project's steps to construction, and an estimate of the cost of the facility.

Discussions focused on the following concerns of the Governance Council, parents, students and staff.

What should the school be like?

- The school should continue to be a physically and emotionally safe space for all stakeholders
- Address the concern over the mixing of Middle School and High School age students
- Class size should be small to allow for more focused student attention
- Provide space for a PE program
- Provide for a separate cafeteria
- Provide an outdoor area for students to sit outside or engage in simple outdoor sports during lunch
- Encourage students to seek dual credit courses including academic and career readiness
- Be prepared to meet the technology needs of students
- Provide space for Art and Music courses
- Provide space for students to grow and plant fruit, flowers, and vegetables for possible sale

All stakeholders have validated these key space values:

- The classroom PTR for any full sized classroom is 1:24 for any core content area
- Standards for science curriculum will not involve gas or combustibles or dangerous chemicals On-line labs will be used as much as possible when teaching these content areas.
- All classrooms will include computers for student use.
- A separate computer lab will allow the use of online programs to accelerate student learning, to provide access to credit recovery, and to test students
- A private space to provide ancillary, counseling and nursing services to students.
- Outdoor space for PE programs and informal meeting spaces for students
- A small library
- A space for music, art and large classroom meetings.
- A workspace/lounge for teachers

The stakeholders developed goals, concepts and a list of needed spaces for the new school. This Ed Spec presents the details of the following summarized conclusions.

Programs and Delivery Methods

Program delivery will remain as one session, providing only core and SPED class options as well as PE and a few electives. ACS will continue to offer a dual-credit, career readiness options, a computer lab, and access to IDEAL-NM and online dual credit courses offered through DACC and CNM.

Enrollment and Space Use

The expect enrollment for the 2018-2019 school year is 120 students with gradual increase in enrollment until the Charter maximum of 200 is reached.

Program Givens:

- ACS will remain a closed campus
- Classroom PTR will be 24
- Students will be closely supervised by all staff
- There will be a separate parking space for a limited number of student drivers
- The school hopes to build a continuous cohort group including grades 7-12 while still accepting students as space becomes available
- The necessary minimum staffing pattern will be employed to ensure adequate program delivery
- All efforts will be made to separate MS and HS students at lunch
- The school will move to a 1.5 acre piece of land next to the Anthony Valley Library

PROBLEM STATEMENTS:

What works and what does not

- ACS has poor technology infrastructure and the use of wireless internet has hindered the use of technology.
- Need a computer lab that can accommodate a full class and is staffed and locked during periods of non-use to prevent corrupting computers by unsupervised students
- Complete fencing of the school grounds is needed to protect the school's resources. The school will be located near a residential area that is located

- The current facility has poor ventilation that may cause potential problems for stakeholders.
- There are an inadequate numbers of bathrooms for stakeholders
- Teachers share their spaces to accommodate special programs, presentations because of a lack of large spaces
 - There is no room for assemblies or large group get-togethers
 - There is no room for therapists to see students
 - There is no space for a separate eating space
 - There is no space for outdoor activities
 - There is no teacher workspace or lounge
- There is no room for electives that can be taught by teachers other than core staff and there is no room to develop new programs
- Classrooms do not work
 - No separation of function
 - Classrooms are not large enough to accommodate students
 - Crowded classrooms present safety hazard for staff and students
 - Too few computer hook up
 - Technology is not reliable
 - No space to isolate problem students within the classroom space
 - Lack of any outdoor space
 - There is no space for teacher's lounge or workroom
- Building does not work as a school
 - Inadequate number of bathrooms, No handicapped accessible bathrooms
 - Inadequate workspaces for adults and students
 - Inadequate internet connections
 - Inadequate storage, janitors sink, no science lab, lack of drinking fountains
 - Lack of appropriate cafeteria facilities
 - Facility lacks adequate ventilation as verified by testing by GISD
 - Inadequate meeting spaces

Goals and Concepts:

Where do you want to be in 5 years?

- Create a community wide perception that "Anthony Charter School is your school of choice" and that "Never doubts that a small group of thoughtful committed citizens can change the world ..."
- Provide an emotionally and physically safe environment for all who enter our

- Create a community of teachers, students, parents and staff that proudly displays their work and their message that "Education is the most powerful weapon which you can use to change the world."
- Be in a complete permanent facility with no portables.
- Educate and Graduate students who are prepared for a career.
- Need a security camera system and Secure fencing
- Create a covered meeting place in the center of campus
- Efficiently lay out classroom areas
- Provide for state of the art technology and computer access for all students in secure places.
- Need the following in classrooms: pull down screens, ceiling brackets for in focus, white boards on at least 2 walls, storage and shelves for classroom books, secure storage for supplies.
- Books and notebook storage are provided in each classroom so that students are not carrying them from room to room but that are available for after school check out.
- Provide PE/multi-purpose space
- Purchase appropriate furniture for classroom and office spaces
- Have a janitor's sink and closet
- Have an appropriate Science lab
- Have a mini kitchen/cafeteria with sink, refrigerator, dishwasher, microwaves, and warming trays.
- Provide services to help students handle behavioral or learning issues.

EDUCATIONAL PROGRAM AND DELIVERY SYSTEM

This section provides information about instructional program delivery at the new Anthony Charter School campus. A new facility will alleviate the current facility's functional problems.

1.1 EDUCATIONAL PROGRAM

The ACS is committed to an instructional model where MS and HS have separate educational and lunch areas of the facility.

1.1.1 Anthony Charter School Expectation

The new facility must meet the expectations of the Charter school's commitment to provide a choice for parents and students who are seeking a smaller, more personal educational setting.

pathway. The focus will be to improve reading and writing skills and to set clear expectation and additional 1-on-1 instructional attention.

1.2 STRATEGIES FOR DELIVERY

The instructional program follows the core subject requirements of the New Mexico Public Education Department for 7-8th and 9-12th grades. All curricula are aligned to the New Mexico Standards and Benchmarks. A limited number of electives are offered each semester. Students also take classes through CNM, DACC, e2020, IDEAL New Mexico in order to access courses not offered at the school, or to receive dual credit for some courses, or to access credit recovery courses.

Students are accessed three times a year using MAPS. Parents are informed of the results through a face-to-face parent/teacher/student conference. Students also take the NMSBA and ACCESS tests. Teachers then develop their curriculum based on student's strengths and weaknesses.

1.2.1 Instructional organization

The new facility consist of 8 doublewide portables including a computer lab that will be used for credit recovery and acceleration.

1.2.2 Schedule

The program will operate separate instructional programs for middle and high school students. Elective will also be separate, except for music, depending on the number of students that enroll next school year.

1.2.3 Classroom Transitioning

Classrooms are in close proximity to allow rapid transitioning between classes. Lockers will not be provided but storage will be provided in classrooms.

There is one bathroom per classroom to minimize wandering around campus.

1.2.4 Delivery Methods

One teacher per teaching space, using a variety of methods including lectures and instruction via technology, will deliver the curricula. interface, small group interaction. Team teaching and integration of core content areas is desired. SPED students will be in an inclusion setting.

1.2.5 Vocational and other Options Delivery

Students are already participating in dual credit courses and in the future the

- Computer graphics
- Drafting

These classes will help educate the whole student as well as give them life skills.

1.2.6 Special Education and its Supporting Special Programs

The special education delivery model will continue to be an inclusion setting.

2 STUDENT ENROLLMENT AND SPACE USE

2.1 ENROLLMENT DATA

Enrollment analysis is standard and reported through STARS, the state reporting system. Anthony Charter School is a District authorized Charter designed to enroll 7th_12th grade students coming from several communities surrounding Anthony, New Mexico.

Enrollment growth has been constrained because the facility size does not allow for growth. The following projections are conservative. Students with emotional and academic needs exist in the district and would benefit from our small school size. The small growth has limited the staffing level.

- Teachers on staff teach their content area plus an elective in which they are highly qualified.
- SEG funding and Title programs provide funding for all programs

2.1.1 HISTORIC AND PROJECTED ENROLLMENT

Enrollment has increased as the program has developed and responded to the needs of the students. The chart illustrates a slow yearly increase. Growth at the school has been hampered by the lack of adequate facilities.

Anthony Charter School

Grade Levels	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
7	20	30	35	40	45
8	20	30	35	40	45
9	20	30	35	40	45
10	20	30	35	40	45
11	20	30	35	40	45
12	20	30	35	40	45

Anthony Charter School Class Schedule

2.2 3PROJECTED SCHOOL CAPACITY

The Anthony Charter School Charter tops at 200 students. Future plans are to build a permanent facility to accommodate students and program s.

2.4UTILIZATION AND DISTRIBUTION OF TEACHING SPACES

The distribution of teaching spaces will be as follows:

A computer lab with 24 computers for IDEAL, CNM, *DACC*, classes and MAPS testing

A cafeteria space

Science classroom with lab

2.5 FACILITY SPACE CONSTRAINTS

There are challenges at the current site that have impacted growth.

Even with this improvement over the current site there will be constraints on program space that will continue to affect the schools growth and programs that can be offered to students.

3FACILITY GOALS AND CONCEPTS

3.1 PROJECT GOALS

3.1.1 Community Character

The new facility site is located near Tierra del Sol housing and across the street from Dos Lagos Country Club. It will be located on 1.5 acres of land next door to the Anthony Valley Library. The area to the west of the school is undeveloped and may be a possible location for a permanent facility.

3.1.2 Goals

There will be no lockers

As much as possible separate MS and HS

School will be fenced, well lighted and use camera for after hour's surveillance

Keep areas behind the school inaccessible to students and able to be easily supervised

There will be a cap on the number of student cars and their parking will be separate from staff parking.

The Anthony Charter School campus will be a closed campus.

The school would like an outdoor teaching area, PE space, and garden.

The outdoor spaces will be landscaped to create a pleasant ambiance and overall appearance.

3.1.3 Telecommunication Goals

Anthony Charter School will have a current technology plan

Provide as many computer drops in each classroom as possible

Provide telephones for all staff locations

Provide technology for ceiling projector, Elmo

3.1.4 Function Goals

Every Science lab will be a lab/lecture combination.

3.1.5 Student Characteristics and Input

3.1.5.1 What student's characteristics will we serve and how will they change?

Students will likely:

- Need to develop teamwork and socializing skills
- Have more reading, writing, and verbal communication needs
- Have greater mental health needs
- Be under stress from home environments
- Need more collaborative in class groupings
- Need more demonstration and project based learning.
- Require a need to monitor computer use

3.1.3.2 Safety, Security, and Access Goals

Limit areas of congregation

Limit mixing of HS and MS students

Ensure telephone options exist in the classroom

Provide security system and cameras in courtyard, exterior, and parking lots

Make the school fully accessible

3.2 CONCEPTS

3.2.1 Concepts

The concept is to set up the portables in a rectangular configuration with the Admin portable to be located near the entrance so that visitors and students have to stop and check in before proceeding to the classroom areas. There will be an open central courtyard for classroom use.

3.2.2 Form Concepts

Minimize hidden areas to provide easy school supervision

Single story

Clean simple facade

4 CAPITAL PLAN

4.1.1 Historic and Current Funding

The Anthony Charter School has \$350,000.00 in funding available for the relocation of the portables and site development. This money has been provided by the state of New Mexico through the Public Schools Funding.

4.1.2 Current Capital Expenses

The only capital expense the Anthony Charter School has are for this project. The main goal for the charter school is to relocate to this site and in the future generate a Capital Improvement Plan to make improvements to the new facility as funding permits.

4.1.3 Potential Future Sources of Revenue

Funding from several sources will be looked at by the Charter School as the Capital Improvement Plan is put into place. With the funding that is in place the whole project should be able to be completed in one phase.

4.1.4 PSCOC Capital Outlay Funding

No funds have been pursued by the Charter School for this project. As the Charter School plans for a permanent structure for the future, this might be a source for funding.

4.2 Capital Needs

4.2.1 Projects Cost

See below Probable Construction Cost Estimate:

ANTONY CHARTERS SCHOOL
RELOCATION OF PORTABLES
Probable Construction Cost Estimate
May 14 2012

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
t	Mobilization & demobilization equipment to job site.	LS	1	\$ 10,000.00	\$ 10,000.00
2	Mobilization of Portables from AWSO WWTP site to proposed site setting them on foundation, level, connect all utilities, cleaning, connect all fixtures, complete in place ready for occupancy.	EA	3	\$ 10,000.00	\$ 30,000.00
3	Mobilization of Portables from Albuquerque, New Mexico to proposed site in Anthony, New Mexico setting them on foundation, level, connect all utilities, cleaning, connect all fixtures, complete in place, ready for occupancy.	EA	2	\$ 25,000.00	\$ 50,000.00
4	Earth W011<, including material, labor, equipment. Complete in place.	CY	6,000	\$ 200	\$ 4,000.00
5	3/4" Water Line, including material, labor, equipment, complete in place.	LF	355	\$ 1000	\$ 3550.00
6	2" Water Line, including trenching, compaction, 12" meter. Complete in place.	LF	100	\$ 20.00	\$ 2000.00
7	6" Water Line Connection, including two 6" gate valves, one axax Tee, one ax2 reducer. Complete in place.	EA	1	\$ 3,000.00	\$ 3,000.00
8	6" Water Line Connection, including axax6 Tee. Complete in place.	LF	40	\$ 40.00	\$ 1,600.00
9	Fire Hydrant, including 6" gate valve, bollards. Complete in place.	EA	1	\$ 3,500.00	\$ 3,500.00
10	4" Sewer Line, including material, labor, equipment. Complete in place.	LF	515	\$ 8.00	\$ 4,120.00
11	Electrical Service, settlement request and coordination with El Paso Electric, service pole, meter, all material, labor and equipment. Complete in place.	LS	1	\$ 10,000.00	\$ 10,000.00
12	Electrical conduits, including feeder wire connection to main circuit breaker. Complete in place.	LS	1	\$ 20,000.00	\$ 20,000.00
13	Foundation Footings including material, labor, equipment. Complete in place.	EA	160	\$ 60.00	\$ 9,600.00
14	Concrete Sidewalks, including material, labor, equipment. Complete in place.	SY	240	\$ 20.00	\$ 4,800.00
15	Parking Spaces, including parking bumper, signs, material, labor, equipment. Complete in place.	EA	20	\$ 475.00	\$ 9,450.00
16	Entrance ramps and Handrail, including material, labor, equipment. Complete in place.	EA	10	\$ 1,000.00	\$ 10,000.00
17	Parking Lot, including material, equipment, labor. Complete in place.	SY	1,470	\$ 8.00	\$ 11,760.00
18	Testing	LS	1	\$ 3,000.00	\$ 3,000.00

5 MASTER PLANSUPPORT MATERIAL

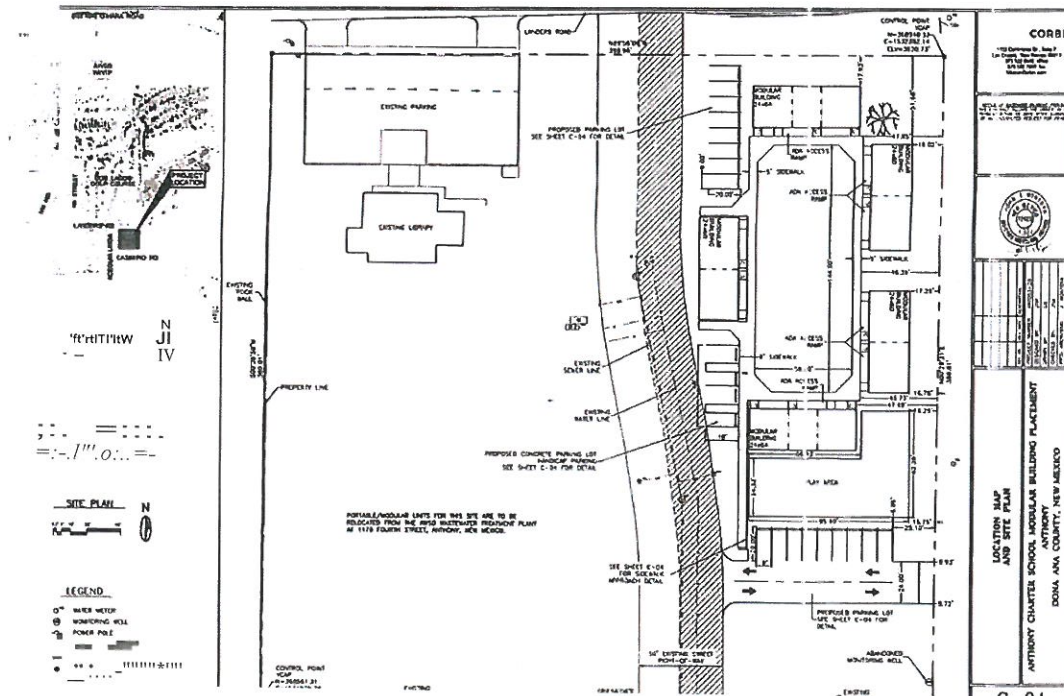
5.1 Sites and Facilities Data Table

Anthony Charter School Proposed Facility:

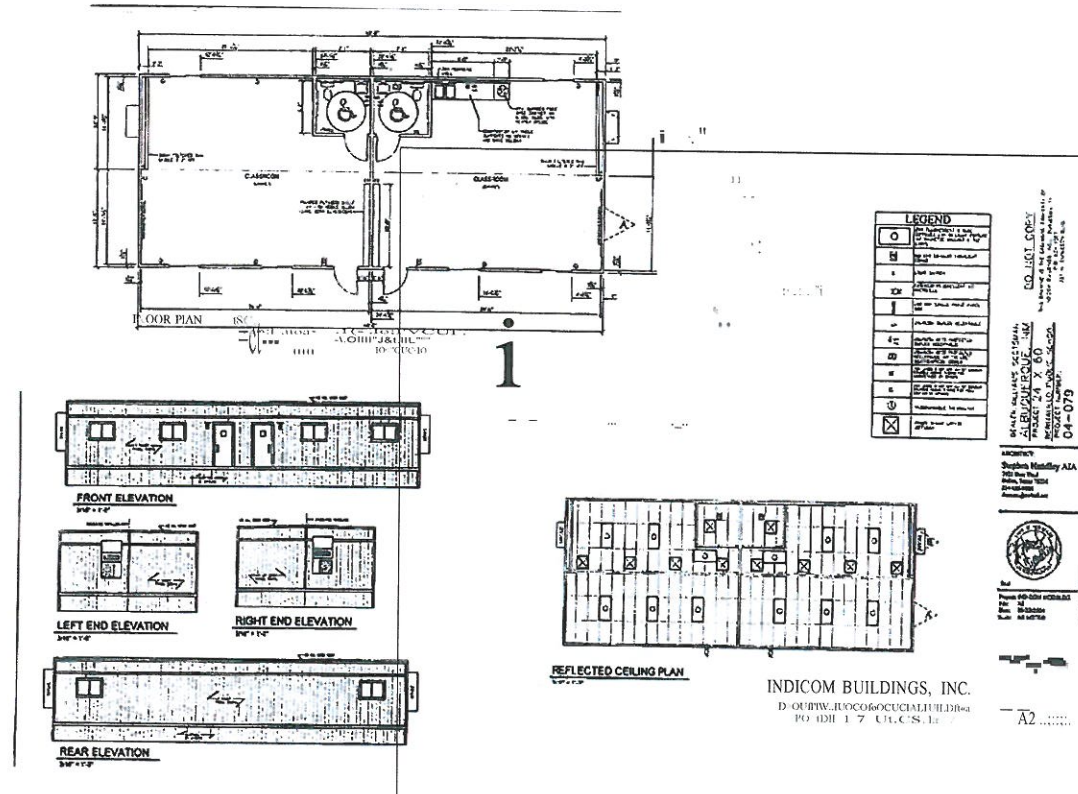
- State Identification number: 019-011
- Physical Address: 780 Landers Road
- Date Open: July 01, 2009
- Dates of major Additions and renovations : May 2016
- Site will be Leased from Anthony Water & Sanitation District
- Site will include 7 portables with 1440 GSF each
- The site has compose of 1.58 Acres
- The site will have 10 classrooms
- All portables
- Current Enrollment: 93 students
- Number of GSF/Student: 100

5.2 Site Plan

See below:



See Below:



5.6 Facility Evaluation

The Facility will be made of five portable trailers with each portable trailer having the following items:

- Restrooms
- 2 classrooms with 705 SF each classroom

5.7 FAD Update

The only capital expense the Anthony Charter School has are for this project. The main goal for the charter school is to relocate to this site and in the future generate a Capital Improvement Plan to make improvements to the new facility as funding permits.

5.8 Detailed Space and Room Requirements

No detailed space provided for the class rooms.

STATE OF NEW MEXICO
REGULATION AND LICENSING DEPARTMENT

CONSTRUCTION INDUSTRIES DIVISION
GENERAL CONSTRUCTION BUREAU

THIS BUILDING HAS BEEN OCCUPIED BEFORE A FINAL INSPECTION HAS BEEN CONDUCTED.
PERMANENT _____
TEMPORARY, _____

EXPIRATION DATE _____

~ CERTIFICATE OF OCCUPANCY ~

THE FOLLOWING BUILDING OR PORTION THEREOF HAS BEEN INSPECTED FOR COMPLIANCE WITH THE REQUIREMENTS OF
OCCUPANCY GROUP _____ AS SPECIFIED BY THE NEW MEXICO BUILDING CODE.

BUILDING ADDRESS 180 LANDERS STREET
NAME AND ADDRESS OF OWNER Anthony Walter & Sanitation District
NAME(S) OF LICENSED NEW MEXICO CONTRACTOR(S) GABE SANDOVAL Construction
BUILDING PERMIT NUMBER GENC 2012023236
INSPECTOR'S NAME Tom Moore
DATE 9-23-2013
COMMENTS Anthony Walter School

IF NO LICENSED CONTRACTOR, NAME(S) OF OWNER-BUILDER(S) modular alterations & placement
PORTION OF BUILDING _____
DATE 9-23-2013

18430

REQUIRED GOVERNMENTAL APPROVALS
(to be completed by Applicant)

A.

Authorizing Agency "E" Occupancy Certificate date: September 23, 2013

If no occupancy certificate date, describe how "E" occupancy will be achieved prior to student occupancy: _____

B.

Public School Facilities Authority (PSFA) facility assessment and approval information:

1. Date of last PSFA facility assessment: _____

2. Has the condition of this property been determined by PSFA to be at least average or better wNMCI of all public K-12 schools?
Yes ☒ No ☐

3. If yes, provide the date of PSFA facility approval: February 10, 2017
Provide wNMCI Score: 14.00%

NMCI score located at: http://www.nmpsfa.org/17-18docs/wNMCI_PreliminaryRanking-ByRank-2-10-2017.pdf

If no, provide the date of PSFA's approval of the 18-month Plan of Correction to improve the facility to average or better condition as measured by the wNMCI: _____

C.

Square Footage Calculations as indicated in PSFA's wNMCI:
(Information for Items 1, 2 and 3 are located in the charter school's Facility Master Plan (FMP).

1. Gross square footage: 7200

2. Classroom net square footage: 6297

3. Administrative net square footage: 252

4. Net square footage of other space: 6297
Description: Classroom portable square footage

D.

Enrollment and Educational Facility Objectives:

1. Total number of students enrolled:	<u>112</u>
Current approved enrollment capacity:	<u>200</u>
Grades provided:	<u>7-12</u>
Number of permanent classrooms:	<u>0</u>
Number of portable classrooms:	<u>8</u>

2.

Unique non-traditional educational programs provided:

Yes ☐ No ☒

If yes, briefly describe space needs that are different from the Educational Occupancy Standards or the Statewide Adequacy Standards, as applicable, for traditional schools: _____

3.

Community programs provided:

Yes ☐ No ☒

If yes, briefly describe space needs that are different from the Educational Occupancy Standards or the Statewide Adequacy Standards, as applicable, for traditional schools, and revenue generated: _____

WORKSHEET FOR 2017-2018 LEASE PAYMENT ASSISTANCE AWARD
(double click box 1 to open form, click outside of form to close)

- 1 Enter student membership/enrollment (for 1st year charter schools enter the estimated 40th day full time equivalent enrollment (MEM) - to be adjusted after 80th day). All others enter the average of the 80th and 120th full time equivalent membership of the 2016-2017 school year as reported to the Public Education Department. 109
- 2 Enter total net square footage of leased *classroom space*: 7,200
- 3 Enter *direct administration space* (not to exceed 150 net square feet plus 1.5 square feet multiplied by MEM, (150+(1.5 x MEM))): 314
- 4 Enter total net square footage of *all other remaining leased space*: 252
- 5 Total square footage of leased space (add Lines 2, 3 and 4): 7,766
- 6 Enter *TOTAL* annual lease payment: \$ 51,000
- 7 Enter the total value of custodial, maintenance, property taxes and utilities, if included in the Lease Agreement: 0
- 8 Subtract line 7 from line 6: \$ 51,000
- 9 Allowable lease amount for classroom and direct administration space: \$ 49,345
- 10 *ESTIMATED* maximum allowable lease reimbursement (line 1 multiplied by \$xxx.xx) \$ -
Reimbursement amount to be determined by the PSCOC may be adjusted downward from prior years due to funding constraints. \$ -
- 11 Amount of funds requested (the smaller of line 9 or 10): \$ -

School Board President or Governing Council President:

Date:

Print Name: Charles E. Pender
Print Title: Governing Council President

5/01/12

Charter School Administrator:

Date:

Print Name: Deborah J. Henderson
Print Title: Charter School Principal

5/01/12

Locally Chartered School District Superintendent or Designee:
(if applicable)

Date:

Print Name: _____

School District: _____

Signatures certify that, to the best of their knowledge, the information contained in this application is complete and accurate.

2017-2018 LEASE APPLICATION DOCUMENTATION CHECKLIST

Attach this document to the top of your submittal and place documents in the order listed

NAME OF CHARTER SCHOOL: Anthony Chase School

CHARTER SCHOOL SECTION:

- ☒ 2017-2018 Lease Application;
- ☒ Current Lease Agreement or Lease Amendments and/or any Inter-Governmental Agreements, Memorandums of Understanding or Joint Powers Agreements;
- ☒ If applicable to your charter school, provide a copy of the Certification(s) submitted with your 2016-2017 Application or complete and include the applicable Certifications listed below:
- ☐ Certification A - Public Facility;
 - ☐ Certification B - No Public Facility Available;
 - ☒ Certification C - Facility Owner - Non-Profit Foundation, and/or
 - ☐ Lease Amendment - Owner Maintains Facility to Statewide Adequacy Standards.
- ☐ Signed copy of PSCOC's Annual Conflict of Interest Questionnaire; and
- ☒ Copy of the District's or the charter school's Conflict of Interest Policy;

APPLICATION WILL NOT BE PROCESSED IF ANY DOCUMENTS ARE MISSING

PSFA SECTION:

- | | |
|--|--|
| <input type="checkbox"/> Review Complete | <input type="checkbox"/> Review Incomplete
(see comments below) |
| <input type="checkbox"/> Scanned | |
| <input type="checkbox"/> Spreadsheet Updated | <input type="checkbox"/> Late Submittal |

COMMENTS:

Anthony Water & Sanitation District
Anthony Charter School
ANTICIPATED T & I EXPENSES AND RENT PAYMENTS
July 12, 2012

Year	Estimated Expense	Estimated Monthly Rent
2012-2013	Security Fencing \$12,000.00 Professional/Engineering Fees \$22,000.00 Legal Fees \$12,000.00 Site Maintenance \$10,000.00 Coordination/Administration \$3,000.00 Property Lease \$13,570.00 5% Contingencies \$3,628.50 <u>\$76,198.50</u>	\$6,349.88
2013-2014	Site Lighting \$31,518.78 Professional/Engineering Fees \$5,500.00 Legal Fees \$3,000.00 Site Maintenance \$12,901.97 Coordination/Administration \$7,200.18 Property Lease \$13,977.10 Permits \$1,500.00 El Paso Electric Service \$2,000.00 Construction Observation/Administration \$1,500.00 5% Contingencies \$3,954.90 <u>\$83,052.93</u>	\$6,921.08
2014-2015	Paving of Parking Lot \$39,000.00 Professional/Engineering Fees \$6,500.00 Legal Fees \$2,300.00 Site Maintenance \$12,000.00 Coordination/Administration \$6,892.35 Property Lease \$14,396.41 Permits \$1,500.00 Geotechnical Study \$2,200.00 Construction Observation/Administration \$1,500.00 5% Contingencies \$4,314.47 <u>\$90,603.23</u>	\$7,550.27
2015-2016	Paving of Roadway \$39,300.00 Recreational - Basketball Courts \$10,000.00 Professional/Engineering Fees \$6,000.00 Legal Fees \$2,800.00 Site Maintenance \$12,000.00 Coordination/Administration \$6,000.00 Property Lease \$14,828.31 Permits \$1,500.00 Construction Observation/Administration \$1,770.26 5% Contingencies \$4,709.09 <u>\$98,907.66</u>	\$8,242.30
2016-2017	Landscaping \$35,000.00 Benches, Sprinklers, Shrubs, Trees etc. \$10,000.00 Recreational - Bleachers, Shade Canopy \$7,000.00 Professional/Engineering Fees \$3,900.00 Legal Fees \$17,900.00 Site Maintenance \$7,800.00 Coordination/Administration \$15,273.15 Property Lease \$2,754.00 Permits \$3,200.28 Construction Observation/Administration \$5,141.37 5% Contingencies \$107,968.80 <u>\$8,997.40</u>	
Total	\$456,731.13	

EXHIBIT D

POLICY

Conflict of Interest Policy



Anthony
Charter
School

The purpose of the conflict of interest policy is to protect Anthony Charter School ("ACS"), a New Mexico public charter school, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of any member of the school's Governance Council or an employee of ACS, or that might result in a possible benefit to a related entity or person. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to charter school governing bodies, public schools or their employees.

I. DEFINITIONS

1. **Conflict of Interest.** A conflict arises when a Governance Council member, employee, any member of his or her immediate family, or his or her domestic partner, has a financial or family relationship in or with a person, firm, or company that has been selected by ACS to receive a contract or lease for goods, services, or real property.
2. **Interested Person** – Any Governance Council member or ACS employee, who has a direct or indirect financial interest, as defined below, is an interested person.
3. **Financial Interest** – A person has a financial interest if the person would have/does directly, or indirectly, through business, investment, or family:
 - a) an ownership or investment interest in any entity or third party with which ACS has a transaction or arrangement.
 - b) a compensation arrangement with ACS or with any entity or individual with which ACS has a related transaction or arrangement with ACS, or
 - c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which ACS is negotiating a transaction or arrangement.
 - d) Hold office, serves on the board, participates in management, or is otherwise employed with any third party dealing with ACS.
 - e) receives personal gifts, loans or other financial benefits from third parties dealing with ACS
4. **Family Members** – Spouse, fathers, fathers-in-law, mothers, mothers-in-law, brothers, brothers-in-law, sisters, sisters-in-law, sons, sons-in-law, daughters, or daughters-in-law are considered to be family members for purposes of this policy.

5. **Compensation** – Compensation includes direct and indirect payment, financial benefit or remuneration as well as gifts or favors.

II. PROHIBITED TRANSACTIONS

1. **Employment of Governance Council Members.** Governance Council members and/or their family members may not be employed by ACS and may not contract with it to provide goods or services for compensation except as provided for pursuant to Article IV. Members, may be reimbursed, however, in accordance with the New Mexico Per Diem and Mileage Act for reasonable expenses incurred (such as travel and training) and which have been given appropriate approval.
2. **Participation in Governance Council Action.** Governance Council members shall not participate in the selection, award, or administration of any contract, if the ACS Governance Council determines that a real or apparent conflict of interest exists.
3. **Employment of Director's Family Members.** The ACS Director shall not initially employ or approve the initial employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, or daughter-in-law of a member of the Governance Council or the Director. However, after due consideration, the Governance Council may waive the nepotism rule for family members of the Director.
4. **Gifts and Favors.** Governance Council members and employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements.
5. **Employee Prohibit Sales.** Employees may not, directly or indirectly, sell or be a party to any transaction to sell any instructional material, furniture, equipment, insurance, school supplies or work under contract to ACS. It is not a conflict of interest, however, for employees to contract to perform special services with ACS during time periods wherein service is not required under a contract for instruction, administration or other employment.
6. **Confidential Information.** Governance Council members and employees shall not use confidential information acquired by virtue of their association with ACS for their individual or another's personal gain.
7. **Use of School Property.** Governance Council members or employees shall not use ACS time, personnel, equipment, supplies, or good will for other than for ACS approved activities, programs, and purposes.

III. PROCEDURES

1. **Duty defined.** In connection with any actual or potential conflict of interest, a Governance Council member or employee has a duty to and must disclose the nature of the particular interest. The member or employee will be given the opportunity to disclose all material facts to the Governance Council in an open session (if interested person is a Governance Council member) or to the Director (if interested person is an employee).

2. **Determination of Conflict – Governance Council Member.** With respect to matters before the Governance Council the following process shall be used when determining whether a conflict of interest exists:

- a) The Governance Council member shall disclose in writing the real or potential conflict of interest concerning a pending transaction or matter before the Governance Council to the president of the Governance Council or if the president is the one with the conflict, then to the vice president.
- b) The matter shall be brought to the attention of the entire Governance Council during a duly noticed public meeting.
- c) The member with the conflict of interest shall be excluded from the discussion and the vote on whether there is a real or apparent conflict of interest with regard the pending transaction or matter.
- d) If the Governance Council determines that there is a real or apparent conflict of interest the Governance Council member with the conflict of interest shall leave the meeting during discussion and vote of the pending transaction or matter.
- e) The Governance Council when voting on a pending transaction or matter in which it has established that a real or apparent conflict of interest exists, prior to voting on the pending matter or transaction, it must consider:
 - i. whether the pending transaction or matter violates any of the prohibited acts set forth in Article III;
 - ii. whether the pending transaction or matter to be considered was solicited by a competitive bid, comparable valuations or other process required by the New Mexico Procurement Code or other governing procurement rules; and
 - iii. Whether the pending transaction or matter if approved, would be in the best interest of ACS.

3. **Determination of Conflict – Employee.** With respect to matters affecting employees, the Director shall use the following process when determining whether a conflict of interest exists.

- a) The employee must disclose in writing the real or potential conflict of interest concerning a pending transaction or matter to the Director. If the Director has the real or potential conflict of interest, consideration of whether a conflict exists must be presented to the Governance Council and the procedure outlines in IV. B. shall be followed.
- b) The Director shall make a written determination explaining why he/she determined that there was/was not a conflict of interest.
- c) If the Director determines there is an actual or apparent conflict of interest, prior to approving the transaction or pending matter, the Director shall consider:
 - i. Whether the pending transaction or matter violates any of the prohibited acts set forth in Article III;
 - ii. Whether the transaction to be considered was solicited by a competitive bid, comparable valuations or other process required by the New Mexico Procurement Code or other governing procurement rules; and
 - iii. Whether the pending transaction or matter if approved, would be in the just, fair and in the best interest of ACS.
- d) The employee will have the opportunity to discuss the Director's determination of whether a conflict of interest exists and the consequences of the Director's determination. If the employee is not satisfied with the Director's determination, he/she may use the employee grievance process.
- e) The Director shall advise the Governance Council of any actual conflict of interest of an employee in matters or transactions relating to ACS business.

4. Violations of the Conflict of Interest Policy.

- a) Governance Council Members. If the Governance Council has reasonable cause to believe that a member failed to disclose actual or possible conflicts of interest, the president of the Governance Council shall inform the member of the basis for such belief and afford the individual the opportunity to explain the alleged failure to disclose. All such discussions shall take place in an open meeting.
- b) If after hearing the member's response and after making further investigation as warranted by the circumstances, the Governance Council determines that the member failed to disclose an actual or possible conflict of interest, the Governance Council shall take appropriate disciplinary and corrective action, which may include up to removal from the Governance Council and such other actions required by law.

c) Employees. If the Director has reasonable cause to believe that an employee has failed to disclose actual or possible conflicts of interest, the Director shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

d) If after hearing the employee's response and after making further investigation as warranted by the circumstances, the Director determines the person has failed to disclose an actual or possible conflict of interest, the Director shall take appropriate disciplinary and corrective action, which may include up to discharge, termination and such other actions required by law.

IV. RECORDS OF PROCEEDINGS

1. Governance Council. The minutes of the Governance Council shall contain:

a) The names of the persons who disclosed or otherwise were found to have a personal or financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Governance Council's decision as to whether a conflict of interest in fact existed.

b) The names of the persons who were present for discussions and votes relating to the matter transaction or arrangement, the content of the discussion, including any alternatives to the proposed matter, transaction or arrangement, and a record of any votes taken in connection with the proceedings.

2. Employees. The Director shall ensure that appropriate documentation of the employee's request and the ultimate determination are retained by ACS.

V. ANNUAL DISCLOSURE STATEMENT. Every employee and Governance Council member shall annually sign a statement which affirms such person:


- Has received a copy of the conflict of interest policy
- Has read and understands the policy, and
- Has agreed to comply with the policy.


VI. INTERPRETATION OF THIS STATEMENT OF POLICY. Conflicts might arise in other areas or through other relations not specifically described in this policy. It is assumed that the Governance Council members and employees will recognize such areas and relation by analogy. The fact that one of the interests described in this policy exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of ACS. However, it is the policy of the ACS Governance Council that the existence of any of the interests described in this policy shall be disclosed before any transaction is consummated. It shall be the

continuing responsibility of Governance Council, its members and ACS employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

This Conflict of Interest Policy was adopted by resolution of the ACS Governance Council,
Effective as of ____ August 11 ____, 2014.

ANTHONY CHARTER SCHOOL – GOVERNANCE COUNCIL


Patrick Banegas,
Governance Council President


Blanca Hernandez,
Governance Council Secretary

STATE OF NEW MEXICO
REGULATION AND LICENSING DEPARTMENT
CONSTRUCTION INDUSTRIES DIVISION
GENERAL CONSTRUCTION BUREAU

21968

XX THIS BUILDING HAS BEEN OCCUPIED BEFORE A FINAL INSPECTION HAS BEEN CONDUCTED.
PERMANENT _____ TEMPORARY, _____ EXPIRATION DATE _____

~ CERTIFICATE OF OCCUPANCY ~

THE FOLLOWING BUILDING OR PORTION THEREOF HAS BEEN INSPECTED FOR COMPLIANCE WITH THE REQUIREMENTS OF
OCCUPANCY GROUP E AS SPECIFIED BY THE NEW MEXICO BUILDING CODE.

780 Landers Rd. Anthony, N.M.
BUILDING ADDRESS
Anthony Charter Schools 2800 Landers / Anthony, N.M.
NAME AND ADDRESS OF OWNER
G. SANDOVAL Construction
NAME(S) OF LICENSED NEW MEXICO CONTRACTOR(S)
GENC 2016025983
BUILDING PERMIT NUMBER
TBM Maer
INSPECTOR'S NAME
Alteration / Repair
IF NO LICENSED CONTRACTOR, NAME(S) OF OWNER-BUILDER(S)
PORTION OF BUILDING
12-23-2016
DATE
modular placement & Ramps
COMMENTS

NOTICE

PERMIT NAME: Anthony Charter Schools
HAS BEEN ISSUED FOR THIS CONSTRUCTION BY
THE STATE OF NEW MEXICO
REGULATION AND LICENSING DEPARTMENT
CONSTRUCTION INDUSTRIES DIVISION
GENERAL CONSTRUCTION BUREAU

Modular Charter School Placement

Record of Inspections

[illegible]

NOTICE: If no inspections are performed within 180 days, the permit will expire and will be required to be renewed at full price.

STATE OF NEW MEXICO
REGULATION AND LICENSING DEPARTMENT
CONSTRUCTION INDUSTRIES DIVISION
GENERAL CONSTRUCTION BUREAU

21968

XX THIS BUILDING HAS BEEN OCCUPIED BEFORE A FINAL INSPECTION HAS BEEN CONDUCTED.
PERMANENT _____ TEMPORARY, _____ EXPIRATION DATE _____

~ CERTIFICATE OF OCCUPANCY ~

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OCCUPANCY GROUP E AS SPECIFIED BY THE NEW MEXICO BUILDING CODE.

780 Landers Rd. Anthony, N.M.
BUILDING ADDRESS
Anthony Charter Schools 2800 Landers / Anthony, N.M.
NAME AND ADDRESS OF OWNER
G. SANDOVAL Construction
NAME(S) OF LICENSED NEW MEXICO CONTRACTOR(S)
GENC 2016025983
BUILDING PERMIT NUMBER
Tom Maer
INSPECTOR'S NAME
Alteration / Repair
IF NO LICENSED CONTRACTOR, NAME(S) OF OWNER-BUILDER(S)
PORTION OF BUILDING
12-23-2016
DATE
modular placement & Ramps
COMMENTS

NOTICE

PERMIT NAME: Anthony Charter Schools
HAS BEEN ISSUED FOR THIS CONSTRUCTION BY
THE STATE OF NEW MEXICO
REGULATION AND LICENSING DEPARTMENT
CONSTRUCTION INDUSTRIES DIVISION
GENERAL CONSTRUCTION BUREAU

[illegible]

NOTICE: If no inspections are performed within 180 days, the permit will expire and will be required to be renewed at full price.