

Kindergarten

Language Arts

1 Listening and Speaking

- A classroom discussion
- B presentaion of ideas and information
- C comprehension and discussion of reading-aloud
- D comprehension and discussion of reading-aloud
- E comprehension and discussion of reading-aloud

2 Reading

- A Print Awareness
- B Phonological and Phonemic Awareness
- C Phoenics: Decoding and Fluceny
- D Oral Reading and Fluency
- E Reading Comprehension-All Texts

3 Writing

4 Language Conventions

- A Handwriting and Spelling
- B Parts of Speech and Sentence Structure
- C Capitalization and Punctuation

5 Poetry

- A Mother Goose and other tradtional poems
- B other poems old and new

First Grade

Language Arts

1 Listening and Speaking

- A classroom discussion
- B presentaion of ideas and information
- C comprehension and discussion of reading-aloud
- D comprehension and discussion of reading-aloud
- E comprehension and discussion of reading-aloud-s-nonf

2 Reading

- A Print Awareness
- B Phonological and Phonemic Awareness
- C Phoenics: Decoding and Fluceny
- D Oral Reading and Fluency
- E Reading Comprehension-All Texts
- F Reading Comprehension-Fiction, Drama
- G Reading Comprehension- Nonfiction

3 Writing

- A Narrative Writing
- B Informative/Explanatory Writing
- C Persuasive Writing (opinion)

4 Language Conventions

- A Handwriting and Spelling
- B Parts of Speech and Sentence Structure
- C Capitalization and Punctuation

5 Poetry

6 Fiction	6 Fiction	6
A Stories	A Stories	A
B Aesop's Fables	B Aesop's Fables	B
C American Folk Heros and Tail Tales	C American Folk Heros and Tail Tales	C
D Literary Terms	D Literary Terms	D

7 Sayings and Phrases	7 Sayings and Phrases	7
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History and Geography	History and Geography	
World	World	
1 Geography: Spatial Sense	1 Geography	1
2 An Overview of the Seven Continents	A Spatial Sense	A
	B Geographical Terms and Feaures	B
	2 Early World Civilizations	2
	A Mesopotamia The "cradle of civilization"	A
	B Ancient Egypt	B
	C History and World Religions	C
	3 Modern Civilization and Culture	3
	A Geography	A
	B Culture	B
		4

American	American	
1 Geography	1 Early People and Civilizations	1
2 Native American Peoples, Past and Present	A The Earliest People: Hunters and Nomads	2
3 Early Exploration and Settlement	B Early American Civilizations	3
A The Voyage of Columbus in 1492	2 Early Exploration and Settlement	A
B The Pilgrims	A Columbus	B
C July 4 "Independence Day"	B The Conquistadors	4
4 Presidents, Past and Present	C English Settlers	5
5 Symbols and Figures	3 Early Exploration and American Wars	6
	4 From Colonies to Independence	7
	5 Symbols and Figures	A
		B
		8

Visual Arts	Visual Arts	
1 Elements Of Art	1 Art from Long Ago	1
A Color	2 Elements fo Art	2
B Line	A Color	3
2 Sculpture	B Line	4
3 Looking at and taking about works of Art	C Shape	5
	D Texture	
	3 Kinds of Pictures: Portrait and Still Life	

Music	Music	
1 Elements of Music	1 Elements Of Music	1
2 Listening and Understanding	2 Listening and Understanding	2
3 Songs	A Muscial Terms and Concepts	3

B Music Can Tell a Story	B
C American Musical Traditions (Jazz)	C
3 Songs	3

Mathematics	Mathematics
1 Patterns and Classification	1 Patterns and Classification
2 Numbers and Number Sense	2 Numbers and Number Sense
3 Money	3 Money
4 Computation	4 Computation
	A Addition
	B Subtraction
	C Solving problems and Equations
5 Measurement	5 Measurement
6 Geometry	6 Geometry

Science	Science
1 Plants and Plant Growth	1 Living Things and Their Enviornment
2 Animals and Their Needs	A Habitats
3 The Human Body	B Oceans and Undersea Life
4 Introduction to Magnetism	C Enviromental Change and Habitat destruction
5 Seasons and Weather	D Special Classification of Animals
6 Taking Care of the Earth	2 The Human Body
7 Science Biographies	A Body Systems
	B Germs Diseases and Preventing Illness
	3 Matter

4	Properties of Matter: Measurement	4
5	Introduction to Electricity	5
6	Astronomy	6
7	The Earth	
A	Geographical Features of the Earth's Surface	
B	Whats Inside the Earth	
8	Science Biographies	

Second Grade

Language Arts

Listening and Speaking

classroom discussion
presentaion of ideas and information
comprehension and discussion of reading-alouds-all texts
comprehension and discussion of reading-aloud-fiction, drama
comprehension and discussion of reading-aloud-nonfiction-informational text

Reading

Phoenics: Decoding and Fluceny
Oral Reading and Fluency
Reading Comprehension-All Texts
Reading Comprehension-Fiction, Drama
Reading Comprehension- Nonfiction

Writing

Narrative Writing
Informative/Explanatory Writing
Persuasive Writing (opinion)

Language Conventions

Spelling
Parts of Speech and Sentence Structure
Capitalization and Punctuation

Poetry

Third Grade

Language Arts

1 Reading and Writing

A Reading Comprehension and Response
B Writing
C Spelling, Grammar, and Usage
D Vocabulary

1

A

B

2 Poetry

2

A

B

Fiction	3 Fiction	3
Stories	A Stories	A
Mythology of Ancient Greece	B Myths and Mythical Characters	B
American Folk Heros and Tall Tales	C Literary Terms	C
Literary Terms		

Sayings and Phrases	4 Sayings and Phrases	4
		5

History and Geography	History and Geography	
World	World	
Geography	1 World Geography	1
Spatial Sense	A Spatial Sense	A
Geographical Terms and Feaures	B Geographical Terms and Features	B
Early Asian Civilizations	C Canada	2
Geography Of Asia	D Important Rivers of the World	A
India	2 The Ancient Roman Civilization	B
China	A Geography of the Mediterranean Region	C
Modern Japanese Civilization	B Background	D
Geography	C The Empire	E
Culture	D The "Decline and Fall" of Rome Empire	F
The Ancient Greek Civilization	E The Eastern Roman Empire: Byzantine Civilization	G
	3 The Vikings	3
		A
		B
		C
		5

American		American	
American Government: The Consitution		1 The Earliest Americans	1
The War of 1812		A Crossing from Asia to North America	A
Westward Expansion		B Native Americans	B
Pioneers Head West		2 Early Exploration of North America	C
Native Americans		A Early Spanish Exploration and Settlement	2
The Civil War		B Exploration and Settlement of Americas	A
Immigration and Citizenship		C The Search for the Northwest Passage	B
Fighting for a Cause		3 The Thirteen Colonies: Life and Times	C
Geography of the Americas		A Geography	D
North America		B Southern Colonies	3
South America		C New England Colonies	4
Symbol and Figures		D Middle Atlantic Colonies	5
		4 Southwest	
Visual Arts		Visual Arts	
Elements of Art		1 Elements of Art	1
Sculpture		A Light	2
Kinds of Pictures: Landscapes		B Space in Artworks	3
Abstract Art		C Design:How the Elements of Art Work Together	4
Architecture		2 American Indian Art	5
		3 Art of Ancient Rome and Byzantine Civilization	
Music		Music	
Elements Of Music		1 Elements Of Music	1
Listening and understanding		2 Listening and understanding	2
Musical Terms and Concepts		A The Orchestra	A

Music Can Tell A Story
American Musical Traditions (jazz)
Songs

B Keyboard Instruments **B**
C Composers and Their Music **C**
3 Songs **3**

Mathematics

Numbers and Number Sense
Fractions
Money
Computations
Addition
Subtraction
Introduction to Multiplication
Solving Problems and Equations

Mathematics

1 Numbers and Number Sense **1**
2 Fractions and Decimals **2**
3 Money **A**
4 Computation **B**
A Addition **3**
B Subtraction **4**
C Multiplication **A**
D Division **B**
E Solving Problems and Equations **C**
5 Measurement **5**
A Linear Measure **6**
B Weight
C Capacity (volume)
D Temperature
E Time
6 Geometry

Science

Cycles in Nature
Seasonal Cycles
Life Cycles
The Water Cycle
Insects
The Human Body
Cells
Digestive and Excretory Systems
Taking Care of Your Body: A Healthy Diet

Science

1 Introduction to Classification of Animals **1**
2 The Human Body **A**
A The Muscular System **B**
B The Skeletal System **2**
C The Nervous System **A**
D Vision: How the Eye Works **B**
E Hearing How the Ear Works **C**
3 Lights and Optics **D**
4 Sound **3**

Magnetism
Simple Machines
Science Biographies

5 Ecology
6 Astronomy
7 Science Biographies

4
A
B
C
D
5
6

Fourth Grade

Language Arts

Fifth Grade

Language Arts

Writing , Grammar, and Usage

Writing and Research
Grammar and Usage

1 Writing , Grammar, and Usage

A Writing and Research
B Grammar and Usage
C Vocabulary

1
A
B
C
D
E

Poetry

Poems
Terms

2 Poetry

A Poems
B Terms

2
A
B

Fiction	3 Fiction & Drama	3
Stories	A Stories	A
Myths and Mythical Characters	B Myths and Mythical Characters	B
Literary Terms	C Drama	C

Speechs	4 Speechs	4
Sayings and Phrases	5 Sayings and Phrases	5

History and Geography	History and Geography	
World	World	
World Geography	1 World Geography	1
Spatial Sense	A Spatial Sense	A
Mountains and Mountain Ranges	B Great Lakes of the World	B
Europe in the Middle Ages	2 Early american Civilizations	2
Geography Related to the Development Europe	A Geography	A
Background	B Maya,Aztec, and Inca Civilizations	B
Development in History of the Chirstian Church	C Spanish Conquerors	C
Feudalism	3 European Exploration, Trade	3
The Norman Conquest	A Background	4
Growth of Towns	B European Exploration, Trade and colonization	5
England in the Middle Ages	C Trade and Slavery	6
The Spread of Islam and the "Holy Wars"	4 The Renaissancw and the Reformation	A
Geography of Africa	A The Renaissance	B
Early African Kingdoms	B The Reformation	C
Medieval Kingdoms of the Sudan	5 England from the golden age to american revolution	7
China: Dynasties and Conquerors	A England in the Golden Age	A
	B From the English Revolution to the 1800s	B
	6 Russia: Early Growth and Expansion	
	A Geography	

- B History and Culture
- 7 Feudal Japan
- A History and Culture

American	American	
The American Revolution	1 Westward Expansion	1
Background The French and Indian War	A Westward Expansion before the civil war	A
Causes and Provocations	B Westward Expansion after the civil war	B
The Revolution	2 The Civil War: Causes, Conflicts	2
Making a Consitutional Government	B The Civil War: Causes, Conflicts	
Main Ideas Behind the Declartion of Independence	3 Native Americans: Clutures and Conflicts	
Making a New Government from the Declaration	A Culture and Life	
The Constitution of the United States	B American Government Policies	
Levels and Fuctions of Government	C Conflicts	
Early Presidents and Politics	4 U.S. Geography	
Reformers		
Symbols and Figures		

Visual Arts	Visual Arts	
Art of the middle ages in europe	1 Art of the Renaissance	1
Islamic Art and Architecture	2 American Art:Nineteenth-Century United States	A
The Art of Africa	3 Art Of Japan	B
The Art of China		C
The Art of a New Nation: The United States		D
		E
		F
		G
		H

Music	Music	
Elements Of Music	1 Elements Of Music	1
Listening and understanding	2 Listening and understanding	2
The Orchestra	A The Orchestra	A

Keyboard Instruments
Composers and Their Music
Songs

B Keyboard Instruments
C Composers and Their Music
3 Songs

B
C

Mathematics

Numbers and Number Sense
Fractions and Decimals
Fractions
Decimals
Money
Computation
Multiplication
Division
Solving Problems and Equations
Measurements
Geometry

Mathematics

1 Numbers and Number Sense
2 Ratio and Percent
A Ratio
B Percent
3 Fractions and Decimals
A Fractions
B Decimals
4 Computation
A Addition
B Multiplication
C Division
D Solving Problems and Equations
5 Measurement
6 Geometry
7 Probability and Statistics
8 Pre-Algebra

1
2
A
B
3
A
B
C
4
5
6
7

Science

The Human Body
The Circulatory System
The Respiratory System
Chemistry: Basic Terms and Concept
Atoms
Properties of Matter
Elements
Solutions
Electricity

Science

1 Classifying Living Things
2 Cells: Structures and Processes
3 Plant structures and Processes
A Structure: Non-Vascular and Vascular Plants
B Sexual Reproduction in Animals
5 The Human Body
A Changes in Human Adolescence
B The Endocrine System
C The Reproductive System

1
2
3
4
A
B
C
5
6

Geology: The Earth and its Changes

The Earth's Layers

How Mountains Are Formed

Rocks

Weathering and Erosion

Metorology

Science Biographies

6 Chemistry: Matter and Change

A Atoms Molecules and Compounds

B Elements

C Chemical and Physical Change

7 Science Biographies

Sixth Grade

English

Seventh Grade

English

Writing , Grammar, and Usage

- Writing and Research
- Speaking and Listening
- Grammar and Usage
- Spelling
- Vocabulary

1 Writing , Grammar, and Usage

- A Writing and Research
- B Speaking and Listening
- C Grammar and Usage
- D Spelling
- E Vocabulary

1

A

B

C

D

E

Poetry

- Poems
- Elements of Poetry

2 Poetry

- A Poems
- B Elements of Poetry

2

A

B

Fiction & Drama	3 Fiction & Drama, Nonfiction	3
Stories	A Stories	A
Drama	B Novels	B
Classical Mythology	C Elements of Fiction	C
	E Essays and Speeches	E
	F Autobiography	F
	G Foreign Phrases Commonly Used in English	G
	H Drama	H

Speechs

Sayings and Pharases

History and Geography	History and Geography	
World	1 America Becomes a World Power	1
World Geography	2 World War 1:"The Great War," 1914	A
Spatial Sense	A History	B
Great Deserts of the World	B Geography of Western and Central Europe	2
Lasting Ideas from Ancient Civilization	3 The Russian Revolution	A
Judaism and Chirstianity	A History	B
Ancient Greece	B Geography	C
Ancient Rome	4 America from the Twenties to now	3
The Enlightenment	A America in the Twenties	4
The French Revolution	B The Great Depression	A
Romanticism	C Roosevelt and the New Deal	B
Industrialism, Capitalism and Socialism	5 World War 2	5
The Industrial Revolution	A The Rise of Totalitarianism in Europe	A
Capitalism	B World War 2 in Europe and at home 1939-1945	B
Socialism	C World War 2 in the pacific	6
Latin American Independence Movement	6 Geography of the United States	A
History		B
Geography of Latin America		C
		D
		E

American

Immigration, Industrialization, and Urbanization

Immigration

Industrialization and Urbanization

Reform

Visual Arts

Visual Arts	Visual Arts	
Art History: Periods and Schools	1 Art History: Periods and Schools	1
Classical Art: The Art of Ancient Greece and Rome	A Impressionism	A
Gothic Art	B Post-Impressionism	B
The Renaissance	C Expressionism and Abstraction	C
Baroque	D Modern American Painting	2
Rococo		
Neoclassical		
Romantic		
Realism		

Music

Music	Music	
Elements of Music	1 Elements of Music	1
Classical Music: From Baroque to Romantic	2 Classical Music: Romantics and Nationalists	2
Baroque	A Romantic Composers and Works	3

Classical
Romantic

B Music and National Identity
3 American Musical Traditions(Blues and Jazz

A
B
4
A
B

Mathematics

Numbers and Number Sense
Ratio Percent and Proportion
Ratio and Proportion
Percent
Computation
Addition
Multiplication
Solving problems and Equations
Measurement
Geometry
Probability and Statistics
Pre-Algebra

Mathematics

1 Geometry
A Three-Dimensional Objects
B Angle pairs
C Triangles
D Measurements
3 Probability and Statistics
1 Pre-Algebra
A Properties of the Real Numbers
B Linear Applications and Proportionality
C Polynomial Arithmetic
D Equivalent Equations and Inequalities
E Integer Exponents

1
A
B
C
2
A
B
C
D
E

Science

Plate Tectonic
Oceans
Astronomy: Gravity Stars and Galaxy
Energy Heat and Energy Transfer
Energy
Heat
Physical Change: Energy Transfer
The Human Body: Lymphatic and Immune System
Science Biographies

Science

1 Atomic Structure
2 Chemical Bonds and Reactions
3 Cell Division and Genetics
4 History of the Earth and Life Forms
A Paleontology
B Geologic Time
5 Evolution
A Evolution
B Natural Selection

1
A
B
C
D
E
F
2
3

C Extinction and Speciation

4

6 Science Biographies

5

6

Eighth Grade

English

Writing , Grammar, and Usage

Writing and Research

Speaking and Listening

Grammar and Usage

Spelling

Vocabulary

Poetry

Poems

Elements of Poetry

Fiction & Drama, Nonfiction

Stories

Novels

Elements of Fiction

Essays and Speeches

Autobiography

Foreign Phrases Commonly Used in English

Drama

History and Geography

The Decline of European Colonialism

Breakup of the British Empire

Creation of the Peoples Republic of China

Cold War

Origins of the Cold War

The Korean War

America in the Cold War

The Civil Rights Movement

The Vietnam War and the Rise of Social Activism

The Vietnam War

Social and environmental Activism

The Middle East and Oil Politics

History

Geography of the Middle East

The End of the Cold War: The Expansion of Democracy

The American Policy of Détente

Breakup of the USSR

China Under Communism

Contemporary Europe

The End of Apartheid in South Africa

Civics: The Constitution--- Principles and Structure
Geography of Canada and Mexico



Visual Arts

Art History: Periods and Schools
Painting Since World War 2
Photography
20th Century Sculpture
Architecture Since the Industrial Revolution

Music

Elements of Music
Non-Western Music
Classical Music: Nationalists and Moderns

Music and National Identity

Modern Music

Vocal Music

Opera

American Musical Theater

Mathematics

Geometry

Analytic Geometry

Introduction to Trigonometry

Triangles and Proofs

Algebra

Properties of the Real Numbers

Relations Functions and Graphs (Two Variables)

Linear Equations and Functions (Two Variables)

Arithmetic of Rational Expression

Quadratic Equations and Functions

Science

Physics

Motion

Forces

Density and Buoyancy

Work

Energy

Power

Electricity and Magnetism

Electromagnetic Radiation and Light

Sound Waves

Chemistry of Food and Respiration

Science Biographies

Paideia Sequence

Grade 9

English I: introduction to literature and composition

Mathematics: Geometry

Social studies: New Mexico history and geography (1/2 unit); United States geography (1/2 unit)

Science: Physical science or biology

Language: Spanish I or French I

Physical education (1/2 unit)

Health education (1/2 unit)

Fine art, practical art, service learning (choice among two ½ unit courses)

Grade 10

English II: United States literature and composition

Mathematics: Algebra II

Social studies: World history and geography

Science: Physical science or biology

Language: Spanish II or French II

Physical education (1/2 unit)

Health education (1/2 unit)

Fine art, practical art, service learning (choice among two ½ unit courses)

Grade 11

English 3: British literature and composition OR Advanced Placement English

Mathematics: Trigonometry and pre-calculus

Social studies: United States history or Advanced Placement US History

Science: Chemistry or Advanced Placement Chemistry

Language: Spanish III, Advanced Placement Spanish, French I or French III

Humanities: Philosophy, ethics, world religions

Communication skills: Public speaking, debate, radio/TV (1/2 unit)

Fine art, practical art, service learning

Grade 12

English IV: World literature OR Advanced Placement English

Mathematics: Calculus, Advanced Placement Calculus, financial literacy or statistics

Social studies: Government (1/2 unit), economics (1/2 unit)

Science: Physics or Advanced Placement Physics

Language: Spanish IV, Advanced Placement Spanish, French II, or French IV

Humanities: Philosophy, ethics, world religions

Communication skills: Advanced composition (college writing)

Fine art, practical art, service learning

APPENDIX B: GOVERNING DOCUMENTS

1. StarShine Academy Lisa Law Peace School's admission process shall not discriminate against anyone regarding race, gender, national origin, color, ability level, or age.
2. If more students apply than can be accommodated, StarShine Academy Lisa Law Peace School shall admit students on the basis of a lottery.
3. StarShine Academy Lisa Law Peace School's admission processes shall be in compliance with Section 22-8B- 4.1 NMSA 1978.
4. StarShine Academy Lisa Law Peace School shall be a nonsectarian, non-religious, and non-home-based public school.
5. Except as otherwise provided in the Public School Code, StarShine Academy Lisa Law Peace School shall not charge tuition or have admission requirements.
6. StarShine Academy Lisa Law Peace School shall comply with all state and federal health and safety requirements applicable to public schools, including those health and safety codes relating to educational building occupancy.
7. Governance Board shall not contract with a for-profit entity for the management of StarShine Academy Lisa Law Peace School.
8. StarShine Academy Lisa Law Peace School shall comply with all applicable state and federal laws and rules related to providing special education services.
9. StarShine Academy Lisa Law Peace School shall avoid apparent and actual conflicts of interest when administering grants and entering into contracts for equipment and services.
10. StarShine Academy Lisa Law Peace School shall comply with conflict of interest provisions identified in the New Mexico Procurement Code, Section 13-1-128 et seq. NMSA 1978 and the Prohibited Sales Act, Section 22-21-1 et seq. NMSA 1978; and the federal regulations at 34 CFR 75.525 and 80.36.
11. StarShine Academy Lisa Law Peace School shall ensure that criminal background checks are conducted on all employees in accordance with Section 22-10A-5 NMSA 1978.
12. StarShine Academy Lisa Law Peace School shall develop written procurement procedures and conduct all procurement transactions in a manner that provides open and fair competition.
13. StarShine Academy Lisa Law Peace School shall comply with the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and part B of the Individuals with Disabilities Education Act.
14. StarShine Academy Lisa Law Peace School shall provide equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
15. StarShine Academy Lisa Law Peace School shall be economically sound and the fiscal management shall comply with all applicable federal and state laws, regulations and rules relative to fiscal procedures.
16. StarShine Academy Lisa Law Peace School shall provide to the Public Education Commission by the sooner of the end of the planning year or within ten (10) days of receipt of any federal or state stimulus funds a detailed plan indicating how StarShine Academy Lisa Law Peace School will manage its fiscal responsibilities, the plan will include a description of the internal control procedures that the charter school will utilize to safeguard assets, segregate its payroll and other check disbursement duties, provide reliable financial information, promote operational efficiency, and ensure compliance with all applicable federal statutes and regulations and state statutes and rules relative to fiscal procedures.

17. Meetings of the StarShine Academy Lisa Law Peace School Governance Board shall comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978.
18. StarShine Academy Lisa Law Peace School shall adopt policies and procedures of the governing body, that address governance, relationship to staff, professional development, the role of the Governance Board in policy-making, personnel decisions, budgeting, and operation of the school, including how decisions will be made throughout the planning year.
19. The Governance Board or Director of StarShine Academy Lisa Law Peace School shall recognize and work with employee labor representatives, if any.
20. StarShine Academy Lisa Law Peace School shall produce a certificate of occupancy prior to opening a facility for use as a school; the facility shall meet all applicable federal and state health, safety and code requirements and be suitable for use as a school.
21. StarShine Academy Lisa Law Peace School shall develop and maintain a plan for addressing code, accessibility, health and safety requirements as well as operation, maintenance and repair of any facility it seeks to use as a school.
22. StarShine Academy Lisa Law Peace School shall develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them and shall submit the policies to the Public Education Department for comment prior to the hiring of any employees.

GOVERNANCE/MANAGEMENT PLAN

GOVERNANCE /MANAGEMENT STRUCTURE

StarShine Academy Lisa Law Peace School will be structured as according to the organization chart and will be governed pursuant to the bylaws adopted by the StarShine Academy Lisa Law Peace School Governance Board. The major roles and responsibilities of the School's Governance Board will include ensuring that the SALLPS mission is implemented thoroughly, establishing and approving all major operational policies, approving all major contracts, approving the School's annual budget, overseeing the School's fiscal affairs, and selecting and evaluating the top administrative staff.

The Applicant Group will become the Interim Governance Board until a permanent Governance Board is appointed and/or elected.

The Governance Board (Board) will be structured in direct alignment with our mission and its primary focus will be to ensure progress towards achieving the mission of StarShine Academy Lisa Law Peace School through the establishment of Board membership that includes Founders, the Principal and the advisory role of the general membership that will represent other committees or Boards, the governance structure of StarShine Academy Lisa Law Peace School gives a voice to all interested parties. In turn, this ensures internal oversight and accountability, increases opportunities for parent involvement and ensures that the mission remains the constant driving force of the School.

Governance Board Policies and Procedures

StarShine Academy Lisa Law Peace School will be governed pursuant to the bylaws adopted by a Governance Board. The major roles and responsibilities of the School's Governance Board will include establishing and approving all major operational policies, approving all major contracts, approving the School's annual budget, overseeing the School's fiscal affairs, and selecting and evaluating the top administrative staff.

Election of First Governance Board

The Applicant Group will become the Interim Governance Board until a permanent Governance Board is appointed and/or elected. They will be responsible for recruiting and appointing permanent Governance Board members. The Interim Board will apply the following seven steps in their selection of permanent members:

- Prepare for active council member recruitment.
- Develop a profile of the current council.
- Determine strategies to build council diversity.
- Develop an initial list of prospective candidates.
- Contact top recruiting prospects.
- Schedule and conduct orientation sessions with prospective council members.
- Select new members to the council.

StarShine Academy Lisa Law Peace School Organizational Structure

Roles and Responsibilities

The basic responsibilities of the Governance Board are:

- Support StarShine Academy Lisa Law Peace School's mission
- Hire, support and evaluate the Principal
- Ensure effective organizational planning both immediate and long term
- Work collaboratively with the staff and parents to ensure adequate resources
- Work collaboratively to ensure that the School's resources are managed effectively
- Enhance the public standing of StarShine Academy Lisa Law Peace School
- Ensure the School's integrity both legally and ethically
- Maintain accountability and transparency
- Consider and act on policies for the School program
- Evaluate financial reports from the Principal that will reflect the financial standing of the School
- Consider and adopt an annual budget recommended by the Principal
- Perform specific duties imposed upon the Board by the statutes and regulations of the New Mexico Public Education Department

DESCRIPTION OF THE GOVERNANCE BOARD

Per 22-8B-4.B Charter schools' rights and responsibilities. "A charter school shall be governed by a governing body in the manner set forth in the charter; provided that a governing body shall have at least five members; and provided further that no member of a governing body for a charter school that is initially approved on or after July 1, 2005 or whose charter is renewed on or after July 1, 2005 shall serve on the governing body of another charter school."

Per 22-8B-3. Purpose. "The Charter Schools Act [22-8B-1 NMSA 1978+ is enacted...to encourage parental and community involvement in the public school system..."

NUMBER OF GOVERNANCE BOARD MEMBERS

The Governance Board will serve as the governing body of StarShine Academy Lisa Law Peace School. The Governance Board will be established with seven (7) or nine (9) voting members, satisfying the statutory requirements of the Charter School Act, NMSA 1978, Section 22.8B.1 et. seq.

GOVERNANCE BOARD MEMBERSHIP

Procedure for Electing Board Members

Governance Board members shall be selected from the nominations and elected by a majority vote of the existing Board.

The terms of the Governance Board voting members shall be three-year terms, and all Board members shall be eligible to serve two successive terms.

The Governance Board members shall be nominated as follow: the Board Nominating Committee shall select the Board member nominees for the vacant positions. The Board Vice-Chairperson shall be a member of this committee. The committee shall obtain nominations by notifying community, business and/or education leaders of regular elections and/or vacancies on the Board along with a descriptions of the responsibilities of serving as a member and the date and time of the Governance Board meeting at which the position will be voted on by the Governance Board (whether new term elections or vacancies). The names and qualifications of interested individuals recommended by the nominating committee shall be given to the Secretary of the Governance Board, by no later than ten (10) working days before the date of the regular board meeting at which the vote of the Governance Board shall be made.

Governance Board members will not receive compensation for their services; however, members may be compensated for reasonable expenses in accordance with the New Mexico Mileage and Per Diem Act.

Any member may resign at any time by giving written notice to the Chairperson or to the Secretary, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any member may be removed by a majority vote of the Governance Board whenever such removal is in the best interests of the school. Grounds for removal will include without limitations the following acts or omissions:

- Violation of the Conflict of Interest Policy;
- Violation of Governance Board Commitment Agreement
- Failure to attend 3 scheduled meetings during the school year (July 1 – June 30) of the governance Board, except when such absence is due to exigent circumstances;
- Violation of the member's duty of loyalty;
- Violation of the Governance Board's Code of Ethics; or
- Any other grounds the Governance Board deems appropriate.

The Governance Board shall fill a vacancy on the Governance Board after the nomination process has been completed. Once the vacancy is filled, the term shall only be for the unexpired portion of the term of the member being replaced.

Members of the Governance Board are required to attend all scheduled meetings of the Governance Board unless exigent circumstances arise. If a Board member cannot be physically present at a meeting due to an unavoidable conflict, he/she may make arrangements to appear by telephone in accordance with the provisions of the Open Meetings Act. A member of the Governance Board who will be unable to attend a Governance Board meeting will notify the Chairperson of the Governance Board prior to the meeting and if he/she intends to appear by telephone the Board member shall make arrangements with the head administration or his/her designee. Notice may be made by e-mail as long as it is made four (4) hours in advance of the meeting. If the Chairperson cannot attend the meeting, he/she must notify the Vice-Chairperson and forward all information regarding the upcoming meeting to him/her, including notices of non-appearances by other Board members.

As part of the orientation process new Board members will familiarize themselves with the following key provisions of New Mexico laws:

- Charter School Act (NMSA 1978, Section 22.8B.1 et. seq.)
- School Personnel Act (NMSA 1978, Section 22.10A.1 et. seq.)
- Procurement Code (NMSA 1978, Section 13.1.1 et. seq.)
- Open Meetings Act (NMSA 1978, Section 10.15.1 et. seq.)
- Public School Finance Act (NMSA 1978, Section 22.8.1 et. seq.)
- Applicable rules and regulations issued by the New Mexico PED.

New Governance Board member will also be expected to read the StarShine Academy Lisa Law Peace School Charter and Code of Ethics. The new Governance Board member must sign the StarShine Academy Lisa Law Peace School Governance Board Code of Ethics, StarShine Academy Lisa Law Peace School Governance Board Member Commitment and StarShine Academy Lisa Law Peace School Governance Board Conflict of Interest Policy documents. They will be expected to attend the next possible Governance Board training.

POWERS AND AUTHORITY OF THE GOVERNANCE BOARD

The Governance Board is the governing body of the charter school and is responsible for ensuring the fair and uniform application of all federal, state and local laws in the operation of the school as well as the school's charter and policies. The school will be operated for the educational benefit of its students. The Governance Board is the policy-making body for the school. The StarShine Academy Lisa Law Peace School Governance Board will exercise leadership primarily through the formulation and adoption of policies.

The Governance Board shall concern itself primarily with broad questions of policy and with the appraisal of results rather than with the administrative detail. The application of policies is an administrative task to be performed by the Director and designated staff, and they shall be held responsible for the effective implementation of Governance Board policies. The Director shall be held responsible for keeping the Governance Board informed of all matters within its purview so that the Governance Board can fulfill the above-described functions of a governing body. The Director will have primary responsibility for all aspects of the school's operations and programs, including the day-to-day management and implementation of the school's charter and Governance Board policies. The teachers and staff of StarShine Academy Lisa Law Peace School will report to the Director.

A member of the Governance Board is a public officer, but has no power or authority individually. The charter vests power in the Governance Board, and not in the members, either individually or otherwise and these powers must be exercised by the Governance Board at a public meeting in regular or special called meetings, with action duly recorded in its minutes.

The Governance Board shall not be bound in any way by any action or statement on the part of any individual Governance Board member except when such statement or action is in pursuance of specific instructions from the Governance Board. Any such exception shall be recorded as an action item of the Governance Board and recorded in the minutes.

The Governance Board recognizes the importance of timely communication among its members and between the Governance Board and the Director. The Director or his/her designee will strive to insure that the Governance Board is given prior notice of matters submitted by members for deliberation at meetings.

Powers of the Governance Board

The powers and duties of the Governance Board are prescribed by the StarShine Academy Lisa Law Peace School Charter and the New Mexico Charter Schools Act and all applicable laws and regulations. Complete and final control of all matters pertaining to the school's educational system shall be vested in the Governance Board. The Governance Board of StarShine Academy Lisa Law Peace School shall have the following powers and duties:

- Those powers as set forth in the StarShine Academy Lisa Law Peace School charter that are not inconsistent with federal or state laws or constitutions, or as otherwise set forth in the Charter Schools Act, NMSA 1978 §§22-8B-1, et seq.
- Employ the Director;
- Delegate administrative and supervisory functions of the Director when appropriate;
- Approval of the annual budget of anticipated income and expenditures, and direct the preparation of the annual financial audit report in connection with the NMPED's annual audit;
- Have the capacity to sue or be sued;
- Contract for services and facility leases with any school district, a university or college or any third party for the use of a facility, its operation and maintenance and the provision of any service or activity that StarShine Academy Lisa Law Peace School is required to perform in order to carry out the educational program described in its charter.
- Acquire and dispose of property provided that at the termination of the charter, all assets of the charter shall revert to the local school board that authorized the charter, unless otherwise amended by law.
- Accept or reject any charitable gift, grant, devise or bequest not otherwise contrary to law or the terms of the charter.
- Contract for provision of financial management, food services, education related services or other services.

GOVERNANCE BOARD OFFICERS

The officers of the Board shall be Chairperson, Vice-Chairperson, Treasurer and Secretary. The school may, at the discretion of the Board, provide for different categories of officers, including, without limitation, one or more assistant treasurers and/or assistant secretaries. The duties of certain officers are set forth herein. When the incumbent of an office is unable to perform the duties thereof or when

there is no incumbent of an office (both such situations referred to hereafter as the “absence” of the office), the duties of the office shall, unless otherwise provided by the Governance Board or these bylaws, be performed by the next officer set forth in the following sequence: Chairperson, Vice-Chairperson, Treasurer, Secretary.

The appointment and tenure of officers will be such that alternating numbered Officers shall be elected each year by the Board at its annual meeting for terms of three (3) years or until their successors have been duly elected and qualified, or until their death, resignation or removal. Officers' terms shall commence immediately following the annual meeting of the Board. Any officer may resign at any time by giving written notice to the Chairperson or to the Secretary, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any officer may be removed by a majority vote of the Board whenever in its judgment he/she fails to perform the duty of the office or such other duties as appointed by the Board and the best interests of the school would be served thereby. A vacancy in any office may be filled by the Board for the unexpired portion of the term of the officer being replaced.

Chairperson

The Chairperson of the Governance Board shall preside at all meetings and shall appoint committees with approval of the Governance Board. He/She shall have the right, as other members of the Governance Board, to make or second motions, to discuss questions, and to vote. The Chairperson of the Governance Board may not act for or on behalf of the Governance Board without prior specific authority from a majority of the Governance Board to do so. All communications addressed to the Chairperson shall be considered by him or her for appropriate action, which consideration may include consulting with legal counsel, and consideration by the Governance Board. The Chairperson shall sign legal documents as required by law and perform such other duties as may be prescribed by the Governance Board. It is the Chairperson's responsibility to ensure that Governance Board members uphold their commitments/responsibilities to the school. The Chairperson will compile in collaboration with the Director the topics for business to be placed on the agenda. Any member of the Governance Board (voting and non-voting) may offer items to be heard or discussed at any meeting of the Board.

Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson or at the request of the Chairperson. In the event a vacancy occurs in the Chairperson position, the Vice-Chairperson will act in the capacity of the Chairperson until the office has been filled by a vote of the Board membership. The Vice-Chairperson shall serve as a member of the nominating committee and present the names of the candidates to the Board.

Treasurer

The treasurer shall be familiar with the fiscal affairs of the school and keep the Board informed thereof in the event that the school's business manager is unable to so act. He/She will have knowledge of public school finance laws, rules and policies and shall serve as the Chairperson of the StarShine Academy Lisa Law Peace School Finance Committee. He/She shall attend the NMPED Spring Budget Workshop and/or any other necessary financial regulatory training recommended by the Director or the business manager.

Secretary

The Secretary shall keep the minutes of the Governance Board meetings, subject to the direction of the Chairperson, assure that all notices are given in accordance with the provisions of the charter,

Governance Board policies and as required by law; shall countersign, when required, all authorized bonds, contracts, deeds, leases, or other legal instruments; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the Governance Board. The Board may appoint a designee to assist with the responsibilities of the Secretary as described herein, including recording and transcribing the minutes of the meetings, posting notices and agendas and preparing packets for the Governance Board's review. The Board Secretary will review the minutes prior to presentation to the Governance Board for approval. The Secretary shall be responsible for presenting the minutes to the Board at meetings.

Compensation

The officers shall not be compensated for their services; however, they may be compensated for reasonable expenses in accordance with the New Mexico Mileage and Per Diem Act.

Directors and Officers Insurance

The Governance Board may secure Board and Director insurance in excess of the coverage provided by the New Mexico Public School Insurance Authority upon appropriate approval of the Governance Board and if provided for in the charter school's approved budget.

Delegation

The Governance Board may delegate temporarily the powers and duties of an office, in case of such officer's absence or for any other reason, to any other officer, and may authorize the delegation by any officer of any of such officer's powers and duties to any agent or employee subject to the general supervision of such officer.

STANDING COMMITTEES OF THE GOVERNANCE BOARD

The Governance Board will have the authority to form the following committees based on the needs of the School:

- Academic Oversight Committee. The StarShine Academy Lisa Law Peace School Director will be instrumental in developing a committee to deal with the educational reporting and oversight. The purpose of this committee shall be to ensure that the educational programs of the school are accomplishing the goals of the charter, its curriculum and meeting state standards as required by law.
- Finance and Audit Committee. StarShine Academy Lisa Law Peace School Finance and Audit Committee have a vital role in keeping the Governance Board apprised of the school's business affairs and financial condition. The members of the finance committee shall be the treasurer of the Governance Board who shall serve as the chair, the StarShine Academy Lisa Law Peace School Business Manager, and at least one other member who is a non-StarShine Academy Lisa Law Peace School employee and disinterested party selected by the treasurer and business manager and approved by the Board.

The responsibilities of this committee include, but are not limited to:

- Prepare and maintain the annual budget for the charter school in collaboration with the Director.
- Also in collaboration with the Director, develop and annually revise a long-term financial forecast.
- Review all grant proposals and when necessary, make recommendations to the Board.

- Prepare all Budget Adjustment Requests (BAR) and present with recommendations to the Governance Board as necessary.
- Represent the school throughout all phases of the annual audit.
- Review business manager's required reports and make recommendations to the Governance Board regarding the reports as necessary.

Nominations Committee. The Governance Board nominations committee is commissioned by and responsible to the Governance Board to assume the primary responsibility for matters pertaining to Governance Board recruitment, nominations, orientation, training, and evaluation in accordance with the Governance Board policies and practices approved by the Governance Board.

School Advisory Committee. StarShine Academy Lisa Law Peace School will maintain a school advisory committee, which reports to the Governing Board. This committee will consist of three parents and three staff members who volunteer for this service. If the number of volunteers exceeds the number needed, elections will be held. This committee will advise the Governance Board regarding instructional issues and curricula, student discipline, school budget planning, and increasing family involvement.

Members of each committee, with the exception of the Parent Advisory Committee, may be chosen by the Governance Board and shall serve for such period of time as the Governance Board shall determine. The specific composition of the Finance and Audit Committee, however, shall be governed by the provisions above.

Committees may meet at such times and for such purposes as they shall from time to time determine. Provisions for notice and procedures applicable to meetings of the Governance Board's committees shall be as prescribed by the Governance Board and shall comply with the Open Meetings Act if the purpose of such meeting is to set policy affecting the school.

Any member of a committee may, at any time, resign by giving written notice to the Chairperson or Secretary and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The Governance Board may remove any member of a committee whenever in its judgment the best interests of the school would be served thereby.

Members of the committees shall not receive any compensation for their services; however, they may be compensated for reasonable expenses in accordance with the New Mexico Mileage and Per Diem Act.

The Governance Board has the authority to create ad hoc committees as deemed necessary. The policies and procedures that govern ad hoc committees will be determined as specified by the Governance Board action creating and approving the existence of any such committee.

MEETINGS OF THE GOVERNANCE BOARD

All meetings of the StarShine Academy Lisa Law Peace School Governance Board shall be held in accordance with the New Mexico Open Meetings Act, NMSA 1978 §§10-15-1, et seq.

Meetings

The Governance Board shall pass a resolution annually describing what notice of a public meeting is reasonable when applied to the StarShine Academy Lisa Law Peace School Governance Board. The

resolution shall describe appropriate notice and methods for posting agendas for regular monthly, special and emergency meetings of the Governance Board.

Special Meetings

Special meetings of the Governance Board may be called at the discretion of the Governance Board. Such meetings shall be held at such time and place consistent with the Governance Board's annual resolution for conducting its public meetings.

Attendance via Telephone Conference Call

Except to the extent otherwise provided by law, any meetings of the Governance Board may be attended by any of the Governance Board Members by means of a conference telephone (or similar communications equipment) when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any other member of the Governance Board who speaks during the meeting. Such attendance shall constitute presence by the Governance Board member as is in person at such meeting and for purposes of determining a quorum. Any action taken by the Governance Board at such meeting shall constitute a valid action of the Governance Board.

Notice

The Governance Board shall provide notice and post agendas in accordance with the New Mexico Open Meetings Act. Reasonable notice of the Governance Board meetings shall include broadcast stations licensed by the Federal Communications Commission (FCC) and Internet and newspapers of general circulation that have provided a written requirement for such notice. Notice of meetings and the availability of meeting agendas shall be consistent with the Governance Board annual resolution. Except in cases of emergency the Governance Board shall only act on matters identified in the agenda.

Emergency

An emergency meeting or agenda item is one necessitated by unforeseen circumstances that if not addressed immediately by the Governance Board, will likely result in injury or damage to persons or property or substantial financial loss to the public body.

Minutes

The Governance Board shall keep written minutes of all its meetings. The minutes shall include at a minimum: the date, time and place of the meeting, the names of members in attendance and those absent, a summary of all motions, proposals, resolutions and any other matter formally voted upon and a record of any decisions and votes taken that show how each member voted. All minutes are open for public inspection. Draft minutes shall be prepared within ten (10) working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the Governance Board.

CONFIDENTIAL MATTERS OF THE GOVERNANCE BOARD

The Governance Board recognizes that confidential information will be brought to the attention of individual Governance Board members and/or the Governance Board as a whole pertaining to, but not limited to, the following:

- matters relating to the employment or dismissal of, or charges against, specific StarShine Academy Lisa Law Peace School personnel;
- matters relating to litigation or proposed litigation in which the Governance Board is or may become a party, or attorney-client communications;
- consideration of the acceptance of gifts, bequests, or donations where confidentiality has been requested by the donor;
- consideration of wages and benefits for the Director;
- consideration of suspension, expulsion, or disciplinary action in connection with a student;
- matters relating to the security of students, personnel, visitors, and/or school property; and
- such matters that may arise and qualify as being confidential by law.

The Governance Board further recognizes that public disclosure of such information may result in injury to individual or potential harm and possible liability to the StarShine Academy Lisa Law Peace School and that the Governance Board members must respect confidentiality of information that is privileged under applicable law. It is the policy of the Governance Board that Board members shall discuss or disclose confidential information only in connection with legitimate school business and only with individuals with a legitimate right to know.

MANNER OF ACTION / DECISION MAKING

Quorum

A majority of the seated Board members, whether personally present or appearing telephonically shall constitute a quorum for the transaction of business at any meeting of the Governance Board.

Manner of Acting

No action of the Governance Board shall be valid unless taken at a meeting at which a quorum as defined herein is present and which has been properly noticed pursuant to the New Mexico Open Meetings Act, NMSA (1978) §§10-15-1 et seq.

CONFLICTS OF INTEREST AND CODE OF ETHICS

General Statement

It shall be the duty of each Governance Board member to voluntarily excuse him/herself from discussions of confidential information and abstain from voting on matters in which the Governance Board member has a personal or financial interest, including an interest by a member of the Governance Board's immediate family, or where the Governance Board's participation will or may compromise the confidential nature of the discussion. Failure to voluntarily remove himself/herself from such conflicts of interest may result in a vote to remove the member from the Governance Board.

Disclosure

Each Board member agrees to complete and sign a Disclosure of Conflicts of Interest statement prior to accepting his/her position on the Board. In addition to this statement, Board members shall annually update the disclosure statement and shall otherwise immediately notify the Chairperson of the Board when he or she becomes aware that an actual or potential conflict may exist.

Conflict of Interest Policy

Each Board member agrees to abide by the StarShine Academy Lisa Law Peace School Conflict of Interest Policy adopted by the Governance Board.

Code of Ethics

Each Board member agrees to abide by the StarShine Academy Lisa Law Peace School Code of Ethics adopted by the Governance Board.

MISCELLANEOUS

Checks, Drafts, Etc.

All checks, drafts or other orders for the payment of money, and all notes or other evidences of indebtedness issued in the name of the school shall be signed by such officer or officers, agent or agents of the school as designated by the Governance Board. Two signatures from the following three authorized signatories shall be required on each check. The authorized signatories shall be: Governance Board Chairperson, Governance Board Treasurer, and Business Manager.

Books and Records

The Governance Board shall keep accurate and complete books and records of the actions of the Governance Board, which records shall be open to inspection by the members of the Governance Board at any time, or members of the public pursuant to the Inspection of Public Records Act, NMSA 1978 14-2-1 et seq.

Financial Matters

The Governance Board shall approve all contracts, including Director and other employee contracts. The Governance Board will adhere to all New Mexico State laws regarding procurement processes and procedures as notated in the StarShine Academy Lisa Law Peace School Procurement Process Policies.

Director Selection Criteria and Process for Selection

The Governance Board shall advertise the position of StarShine Academy Lisa Law Peace School Director and its requirements in local public newspapers, professional papers, and on the School website.

Selection criteria for the Director will include:

- A minimum of 7 years teaching experience in elementary and/or middle school and/or high school
- A minimum of 5 years of administrative experience including:
Experience in:
 - writing budgets
 - writing curriculum
 - school management
 - ordering furniture, materials and supplies
 - building a school community with staff and families
 - starting a new school a plus
 - Bilingual preference

The Governance Board will engage in the following process to recruit and select the candidate who best meets the above criteria and philosophy of StarShine Academy Lisa Law Peace School:

1. Identify who will be involved in the selection process and establish selection committee.

2. Identify desired and needed characteristics for the school's Director.
3. Write and/or modify a detailed job description.
4. Advertise nationwide for applicants.
5. Conduct a paper screen of applicants.
6. Develop questions and desired answers to the questions based on the written job description.
7. Train interview team.
8. Interview process—primary goal is to find as much as possible about each candidate.
9. Debrief with selection team to identify top candidates.
10. Check references.
11. Come to a final decision and recommend that the Governance Board hire the candidate preferred by selection committee.
12. Notify selected and non-selected candidates of selection committee's decision.

With the exception of step 11, a similar process will be followed to hire other school staff.

Governance Board Membership

The Applicant Group will act as the Interim Governance Board:

Trish McCarty	Dianne Carter	Elizabeth Hetrick
Jill Drinkwater	Dana Rhodda	
Donna Lynch	Steve McCarty	
Glenn Green	Grace Gutierrez	

APPENDIX C HEAD ADMINISTRATOR JOB DESCRIPTION

Director

Specific Duties and/or Responsibilities:

Education Program:

- Administers the development, coordination, maintenance, and evaluation of the educational program, including the Core Knowledge curriculum, and Paideia Programs, character development programs, community involvement and Service Learning modules, as well as the language immersion program (bilingual).
- Supervises methods of teaching, supervision, and administration in effect at the school.
- keeps informed of modern educational thought and practices by advance study, by visiting other schools, by attending educational conferences and workshops, and by other appropriate means.
- Keeps public and Board informed about modern education practices, educational trends, and the policies, practices, and challenges in the school.

Management:

- Ensures that all activities of the school are conducted in accordance with the laws of the state of New Mexico, charter school laws, federal laws, and adopted policies of the Governance Board.
- Assumes responsibility for the overall financial planning of the school and for the preparation of the annual budget, and submits it to the Board for review and approval.
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with adopted budget, subject to direction and approval by the Board.
- Maintains or has maintained adequate records for the school, including financial accounts; business and property records; and personnel, attendance, and academic records.
- Provides suitable instructions and guidance to protect and maintain school property.
- Oversees the completion and submission of required reports.
- Interprets the budget and finances to the community.
- Remains current on charter school requirements and approved legislation.
- In collaboration with Director, conducts parent information meetings relative to school's entrance (lottery) requirements.
- Assess facilities needs and recommends plans to Board.

Governance Board:

- Attends and participates in all meetings of the Board and its committees, except when excused by the Board's Chairperson.
- Takes prompt action to implement all directives of the Board.
- Advises the Board on the need for new and/or revised policies.
- Provides timely advice to the Board on the implication of changes in statutes or regulations affecting the school's programs.
- Informs and advises the Board about programs, practices, and problems of the school, and keeps the Board informed of the activities operating under the Board's authority.

- Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.
- Develops and implements rules and regulations in keeping with Board policy.
- Acts as chief public relations agent for the school.
- Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

Personnel:

- Oversees and completes performance evaluations.
- Recommends to the Board the appointment or dismissal of the school's principal.
- Ensures that all employees are evaluated in accordance with the laws of the state of New Mexico and adopted Board policies.
- Provides and/or facilitates professional development opportunities for school staff.
- Recommends all promotions, demotions, contracts, appointments, and salary changes to the Board.
- Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communication to be made to the Board.

Required and/or Preferred Knowledge, Skills, and Other Characteristics (Qualifications):

- Valid New Mexico administrative certificate.
- Masters degree from an accredited college or university with specialization in the areas of administration, supervision, and evaluation of educational programs.
- Five or more years of school administration experience preferably at a dual language school.
- Experience as a classroom teacher preferred.
- Bilingual (Spanish/English) skills preferred.

Physical Requirements:

- Work is performed in an indoor environment and requires frequent sitting, standing, bending, repetitive motion, vision to monitor, and lifting up to 15 pounds.
- Impeccable professional dress, appearance and attitude.

Work Year: 12 months

Reports to: Governance Board

APPENDIX D JOB DESCRIPTIONS OF LICENSED AND CERTIFIED STAFF

Business Manager

- Prepare and present an annual school budget to the Governance Board
- Prepare and present the Budget Adjustment Requests (BAR)
- Post the revenue to the appropriate fund and revenue code
- Responsible for impressed funds and disbursement of funds
- Aware of and follow the public school financial standards pursuant to NMAC, and follow GAAP standards
- Responsible for ensuring the safeguard of all financial and student records from potential theft and destruction
- Responsible for reconciliation of all bank statements
- Accuracy of payroll journal, backup of journal, and generation of payroll checks
- Maintain all employees' earnings, deductions, and leave records
- Responsible for substitute payment disbursement
- Entry of pay rates and deduction changes in accordance with benefits
- Responsible for the maintenance of employee insurance premium reconciliation, savings, tax-sheltered annuities, and other voluntary and mandatory payroll deductions
- Responsible for completing required PED financial reports in collaboration Director and Governance Board Treasurer and monthly, quarterly, and annual payroll tax-benefit reports required by federal, state, and local governmental agencies .
- Accommodating and assisting State Auditor in yearly audit
- Assisting Governance Board and Director as appropriate and needed in oversight of the school
- Oversight of the school physical plant and coordination and ordering of all building supplies and equipment in accordance with approved internal control policy
- Financial record keeping - collect, record, and deposit money
- Coordinate all supply orders for all departments in accordance with approved internal control policy
- Coordinate and approve all textbook orders and teaching aids in collaboration with Director and Administrative Assistant in accordance with internal control policy
- With approval of Director, prepare contracts to enter into the Financial Management System
- Maintain vendor invoices, matching encumbrance copy and receiving copy of purchase order, then matching with approved purchase order copy
- Prepare requisitions
- Manage school activities funds
- Trained in using the Operating Budget Management System (OBS) for the purpose of providing assurance that the data of MCS are in compliance with federal and state laws and procedures and the PED

Work Year: 12 months

Reports to: Director

Principal

Specific Duties and/or Responsibilities:

Education Program:

- Keeps informed of and interprets all laws, regulations, statutes, rules, and policies affecting programs under his/her supervision.
- Directs all school testing and assessment requirements.

- Directs analysis and interpretation of data (achievement and survey) through descriptive statistics and narrative methods.
- Prepares oral and written reports on assessment, evaluation, and survey results for staff and Board.
- Acts as a resource to teachers and Director in analyzing student achievement data.
- Performs all duties and responsibilities related to the school's special education program including the scheduling of initial, annual, and 3-year evaluations.
- Assists teachers in implementing a school-wide student discipline plan/policy. When necessary, works with students to improve behavior.
- Provides leadership, coordination, and guidance to develop, refine, and implement technology throughout the school.

Management:

- Acts as the school's registrar. Coordinates with other staff to ensure completion of enrollment, attendance, and registration requirements.
- Administers research/evaluation projects, needs assessment, and parent (community) satisfaction surveys.
- Assist in the preparation and administration of the school's budget and assumes responsibility for preparing all purchase orders.
- Attends and presides over such other meetings as the Director designates.
- Prepares and submits to Director for review needed Board policies, status reports, handbooks, grant applications, school's annual calendar, and other documents required for overall management of school.
- Serves upon assignment by the Director as a resource person to various parent and community groups and facilitates their positive involvement in the school.
- Accepts from the Director such of his/her responsibilities as the Director chooses to delegate, and assumes full responsibility for discharging them.

Operations:

- Supervises personnel to carry out maintenance work.
- Evaluates and recommends necessary improvements in school buildings and grounds.
- Organizes, supervises, and directs the school's transportation program.
- Develops and implements safety education programs.
- Coordinates late starts, snow days, and make-up days for the school.
- Assists teachers in securing transportation for pre-approved educational field trips and athletic events.

Personnel:

- Completes performance evaluations of teachers and classified staff.
- Assists instructional staff in securing substitute teachers.
- Coordinates and supervises the work of all classified staff members.
- Provides or facilitates professional development opportunities for classified staff.

Required and/or Preferred Knowledge, Skills, and Other Characteristics (Qualifications):

- Valid New Mexico administrative certificate.
- Masters degree from an accredited college or university with specialization in the areas of administration, supervision, and evaluation of educational programs. School administration experience preferably at a dual language school.
- Experience as a classroom teacher preferred.
- Bilingual (Spanish/English) skills preferred.

Physical Requirements:

- Work is performed in an indoor environment and requires frequent sitting, standing, bending, repetitive motion, vision to monitor, and lifting up to 15 pounds.
- Impeccable professionalism in dress, appearance and attitude.

Work Year: 210 days

Reports to: Director

Special Education Coordinator

The Special Education Coordinator will serve as the primary communicator between parents of students with special needs, their teachers and support staff, and other pertinent personnel. The SPED Coordinator will also be in close contact with the Director to ensure that state and federal guidelines and timelines are being implemented correctly and in a timely fashion. In particular, this position will:

- Facilitate or designate an appropriate facilitator of Multidisciplinary Team/IEP meetings following performance-based reevaluations. Also facilitate any Manifestation Determinations or Addendums to the IEP.
- Facilitate or designate an appropriate facilitator of annual Individual Educational Plan (IEP) meetings
- Coordinate with the diagnostician all reevaluations with testing to be completed in a timely manner
- Coordinate support/ancillary special education staff needed to supply specific services for any special needs students
- Manage and maintain special education confidential files
- Coordinate the transfer of or request for any special education records to or from other schools
- Assure that all special education IEP forms are available either in hard copy or electronically
- Coordinate with administration regarding special education policies, procedures, and/or technical assistance
- Ensure, along with administration, that the physical plant is up to ADA code for special needs access to the building.
- Assist administration in the building of the Master Schedule as it pertains to any special needs issues
- Facilitate with any textbook purchase or other teaching materials, hardware or software particular to the specific needs of special education students.
- Ensure that the appropriate state reports are correct and submitted in a timely fashion Assist with implementation/ participate as a member of SAT meetings but will not act as chair
- Assist/ participate on meetings, and other intervention committees
- Ensure that all special education students are receiving their required services in the Least Restrictive Environment
- Ensure that all special needs students have an appropriate "Next Step" plan and transition plan for post-secondary choices
- Assist with Professional Development as it pertains to all teachers working with special needs students, particularly differentiated instruction

Work Year: 210 days

Reports to: Director

Bilingual Coordinator C

- Complete State Bilingual Application
- Provide training to staff related to one-way language immersion program
- Implement all components of bilingual program as delineated in the State Bilingual Application
- Work to complete necessary applications and to implement program components
- Provide teachers assistance in developing planners and lesson plans
- Assist parents in completing home language survey
- Administer home language assessments
- Secure services for English language learners

Work Year: 210 days

Reports to: Director

Athletic Coordinator

- Responsible for assessing the school's athletic program.
- Responsible for administering all National Federation, New Mexico High School Activities Association, school district and building rules and regulations. Frequent meetings may be called to facilitate a smooth operation of these rules and regulations with coaches.
- Responsible for the scheduling of all athletic contests, as cleared through the principal.
- Attend the athletic events of SAPPs whenever possible.
- Work with coaches and principals in problems of discipline concerning athletics.
- Will also maintain a file of all athletic suspensions and expulsions from teams in regard to giving each athlete "due process".
- Responsible for the coordination and planning of athletic budgets.
- In conjunction with the coaches will arrange transportation of all athletic teams.
- Coordinate the use of all school athletic facilities by groups outside the school with the building principal.
- Maintain an active program that promotes sportsmanship and welcome the competing teams and guests.

Work Year: 210 days

Reports to: Director

Teachers

- Teach in line with the school mission and vision
- Monitor and direct student activity in accordance with the student's IEP (when applicable), and the school's policies and procedures
- Maintain accurate records of student progress
- Be proactive and diligent in classroom management strategies and uphold the discipline policy of StarShine Academy Lisa Law Peace School
- Utilize a diverse array of techniques and modalities in order to maximize a student's academic and personal outcomes with his/her Individual Learning Plan ILP
- Participate regularly in grade level and staff meetings
- Participate in a personal growth plan tied to the school's professional development plan
- Create lesson plans and planners which align with state standards
- Communicate regularly with families regarding student progress

- Analyze student data to drive instruction and track student progress
- Hold NM certification and be highly qualified in teaching assignment areas

Work Year: 180 student days plus 12 professional development days (192 total)

Reports to: Director

Instructional Assistant

- Support student learning in any way deemed appropriate by the teacher
- Participate in staff and professional development as determined by the Director of Special Education and Bilingual education.
- Assist with clerical teacher duties
- Be flexible with assigned duties – cover classes when needed
- Work with small groups at teacher discretion

Work Year: 192 days

Reports to: Classroom Teacher

Administrative Assistant

- Oversee and maintain office equipment and supplies
- Record and report staff absences and requests for leave
- Assist supervisor with supply and instructional material orders and distribution of catalogs
- Type memos as needed and requested by administration
- Answer the phone and record messages as appropriate
- Maintain inventory of assets
- Prepare agendas for all meetings and send out notification
- Prepare minutes from meetings for dissemination at a later date
- Maintain student cumulative files. Process requests for student records
- Maintain student attendance records

Work Year: 210 days

Reports to: Director and Principals

APPENDIX E

StarShine Academy Lisa Law Peace School Personnel Policies & Staffing Plan, Proposed Definitions:

Salaried Employee.

This category includes all staff assigned to positions for which licensure and/or training is required. Licensure from the New Mexico State Department of Education is required for the positions of:

Director

Principal

Teacher

Counselor

Librarian

Athletic Coordinator

Bilingual Coordinator

Special Education Coordinator

Candidates for all certified and administrative positions (other than that of the Director) are employed by the StarShine Academy Lisa Law Peace School Governance Board upon the recommendation of the Director. Salaries for these positions are approved by the SALLPS Governance Board.

Hourly Employee.

Hourly employees are employed for positions not requiring specific licensure or training. Positions in this category include:

Clerical

Maintenance

Custodial

Other Aides

Food Service

While salary scales are established by the StarShine Academy Lisa Law Peace School Governance Board, the employment decision is made by the Director with the concurrence of the SALLPS Governance Board.

Substitute Teacher

A person employed for a specific teaching assignment for an unspecified period of time, not to exceed sixty (60) school days, during the absence of a contract teacher. Licensure, with appropriate endorsements, is desirable, but not required.

Part Time Employee

A salaried employee hired for less than a 80% of instructional days as determined by the contract for a school year or extended school year, or for less than an eight (8) hour day, or thirty-two(32) hour week shall be considered a part-time employee.

An hourly employee hired for less than an eight (8) hour day or forty (40) hour week.

Voluntary Employee

A volunteer employee is a person who is providing a specific and previously identified service to the school either independently or through an organization.

Temporary/Casual Employee

A temporary or casual employee is a person hired for a specific task or for a limited period of time.

Stipends

Stipends, set by the StarShine Academy Lisa Law Peace School Governance Board, may be paid for responsibilities not included in the basic contract and/or job description.

Time for Staff**Date of Initial Employment/Anniversary Date/Year of Service.**

The date of initial employment is the date a person begins working at StarShine Academy Lisa Law Peace School as a full time or part time employee, as shown by the contract and/or by time sheet. The anniversary date that occurs on that date and subsequent dates twelve (12) months later, will be used to calculate benefits. Work periods will vary with the different categories of employees.

Probationary Period.

Any employee under contract shall be considered "probationary" for the period of the first school year.

Any employee not under contract shall be considered "probationary" for the first six (6) months of employment. Such an employee may be terminated without regard to seniority and the grievance procedure. Such an employee, however, may take earned leave and compete for promotion. In case of promotion, the six (6) month probationary period continues from the date of initial employment.

Salaried Employee, Full-Time.

During instructional days, the work day for all salaried employees shall be from 7:30 AM until 4:00 PM.

The Director 12 months

Principals shall work 210 days

Full time teachers and librarians shall work 180 student days plus 12 professional development days (192 total)

Counselors shall work 180 student days plus 12 professional development days (192 total)

Hourly Employees, Full-time

During instructional days, the work day for all full-time hourly employees shall be from 7:30 AM until 4:00 PM.

Contract Employees

The work day for part time employees shall be at the discretion of the immediate supervisor, in concurrence with the Director.

Substitute Teacher.

The work day for substitute teachers shall be at the discretion of the Principal, in concurrence with Director.

Coaching Staff

The work day for coaching staff shall be at the discretion of the Athletic Coordinator, in concurrence with the Director.

Part Time Employees

The work day for part time employees shall be at the discretion of the immediate supervisor, in concurrence with the Director.

Voluntary Employee

The work day for voluntary employees shall be at the discretion of the immediate Supervisor (The Director, the Coordinator of Maintenance, the Business Manager or building Principals) in concurrence with the Director.

Temporary/Casual Employee

The work day for part time employees shall be at the discretion of the immediate supervisor, in concurrence with the Director.

Definitions**Salaried Employee.**

This category includes all staff assigned to positions for which licensure and/or training is required. Licensure from the New Mexico State Department of Education is required for the positions of:

Director

Principal

Teacher

Counselor

Librarian

Athletic Coordinator

Bilingual Coordinator

Special Education Coordinator

Candidates for all certified and administrative positions (other than that of the Director) are employed by the STARSHINE ACADEMY LISA LAW PEACE SCHOOL Governance Board upon the recommendation of the Director. Salaries for these positions are approved by the STARSHINE ACADEMY LISA LAW PEACE SCHOOL Governance Board.

Hourly Employee.

Hourly employees are employed for positions not requiring specific licensure or training. Positions in this category include:

Clerical

Maintenance
Custodial
Other Aides
Food Service

While salary scales are established by the STARSHINE ACADEMY LISA LAW PEACE SCHOOL Governance Board, the employment decision is made by the Director with the concurrence of the STARSHINE ACADEMY LISA LAW PEACE SCHOOL Governance Board.

Substitute Teacher

A person employed for a specific teaching assignment for an unspecified period of time, not to exceed sixty (60) school days, during the absence of a contract teacher. Licensure, with appropriate endorsements, is desirable, but not required.

Part Time Employee

A salaried employee hired for less than a 80% of instructional days as determined by the contract for a school year or extended school year, or for less than an eight (8) hour day, or thirty-two(32) hour week shall be considered a part-time employee.

An hourly employee hired for less than an eight (8) hour day or forty (40) hour week.

Voluntary Employee

A volunteer employee is a person who is providing a specific and previously identified service to the school either independently or through an organization.

Temporary/Casual Employee

A temporary or casual employee is a person hired for a specific task or for a limited period of time.

Stipends

Stipends, set by the STARSHINE ACADEMY LISA LAW PEACE SCHOOL Governance Board, may be paid for responsibilities not included in the basic contract and/or job description.

Time for Staff

Date of Initial Employment/Anniversary Date/Year of Service.

The date of initial employment is the date a person begins working at StarShine Academy Lisa Law Peace School as a full time or part time employee, as shown by the contract and/or by time sheet. The anniversary date that occurs on that date and subsequent dates twelve (12) months later, will be used to calculate benefits. Work periods will vary with the different categories of employees.

Salary and Eligibility

Full-Time Salaried Employees

Salaries for certified positions shall be commensurate with the NM State program for public teachers, and are approved by the StarShine Academy Lisa Law Peace School Governance Board. Candidates for all certified and administrative positions (other than that of the Director) are employed by the StarShine Academy Lisa Law Peace School Governance Board upon the recommendation of the Director. Employees in this category are **eligible** for:

Health insurance
Vacation leave
Holiday, sick, personal, emergency, and bereavement leave.
Full-time Hourly Employees

While salary scales are established by the StarShine Academy Lisa Law Peace School Governance Board, the employment decision is made by the Director with the concurrence of the SALLPS Governance Board. Employees in this category are **eligible** for:

Health insurance
Vacation leave
Holiday, sick, personal, emergency, and bereavement leave

Part Time Employees

Part Time salaried employee must be 50% or more. Employees in this category are **eligible** for:
Prorated holiday, sick, personal, emergency, and bereavement leave

Employees in this category are **ineligible** for:

Health insurance
Vacation leave

Part Time hourly employee

Employees in this category are **ineligible** for:

Health insurance
Vacation leave
Pro-rated Holiday, sick, personal, emergency, and bereavement leave

General Benefits

Group Health/Dental Insurance.

Group health, dental, and accident insurance are available to all personnel except temporary/casual employees, volunteers and substitute teachers. Details about coverage are available in the Business Office.

The school pays half of the premium(s) and the employee pays half. If the employee wishes family coverage, he/she must pay the full premium for that coverage. Coverage, for new staff who choose to participate, will begin on the first (1st) day of the month following the date of employment. Dependent coverage is also available. The arrangements must be made for the payment (cash or pay-roll deduction) of the first (1st) premium of the first (1st) month. The monthly premium, thereafter, will be handled as a payroll deduction. New employees have thirty (30) days to choose coverage. If the employee does not enroll during this thirty (30) day period, subsequent enrollment by the employee is subject to the requirements set forth by the insurance company and the recommendation of the employer. Coverage for dental and health insurances will begin as specified by the carrier. If an employee chooses not to enroll, there is open enrollment in December. Upon termination, or resignation, the employee will be covered until midnight on the last day of the month in which termination, or resignation, takes place providing that the necessary premiums have been paid. If major medical benefits end under the plan (called the "group plan") an employee

may have an individual policy of insurance (called the "converted policy") issued to him/her, as provided for in the named policy.

A teacher or other salaried professional who chooses not to renew his/her contract but who completes his/her contract for the academic year will be eligible for insurance coverage through the end of the contract (July 31).

Health benefits are modified when the retiree or a dependent spouse becomes eligible under Medicare.

COBRA provisions will be afforded if desired.

Worker's Compensation.

Employees are covered by Worker's Compensation for an injury sustained in association with employment. Because premiums are affected by the school's claim rate, all employees are urged to practice good safety habits.

Any injury sustained while on duty must be reported to the employee's supervisor immediately. A "first report" form should be filed out with the Business Office as soon as possible after the injury, but no later than 90 days.

In the case of absence of an employee who qualifies for benefits under the provisions of the Worker's Compensation Act, the employee shall be compensated, if chosen, the difference between Worker's Compensation payments and the regular earnings for as long as appropriate leave (personal, sick, vacation, compensatory time, etc.) is available. The employee may also elect not to use leave for this purpose and accept only the amount paid by Worker's Compensation. (The current earnings under the act are available in the Business Office.)

Accidental Death and Dismemberment Insurance.

This insurance (for the first \$10,000) is provided by the school for all full-time employees.

Employees are added, or removed, at the beginning of each quarter: November, February, May, and August.

The *initial* date of employment will determine when the coverage begins. Employees will be removed from this coverage at the first (1st) opportunity after termination of employment. Employees have the option to purchase additional coverage (individual or family). Details and rates are available in the Business Office.

Retirement Benefits.

All personnel who meet the qualifications given in the Summary Plan Description are entitled to retirement benefits in addition to Social Security. This Plan description, plus other materials from the provider, will provide each participant with a summary of the retirement plan.

Annual Vacations.

The specified days of vacation must be approved by the immediate supervisor in advance and vacation time may not be carried forward into the next contract year. At least three (3) weeks prior to the date of the intended vacation leave, a written, signed, request must be submitted to the immediate supervisor for his/her approval.

Annual Vacation for Salaried Employees on a twelve (12) month contract: Including Director, Principals, Business Manager

Twenty (20) days of paid vacation for each twelve (12) months of service.

Annual Vacation for Other salaried staff on a twelve (12) month contract hired after June 1, 2013

Ten (10) days after one (1) year of service.

Fifteen (15) days after three (3) years of service.

Twenty (20) days after five (5) years of service.

Salaried staff are to work academic vacations as scheduled by the Director, or immediate supervisor. Vacation time will be credited as of August 1 each year. Staff will be allowed to use accumulated vacation time in advance of the August 1 crediting date to avoid absences during time when their presence is necessary. Vacation will be pro-rated for employees working less than one (1) year prior to the termination of employment. The employee will then have the next twelve (12) months to use the amount earned.

Hourly employees

After the first twelve (12) months of continuous service (on the first anniversary date as a full-time employee) all full-time hourly employees will be entitled to five (5) working days of paid vacation. Vacation will be pro-rated for employees working less than one (1) year prior to the termination of employment.

Thereafter, a full time employee who works a calendar year will accumulate one (1) additional day of vacation and a full time employee who works less than a calendar year will accumulate one-half (1/2) day of additional vacation for each year of service after the first, until a maximum of fifteen (15) days of vacation is accumulated. Earned vacation (from the previous year's work) will always be granted on August 1st and must be taken during the next year of service or be forfeited. Vacation time must be taken as time actually away from work or the time will be forfeited--an employee **may not** choose to continue working and at the same time collect for vacation time earned.

Sick Leave.

Paid sick leave is for a bona fide illness, appointment, or injury. The immediate supervisor may require that the employee submit a certificate from his/her doctor as proof of illness, injury, or appointment before paid leave is granted. The employee is responsible for notifying his/her immediate supervisor when he/she is too ill to report for work. This is to be done at the beginning of the day, or, if possible, the previous evening. Employees are to see their immediate supervisor upon returning to work in order to prepare and sign an absence form that will be used to maintain records in the Administration Office. Sick leave is for personal use; however, a maximum of five (5) days (40 hours) sick leave per year may be used to care for family members. This leave is deducted from accumulated sick leave.

Absences occurring on days with weather delayed opening will be considered the same as a regular day when determining sick leave hours taken. In-service days will also be considered whole days (8 hours).

No reimbursement will be made for sick leave at termination of employment.

Sick leave for salaried employees

Sick leave time, for salaried employees, is credited each year as of August 1. In the event that an employee who has received payment for sick leave resigns or is terminated at the end of the school year, there shall be a deduction in the final salary payment for the proportion of unearned sick leave taken. Sick leave is accumulated at the rate of one (1) day (8 hours) per each month worked during the contract year as follows:

Teachers: nine and one-half (9.5) days (76 hours).

Ten (10) month employees -- ten (10) days (80 hours).

Twelve (12) month employees -- eleven (11) days (88 hours).

Part time salaried employees will receive the same number of days, but at a pro-rated proportion. Salaried employees may take no more than ninety (90) days (720 hours) of sick leave in one (1) contract year and not more than ninety (90) days may be carried forward into the next contract year.

Sick leave for Full time hourly rate employees

Full time hourly rate employees are eligible after three (3) months of continuous employment for paid sick leave.

Sick leave will be accumulated at the rate of one (1) hour for each twenty (20) hours worked, up to twelve (12) days (96 hours) per year of service. This leave may be accumulated to a maximum of sixty (60) days (480 hours). Sick leave will not accumulate on hours taken as sick leave or on compensated holidays, vacation, bereavement leave, emergency leave, compensatory time or personal days.

Personal Leave

Personal leave hours do not accumulate (do not carry over). Normally, they may not be taken immediately before or after a holiday or a school vacation, and may not be taken consecutively. No reimbursement will be made for unused personal leave at the termination of employment or year's-end. In an emergency, and other circumstances, the approval of the immediate supervisor and Director may allow for the waiver of one (1) or more conditions in the usage of personal leave hours.

Each salaried employee will be entitled to two (2) days Personal leave each year, normally one (1) during each Semester. When a staff member is granted additional time for Personal business, he/she will be charged one (1) day's pay rate (or the appropriate fraction), based on the total number of working days in his/her contract year. The school will be responsible for paying a substitute, if needed (or the appropriate fraction), based on the total number of working days in his/her contract year. The school will be responsible for paying a substitute, if needed. Personal leave time will be credited as of August 1 each year.

Granting of personal leave is subject to availability of substitutes; it is in the best interest of the employee to request personal leave as far in advance as possible. Normally, no more than two (2) persons reporting to any supervisor will be granted personal leave during a calendar week. 2. With prior approval from the immediate supervisor, personal leave may be granted to full time hourly employees, not to exceed two (2) days per year for personal business. This leave will be charged to accumulated sick leave.

Family Leave

Maternity Leave.

Maternity leave of up to six (6) weeks with pay utilizing any combination of accumulated leave time (vacation **or** personal leave), immediately prior to and/or after the delivery, adoption of minor children, or **the** placement of a foster child may be granted. The immediate supervisor must be notified at least thirty (30) days, or as soon as practical, prior to the expected date of delivery, adoption, or placement.

Paternity Leave.

Paternity leave may include the use of up to five (5) days of allowed personal leave after delivery or adoption of children under the age of eighteen (18), or placement of a foster child.

Maternity/Paternity Leave.

Maternity/Paternity Leave will be governed by the Federal Family Leave Act.

Employee Leave Bank

Employees may participate in a Leave Bank by contributing one day per fiscal year (August 1 – July 31) from their personal leave days. By contributing one day, they are eligible to draw up to five additional days from the leave bank for emergency leave, as long as there are available days in the bank. A request for emergency leave must be approved by the Director. Should leave bank days be exhausted, they will still be eligible to draw their one-day contribution. If there are days left in the bank, they will be carried over to the next year. Leave days in excess of five additional days may be contributed by fellow employees for the benefit of an individual employee.

Health Insurance.

Health insurance benefits remain in effect during any family leave time. If the employee does not return to work, the school is entitled to seek reimbursement for such coverage if the failure to return is not due to illness of the employee, or a family member, or other circumstances beyond the control of the employee. No other employee benefits, such as sick leave and vacation accrual, are gained during family leave time.

Family Emergency Leave Without Pay.

Family Emergency Leave Without Pay will be governed by the Federal Family Leave Act.

Jury Duty.

Employees summoned for jury duty, or to testify as a witness in court, will be granted leave with pay. Verification of jury duty must be provided to the business office.

Bereavement.

When there is a death in the immediate family (spouse, child, parent/guardian, sister/brother, godparent/godchild, or grandparent/grandchild of employee or employee's spouse) a full time, or part time employee will be granted leave to not normally exceed three (3) days, except when travel may require up to an additional two (2) days. Extended leave may be granted under special circumstances by the Director. Time taken off for a death other than in the immediate family, as outlined, will be considered paid leave (personal or vacation) when it is available, or leave without pay.

Emergency.

The Director is empowered to grant leave on an emergency basis, when an employee is forced to be absent by either unanticipated or unavoidable circumstances. Such leave should normally not exceed two (2) days, but can be extended when special circumstances warrant an extension in the judgment of the Director.

Leaves of Absence Without Pay.

The Director may approve short-term leaves (less than six (6) months or one (1) semester) and absences in accordance with established policy. All extended leaves, or long-term leaves of absences require StarShine Academy Lisa Law Peace School Board approval. The following considerations will be given:

- When evaluating a request for long-term leaves, the best interests of the instructional needs of the school will be considered paramount.
- Long-term leaves, when granted, will be on the semester, six (6) months, or year basis only. These leaves of absence shall not exceed one (1) year.
- When employees are granted long-term leave, the time spent on leave will not accrue for seniority or salary advancement purposes.
- An employee on long-term leave of absence will not receive regular benefits. However, the employee may remain a member of the school's health and accident insurance group policy at his/her own expense for total premiums.
- Should the employee request reinstatement prior to the end of the leave of absence, STARSHINE ACADEMY LISA LAW PEACE SCHOOL Governance Board's approval is required.
- All requests for long-term leaves of absences shall be presented to the Director, in writing, with reasonable proof of need on, or before, March 1 of the school year preceding the leave. The Director shall review each request with the applicant and the appropriate staff. The STARSHINE ACADEMY LISA LAW PEACE SCHOOL Governance Board may grant exception to the March 1 deadline if it feels there are extenuating circumstances that justify an exception. Employees on leave must notify the Director of their decision to return to a position at StarShine Academy Lisa Law Peace School by February 14 of the year of their leave, or by October 15 in the case of a fall semester leave. An effort will be made to reinstate the individual at the end of the leave to an equivalent position upon their return.

Holidays for Employees.

Holidays are recognized as paid holidays for qualified employees according to the approved school calendar. When a holiday falls on a Saturday or Sunday, the following Monday will be considered the holiday. Employees not scheduled during the month of July will not receive compensation for the July 4th holiday. Employees who would normally work the Friday following Thanksgiving Day, or other school year calendar holiday, may not be required to work, if the work load justifies the day off in the judgment of the Director.

Hourly Employee

After six (6) months of continuous employment, the eligible employee will qualify for paid holidays at the following compensation at regular pay rate: Full time - Eight (8) hours of pay per holiday.

Part time - Four (4) hours of pay per holiday.

If an employee is called in to work on a recognized holiday, he/she will be paid double time for all hours worked.

Payment for Working Prep Period

When a teacher is asked to work their prep period to fill in for another staff member, he/she will be compensated at their regular salary rate per class period.

Professional Meetings.

The proper forms requesting permission of the Director and listing estimated expenses must be documented for proper reimbursement of actual expenses only. The school may not pay or may adjust payment if expenses are paid by a professional organization. Permission may be granted to attend additional professional activities; however, such attendance would be at the employee's own expense. Reimbursement for expenses associated with attendance at additional professional meetings by officers of state or national organizations may be negotiated with the Director. Leave for professional meetings is not charged to the employee.

Evaluation Process.

A written evaluation by the supervisor must be conducted for all employees as the basis for continuation of employment or termination of employment. Multiple evaluations for a specific employee may be conducted if deemed appropriate by the Director, or the supervisor.

Salaried Employee.

For salaried staff the following deadlines are established for the evaluation schedule.
Complete Board Notification Employee Position Evaluation Action of Action Response
Director- Nov. 30 -Dec. 31- Immediately January Board Meeting
All other staff April 14- Immediately May 15 Board Meeting

Hourly Employee.

A written evaluation for probationary employees must occur no later than fifteen (15) calendar days prior to the end of the probationary period. A schedule for conducting written annual evaluations for each employee must be established by the Director for each category of staff. A written annual evaluation for every staff member in this category, however, must be completed by June 30 of each year.

STATEMENT OF THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY.**PERSPECTIVE**

StarShine Academy Lisa Law Peace School Board believes that it is a representative community of persons that intentionally seeks to include persons of various racial, or ethnic, backgrounds, both sexes, age, and special conditions, as employees in all categories. Furthermore, the school is accountable to lead educational institutions and other agencies in modeling unity within diversity. Equality of opportunity is the goal for all persons participating in the life and work of STARSHINE ACADEMY LISA LAW PEACE SCHOOL, as employees. Federal law has provided specific guidelines and expectations for implementation of the school's moral commitment to equality of opportunity in the form of an adopted action plan. Prohibition of discrimination in employment appears in the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and Presidential Executive Orders 11141, 11246, and 11375.

ASSIGNMENT OF RESPONSIBILITY FOR EEO IMPLEMENTATION.

The StarShine Academy Lisa Law Peace School Board Governance Board and the Director are charged with the responsibility for the effective development and implementation of the Affirmative Action Plan UPWARD MOBILITY. StarShine Academy Lisa Law Peace School Board is committed to the principle of upward mobility for all staff. The StarShine Academy Lisa Law Peace School Board Management Plan provides the basis for understanding the skill levels required for

school staffing and the ways individual employees may move within the school. Upward mobility at the school means that persons are provided with both the opportunity and encouragement to improve skill levels so that they are qualified to move up as vacancies occur in higher ranked positions. Upward mobility may occur in several ways:

1. The most common form of advancement occurs by moving through the salary levels. An individual may start at the beginning level of the salary schedule and advance in levels, steps, or both to the maximum salary for the position.
2. A job position may be classified to a higher position within the support staff of the school. Reclassifications will be based on comparability with the local job market for the position. Reclassifications will be adopted by the StarShine Academy Lisa Law Peace School Board Governance Board upon the recommendation of the Director.
3. StarShine Academy Lisa Law Peace School Board staff are encouraged to apply for higher ranked regular part time and full time jobs, as they become available. Vacancies will be first announced in-house for not less than five (5) days and current staff will be given preference if qualifications match the vacancy. Extracurricular activity (such as, coach and sponsor, contract non-regular (such as, route bus driver), substitute teacher, casual hourly, and volunteer positions are not considered regular part time, or full time, staff positions covered by this policy. Qualified persons in these positions may apply when an external announcement of the vacancy is published.

Recruitment procedures for available positions are as follows:

Internal Available support staff positions will be made known to all Employees through the Administration Office. Such notice will be distributed and posted prior to external announcement. Available professional staff positions will be made known to all employees through the Administration Office. This shall include part time positions, such as coaching, which are available as an additional assignment to full time staff members. Such notice will be distributed and posted prior to external announcement.

External

1. Support Staff

Notify other agencies, personnel offices, special interest groups, and employment referral agencies and organizations in the local area.

Advertise in newspapers, if necessary.

Include world wide web

2. Professional Staff

Notify institutions, professional organizations, special interest groups, and agencies.

Notify graduate/professional school placement Offices.

Include world wide web.

SELECTION

Before announcing an employment vacancy, the job description of the position shall be reviewed to ensure that it correctly reflects the current job responsibilities and work assignments.

Applications shall be received from all persons requesting, or presenting, an application for employment, or a resume. Interviews will be conducted with applicants who meet minimum qualifications, or are qualified, and shall focus on the education, experience, and personal capability of the applicant to accomplish the job requirements within the STARSHINE ACADEMY LISA LAW

PEACE SCHOOL setting. Any test used in the interview Process shall be used only to assess technical skills.

EMPLOYMENT OF RELATIVES

Spouses, or other relatives, of current employees will be considered for vacancies. However, they will not be considered for positions where one has direct authority over the other, or in a position that may determine a vital matter, such as promotion, reappointment, termination, or remuneration. PROMOTIONS AND TRANSFER It is the intent of STARSHINE ACADEMY LISA LAW PEACE SCHOOL to provide each employee equal opportunity, so that each person may advance to a position which fully utilizes that person's skills and abilities in the performance of assigned duties. Recurring review and evaluation of current employees is as important as review of new employees at the time of hiring. STARSHINE ACADEMY LISA LAW PEACE SCHOOL personnel will be advised of vacancies within the school, as indicated under recruitment. Current employees will have equal opportunity to express interest for consideration for position vacancies by applying to the Director. Internal announcement of a vacancy, or opening, will be made prior to external release. School administration will maintain constant surveillance of the promotion procedure in order that changes may be made as appropriate, or needed. All personnel are to be evaluated in terms of providing the kind of work experience and training that will prepare them for advancement opportunities within the school.

JOB CLASSIFICATIONS AND REMUNERATION

Job descriptions for all staff positions in STARSHINE ACADEMY LISA LAW PEACE SCHOOL are to be prepared and should include duties and requirements. Management will maintain salary ranges for each position. Careful maintenance and appropriate revisions of these job descriptions should ensure individual employee understanding of duties, requirements, and remuneration. In no case will there be wage discrepancies based on race, religion, sex, age, national origin, or physical abilities.

SEXUAL HARASSMENT POLICY.

STARSHINE ACADEMY LISA LAW PEACE SCHOOL does not tolerate any form of unlawful discrimination or harassment and will not discriminate against any employee on any basis unrelated to job performance. No member of the school community--student, staff, volunteers, or visitor--may harass another. All forms of harassment, including sexual harassment, are prohibited. EEOC guidelines provide that harassment on the basis of gender is a violation of Section 703 of Title VII.

OTHER ITEMS.

Substance Abuse and Drug Testing Policy

STARSHINE ACADEMY LISA LAW PEACE SCHOOL is committed to ensuring a drug-free environment for the safety and well-being of its employees and students. To help ensure a safe work and study environment, StarShine Academy Lisa Law Peace School Board is dedicated to deter the use and distribution of illegal drugs and alcohol.

The policy of StarShine Academy Lisa Law Peace School Board prohibits use, manufacture, possession, sale, transportation, or unauthorized distribution of any form of drugs, drug paraphernalia or alcohol by any employee, volunteer, or consultant. The presence of legal or illegal drugs which interfere with the ability to perform job duties, or alcohol in the system of any employee at any time during the hours designated for school functions on or off campus violate this

policy and will lead to disciplinary action, up to and including immediate discharge. An employee suspected of violating this policy will be suspended and put on administrative leave pending investigation by management staff. Substances prohibited by this policy will be confiscated and the appropriate law enforcement agencies will be notified. Any actual violation or suspicion of a violation must be reported to the Director within 24 hours.

Substance abuse on the campus or other locations where school activities or business is being conducted is prohibited. Substance abuse is defined as the unauthorized possession, distribution, dispensing, manufacture, sale, use or being under the influence of controlled substances.

Controlled substances include, but are not limited to: marijuana, barbiturates, anabolic steroids, cocaine (including crack), amphetamines, heroin, PCP, hallucinogens, and certain prescription drugs in addition to the illegal consumption of alcohol such as being under the influence on campus or while performing school related duties. Substance abuse will also include the misuse of any substance (example: glue, cleaning solutions, or solvents) that may cause the individual to lose control of mental acuity, motor function, or sensory perception making it unsafe to execute job duties.

All persons who have a conditional offer of employment must comply with this Substance Abuse and Drug Testing Policy. The prospective employee is required to submit and pass a drug screening test. This will be required of present staff, full time teachers, substitute teachers working more than one week, and may be required of volunteers.

APPLICABILITY OF DRUG AND ALCOHOL TESTING

StarShine Academy Lisa Law Peace School Board reserves the right to mandate drug and alcohol testing under the following circumstances:

Preplacement:

All persons applying for a position with StarShine Academy Lisa Law Peace School Board must submit a drug test as a condition of employment (Post-offer: the drug test will be performed as a condition of employment, within a 24-hour period after an offer of employment has been extended.)

When special safety considerations attendant to certain jobs indicate that such testing presents a reasonable means to assure the safe working environments, no one will begin work without a verified negative drug test result on file.

All temporary staff, substitute teachers, or others working greater than one week must submit to a drug test as a condition of employment.

Random:

All current employees must submit to random drug tests that will encompass both drug and alcohol testing.

Post Accident:

When the employee either sustains an injury that requires medical treatment in the course and scope of employment or contributes to or causes another employee to sustain an injury in the course and scope of employment;

When the employee causes, indirectly or directly, damage to the STARSHINE ACADEMY LISA LAW PEACE SCHOOL property or to the property of another;

When the employee contributes or causes injury to a third party while the employee is in the course and scope of employment.

Employees operating a vehicle involved in an accident during the course and scope of employment and who meet the criteria outlined in the "Post Accident" section will be required to submit a urine sample for laboratory analysis to detect drugs and submit to a breath alcohol test.

Reasonable Suspicion:

When the employee while in the course and scope of employment exhibits behavior that causes the supervisor to be concerned about the employee's ability to function in a safe and appropriate manner while performing job duties. The supervisor will document such behavior and concerns and reflect the employee's performance in relation to the job and review it with the Director.

Smoking Policy.

Smoking is strictly prohibited on the STARSHINE ACADEMY LISA LAW PEACE SCHOOL Campus and in school vehicles.

School staff attending any school sponsored/sanctioned activity are not permitted to smoke, since they set an example, as staff, for students. Violations of this policy will be processed as follows:

First Offense: counseling with the immediate Supervisor and written documentation placed in the Individual's personnel file.

Second offense: written reprimand from the Director stating that any further infractions will be the basis for termination.

Termination.

In case of termination and/or resignation the following guidelines apply to both the employer and the employee with regard to the amount of advance notice that is expected:

1. Salaried Employees - thirty (30) days advance notice, or as otherwise stipulated in the contract.
2. Hourly Employees - two (2) weeks advance notice.

An employee may be terminated for just cause, including unsatisfactory work performance, incompetence, insubordination, physical or mental inability to perform the required duties, or for any good and just cause that may violate the philosophy of StarShine Academy Lisa Law Peace School Board.

Criminal Acts, Vandalism, and Property Damage.

Any staff member of the school community must report any criminal acts, acts of vandalism, or property damage to the school administration. Any criminal acts, acts of vandalism, or property damage should be reported via the Incident Report form. Parents, visitors, and students are also encouraged to submit the Incident Report for in appropriate situations.

Teaching Licenses.

All educators must hold a New Mexico Teaching License. It is the individual's responsibility to see that the information on your certificate is recorded in the Administration Office. Individuals keep the original certificate.

Individuals are responsible for keeping license's current.

Individuals are to have a transcript of all credits, including those earned each summer or during the school year, sent to STARSHINE ACADEMY LISA LAW PEACE SCHOOL and to the NM Public Education Department.

When a pay date falls on a school holiday or on a weekend, the pay day will be the preceding work day.

1. Salaried workers are paid semi-monthly. The salary is pro-rated into twenty four (24) equal installments from August through July.
2. Hourly employees are paid semi-monthly.
3. Substitute teachers are paid semi-monthly.

Grievances.

It is important that grievances be processed as rapidly as possible. The timelines specified may, however, be modified by mutual written agreement. No grievance shall be initiated at Level One unless the issue has been discussed between the grievant and the supervisor.

LEVELS OF GRIEVANCE

LEVEL ONE. The employee filing a grievance shall, within fifteen (15) days after the informal problem resolution procedure has been completed, file a written grievance with the supervisor. The supervisor shall respond in writing within seven (7) days to the written grievance.

LEVEL TWO. If the grievant is not satisfied with the Level One decision, the employee may, within seven (7) days after receipt of the Level One written response submit the written grievance to the Director. Within seven (7) days of the meeting, the Director will respond to the grievance in writing.

LEVEL THREE. If the grievant is not satisfied with the Level Two decision, he/she may request a hearing before the StarShine Academy Lisa Law Peace School Board Governance Board. The Board of Trustee's decision is final.

ADDENDUM TO POLICY HANDBOOK

The following information is an addendum to the Policy Handbook. Items may be added to the Handbook to clarify, update or change the information contained within. Clarifications, updates, or changes will be placed in the daily announcements for three (3) consecutive school days. Information will be presented verbally and in writing, at a school staff meeting. Addendums will be posted at the school office. After three consecutive school days, the information presented will become policy or procedure as stated. Faculty and staff will be responsible for adding any addendum to their copy of the Handbook.

THE FAMILY AND MEDICAL LEAVE ACT OF 1993

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees, and some federal employees. Most Federal and certain congressional employees are also covered by the law and subject to the jurisdiction of the U.S. Office of Personnel management or the Congress.

FMLA became effective on August 5, 1993, for most employers. If a collective bargaining agreement (CBA) was in effect on that date, FMLA became effective on the expiration date of the CBA or February 5, 1994, whichever was earlier. FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. The employer may elect to use the calendar year, a fixed 12-month leave or fiscal year, or a 12-month period prior to or after the commencement of leave as the 12-month period.

The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave;

notice and certification of the need for FMLA leave; and, protection for employees who request or take FMLA leave. The law also requires employers to keep certain records.

EMPLOYER COVERAGE

FMLA applies to all:

Public agencies, including state, local and federal employers, local education agencies (schools), and Private-sector employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year and who are engaged in commerce or in any industry or activity affecting commerce – including joint employers and successors of covered employers.

EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee must:

- work for a covered employer;
- have worked for the employer for a total of 12 months*;
- have worked at least 1,250 hours over the previous 12 months*; and
- work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

*See special rules for returning reservists under USERRA.

LEAVE ENTITLEMENT

A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons: for the birth and care of the newborn child of the employee; for placement with the employee of a son or daughter for adoption or foster care; to care for an immediate family member (spouse, child or parent) with a serious health condition.

Spouses employed by the same employer are jointly entitled to a combined total of 12 work-weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently – which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.

FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Also, subject to certain conditions, employees or employers may choose to use accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave.

The employer is responsible for designating if an employee's use of paid leave counts as FMLA leave, based on information from the employee.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either.

Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or

Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:

A health condition (including treatment therefore or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:

Treatment two or more times by or under the supervision of a health care provider; or

One treatment by a health care provider with a continuing regimen of treatment; or

(2) Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or

(3) A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or

(4) A permanent or long-term condition for which treatment may not be effective (Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or

(5) Any absences to receive multiple treatment for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatment for cancer).

"Health care provider" means:

Doctors of medicine or osteopathy authorized to practice; or Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or

Nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or

Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or

Any health care provider recognized by the employer or the employer's group health plan benefits manager.

MAINTENANCE OF HEALTH BENEFITS

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave.

In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

JOB RESTORATION

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a "no fault" attendance policy.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly-

paid “key” employees after using FMLA leave during which health coverage was maintained. In order to do so, the employer must:

Notify the employee of his/her status as a “key” employee in response to the employee’s notice of intent to take FMLA leave;

Notify the employee as soon as the employer decides it will deny job restoration, and explain the reasons for this decision;

Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and

Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

A “key” employee is a salaried “eligible” employee who is among the highest paid ten percent of employees within 75 miles of the work site.

NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave are required to provide a 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

Employers may also require employees to provide:

Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;

Second or third medical opinions (at the employer’s expense) and periodic recertification; and

Periodic reports during FMLA leave regarding the employee’s status and intent to return to work.

When intermittent leave is needed to care for an immediate family member or the employee’s own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer’s operation.

Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. An employer that willfully violates this posting requirement may be subject to a fine of up to 100 for each separate offense.

Also, covered employers must inform employees of their rights and responsibilities under FMLA, including giving specific written information on what is required of the employee and what might happen in certain circumstances, such as if the employee fails to return to work after FMLA Leave.

UNLAWFUL ACTS

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

ENFORCEMENT

The Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also bring a private civil action against an employer for violations.

OTHER PROVISIONS Special rules apply to employees of local education agencies. Generally, these rules provide for FMLA leave to be taken in blocks of time when intermittent leave is needed or the leave is required near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the “salary basis” requirements for FLSA’s exemption extends only to “eligible” employees’ use of leave required by FMLA.

The FMLA does not affect any other federal or state law which prohibits discrimination, nor supersede any state or local law which provides greater family or medical leave protection. Nor does it affect an employer’s obligation to provide greater leave rights under a collective bargaining agreement or employment benefit plan. The FMLA also encourages employers to provide more generous leave rights.

FURTHER INFORMATION

The final rule implementing FMLA is contained in the January 6, 1995, Federal Register. For more information, please contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

APPENDIX F

STUDENT DISCIPLINE POLICY

APPENDIX B.

StarShine Academy Lisa Law Peace School student discipline procedures:

Student Discipline

IDEA 2004 states that “school personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student with a disability who violated a code of student conduct,” Section 615(k)(1)(A). Therefore, the Director of SALLPS will consider each set of unique circumstances in deciding whether to seek a long-term disciplinary removal of a student with a disability. A long-term disciplinary removal is 10 or more school days.

StarShine Academy Lisa Law Peace School (SALLPS) is unequivocally committed to providing a safe and orderly environment in which students can improve their academic achievement. Students whose behavior does not meet the school community's clearly deemed standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Students who pose an immediate danger to the school community will be removed from class or the school, depending on the severity of the infraction. No warnings will be given or exceptions granted. Without a firm and consistent discipline code, none of what we envision for the school can take place. Therefore, we cannot overemphasize the importance of providing a firm and consistent discipline code. Students and families have a right to attend a safe and orderly school. Students will comply with the Public Education Department statement on Student's Rights and Responsibilities, 6.11.2 NMAC, which, among other things, prohibits the commission of or participation in the activities designated below in any New Mexico public school and whenever students are subject to school control.

1. Criminal or delinquent acts
2. Gang related activity
3. Sexual harassment
4. Disruptive conduct
5. Refusal to identify self
6. Refusal to cooperate with school personnel

Our goal is to correct students' inappropriate behavior so that each student can be a positive member of our school community. Each student, however, is expected to develop and possess self-discipline.

A consistent behavioral modification plan will be used throughout StarShine Academy Lisa Law Peace School. The process may be found with all policies and procedures regarding student discipline.

Violations and Consequences

Pursuant to 6.11.2.10C NMCA, a student may be disciplined for committing any act that endangers the health or safety of students, school personnel or others for whose safety the school is responsible, or for conduct, which reasonably appears to threaten such dangers, if not restrained, regardless of whether an established rule of conduct has been violated.

Possible administrative responses include detention, in-school suspension (ISS), Short-term suspension (OSS), long-term suspension and expulsion. Detention means requiring a student to remain inside or otherwise restricting his or her liberty at times when other students are free for recess or to leave school. In-school suspension (ISS) means suspending a student from one or more regular classes while requiring the student to spend the time in a designated area. Short-term suspension (OSS) means the removal of a student from school for a specified period of less than ten school days. Long-term suspension means the removal of a student from school for a specified time exceeding ten school days. Expulsion means the removal of a student from school either permanently or for an indefinite time exceeding ten school days.

Detailed description of violations and consequences can be found on the Unacceptable Behavior matrix. By statute, 22-5-4.7 NMSA 1978, any student who is determined to have knowingly brought a weapon to school will be expelled for a period of not less than one year; the Director or the principal has the discretion to modify the expulsion requirement on a case-by-case basis. In addition to the formal administrative disciplinary action, students may face consequences in respect to extra-curricular activities as per the rules governing each activity.

Suspension Policies

If suspended or expelled, a student is not to be on campus or at any school function for any reason. Students found on campus who should not be there may be reported to the Police Department for trespassing.

At each teacher's discretion, the make-up work may be worth only a portion of full credit or none at all. A teacher may allow a student the opportunity to receive anywhere from half to full credit for work missed due to suspension, but the quality of work will determine the credit actually earned. In cases of suspension as in other situations, the burden of requesting work and completing it is on the student. Since students are not allowed on campus while suspended, these requests should be made via phone calls or through parents. ALL SUSPENSION MAKE UP WORK IS DUE THE DAY THE STUDENT RETURNS TO SCHOOL.

Search and Seizure (from 6.11.2.10B NMCA)

School property assigned to a student and a student's person or property while on campus or under the authority of the school is subject to search, and items found are subject to seizure. The principal, student advocate, or any other person authorized to act in a matter involving school discipline or the maintenance of order, certified school personnel, and school bus drivers are authorized to conduct a search when (s)he has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. School property, computers, lockers and school buses, student vehicles when on campus or otherwise under school control, and student personal effects whether or not within his/her immediate physical possession, may be searched with or without the student present.

22-8B-5. Charter schools; status; local school board authority. A student who is suspended or expelled from a charter school shall be deemed to be suspended or expelled from the school district in which the student resides.

Behavior Modification Plan

StarShine Academy Lisa Law Peace School Classroom Discipline Policy

Level One: Minor Infraction

ALL STUDENTS BEGIN EACH DAY WITH A FRESH START

Step One:

Verbal Warning and or Seat Change
Name on the Board

Step Two:

Verbal Warning and/or Seat Change
Checkmark Next to Name
Lunch Detention (1 Day)

Step Three:

Verbal Warning and/or Seat Change
2nd Checkmark Next to Name
Lunch Detention (2 Days)
Phone Call to Parent- Parent Conference or Notice of Misbehavior sent home
Additional consequences possible (i.e. Loss of Field Trips or other privileges
Discipline Essay- Charter Counts Presentation to other students. Letter of apology, etc.)

Step Four:

Notification to Family Advisor regarding incident/behavior

Level Two Action:

Major Infraction

Student is given an Unacceptable Behavior Report and is sent to the office to see an Administrator for Additional Disciplinary Action

*Note: If you take a privilege and replace it with losing recess, picking up trash, etc... the classroom teacher is expected to monitor that activity.

IMPORTANT: You must go through all four steps before an Unacceptable Behavior Report* can be filled out on the student. Each time a student exceeds Step Three, it is recorded as an "Offense". After documenting "Three Offenses", students are sent to the administration along with the Unacceptable Behavior Report for the Classroom. A Student does not need to display the "exact same" behavior three times before they can be sent to the administration. For example, offense 1 may have concerned general disruptive behavior while offenses 2 and 3 may have involved Inappropriate or Offensive Language. The Crucial part of this procedure involves consistency, follow through and the documentation of "direct parent contact". Documentation via the classroom process, the Unacceptable Behavior Report and the phone log is important in helping the administration and the parent effectively address the situation and arrive at a solution. This type of open communication can effectively put an end to misunderstandings and create a positive and supportive parent/teacher relationship.

A teacher may refer a student to the office for immediate administrative action for several reasons:

- If the offense is of such a nature as to merit immediate suspension (such as but not limited to violence, threats, possession or use of drugs or weapons)
- If the offense is of such a nature to merit immediate expulsion (such as but not limited to firearm possession, or arson or vandalism that exceeds \$1000 in damages)
- If a student receives three level 1 offense(s) on an Unacceptable Behavior Report

Unacceptable Behavior Report:

DATE:

STUDENT NAME:

HOMEROOM TEACHER:

OFFENSE: 1 2 3

UNACCEPTABLE BEHAVIOR

LEVEL 1: CLASSROOM or PLAYGROUND LEVEL

Arson I (>\$200)
Drug Paraphernalia Possession
Robbery
Arson II (\$200-\$900)
Drug Sale or Distribution
Theft
Arson III (\$>\$1000)
Drug Use or Distribution
Tobacco, Possession or Use
Assault/Bullying
Extortion
Trespassing/Unauthorized Presence
Assault, Aggravated Battery,
Fighting
Firearm Possession/Use, False
Accusations
Vandalism I (>\$200)
Vandalism II (\$200-\$900)
Bomb Threats and/or False
Alarms
Gang Related Activity
Vandalism III (\$1000)
Bus Disruption
Harassment Disability/Sexual
Weapons Possession
Drug Possession
Materials, Obscene
Weapons Use

Teacher Action:

Classroom Offenses – Phone Log (This Section must be Completed and Contact must be made with the Parent/Guardian for Each Offense)

Teacher Must Personally Communicate with the Parent or Guardian

Level I - Offense #1

Date & Time of Parent Contact

Classroom Consequence and Intervention:

Level II – Offense #2

Date & Time of Parent Contact

Classroom Consequence and Intervention:

Level III – Offense #3

Date & Time of Parent Contact

Classroom Consequence and Intervention:

After the third Level I Offense, student will be referred to administration for further disciplinary action. All Level II Offenses and Level III Offenses are immediately referred to administration for disciplinary action.

UNACCEPTABLE BEHAVIORS

Arson I (>\$200): Maliciously, willfully and/or neglectfully starting a fire causing minor property damage

Arson II (\$200-\$900): Maliciously, willfully and/or neglectfully starting a fire causing property damage or injury to a person

Arson III (>\$1000 or more): Maliciously, willfully and/or neglectfully starting a fire, causing property damage or injury to a person

Assault, Aggravated: Intending or performing assault with a weapon or instrument likely to cause harm

Assault/Bullying: Threatening physical harm, causing a present fear of imminent danger, treats, gestures or verbal assault

Battery, Fighting: Hostile contact with a weapon or causing great bodily harm

Bomb Threats and /or False Alarms: Falsely starting there is a bomb or interfering with the alarm system

Bus Disruption: Interfering with the safe operation of a school bus

Defiance of School Personnel: Refusing to comply with any reasonable demand or request by any school personnel

Drug Paraphernalia Possession: Possessing any paraphernalia, such as but not limited to rolling paper, pipes or bongs

Drug Possession: Any substance capable of producing a change in behavior or altering a state of mind

Drug Sale or Distribution: Selling or distributing a controlled substance including a “look alike”

Drug Use or Distribution: Absorbing a substance capable of producing a change in behavior or altering a state of mind.

Extortion: Intimidation or threat to obtain money, object of value, or information

False Accusations: Falsely reporting crimes or purposely giving false information to a school administrator or other investigator during the process of an investigation

Firearm Possession/Use: Possession or use of any weapon which will propel a projectile by way of explosive

Gang Related Activity: Activity that can be intimidating and is disruptive to the educational process

General Disruptive Conduct: Willful conduct which disrupts or interferes with the operation of the school

Harassment: Disability/Sexual: Conduct that discriminates against another individual

Language Profane and/or Abusive: Using language which is crude, offensive, or insulting

Non-physical Conflict: Hostile Contact in which at least one party has contributed to the situation

Robbery: taking property belonging to another by way of force or fear

Theft: Unauthorized possession of property of another without consent

Trespassing: Unauthorized Presence On School ground or within the building without permission

Trespassing/Unauthorized Presence: On school grounds or, within the building without permission

Vandalism I (>\$200): Deliberately or maliciously destroying damaging and/or defacing property

Vandalism II (\$200- \$900): Deliberately or maliciously destroying, damaging and/or defacing property

Vandalism III (>\$1000 or more): Deliberately or maliciously destroying, damaging and/or defacing property

Verbal Harassment – teasing and/or making fun of others that may result in conflict

Weapon Possession: Possessing a weapon that may cause injury or death. This includes “look-alike” toys

Weapons Use: Use of any weapon to threaten, intimidate, attach, injure or kill a person

Unacceptable Behavior with Minimum Mandatory Consequences Matrix

THIS CHART LISTS UNACCEPTABLE BEHAVIORS BEYOND CLASSROOM MANAGEMENT:
MINIMUM MANDATORY CONSEQUENCES.

If classroom management levels are exceeded, administration will prescribe consequences for unacceptable behaviors.

- Administrative/Student Contact
- Administrative/Parent Contact
- Parent Involvement Program
- Tobacco Cessation Program Referral
- Short-Term Suspension
- Long-Term Suspension
- Expulsion
- Seek Restitution
- Referral for Legal Action
- Suspension of Extracurricular



StarShine Academy

Conflict of Interest Policy

Article I

Purpose

The purpose of the conflict of interest policy is to protect **StarShine Academy Lisa Law Peace School** interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of **SALLPS** or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which **SALLPS** has a transaction or arrangement,
- b. A compensation arrangement with **STARSHINE ACADEMY LISA LAW PEACE SCHOOL** or with any entity or individual with which **STARSHINE ACADEMY LISA LAW PEACE SCHOOL** has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which **STARSHINE ACADEMY LISA LAW PEACE SCHOOL** is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists



StarShine Academy

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine **STARSHINE ACADEMY LISA LAW PEACE SCHOOL** can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in **STARSHINE ACADEMY LISA LAW PEACE SCHOOL**'s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a 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 governing board's or committee'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 transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.



StarShine Academy

Article V

Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from **STARSHINE ACADEMY LISA LAW PEACE SCHOOL** for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from **STARSHINE ACADEMY LISA LAW PEACE SCHOOL** for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands **STARSHINE ACADEMY LISA LAW PEACE SCHOOL** is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure **STARSHINE ACADEMY LISA LAW PEACE SCHOOL** operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to **STARSHINE ACADEMY LISA LAW PEACE SCHOOL's** written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.



StarShine Academy

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, **STARSHINE ACADEMY LISA LAW PEACE SCHOOL** may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Adopted by resolution

Appendix I

StarShine Academy

Lisa Law Peace School

Facility Master Plan

2013 - 2018

PURPOSE

In conjunction with the Facility Master Plan and Educational Specifications vendors, Public School Facilities Authority staff has revised our facility master plans/educational specifications requirements for charter schools. This revision is based upon the unique characteristics of charter schools that differentiate them from traditional schools and districts. Some of the master plan and educational specifications requirements do not apply to charter schools. For instance, charter school enrollments are capped at a certain number so that a full scale demographics component is unnecessary. Additionally, charters may deliver their educational programs in different ways, meaning that not all the requirements of the facility master plans and educational specifications apply.

The aim of this revision is to create a process that is fair and equitable for charter schools that make it easy for the vendor and the schools to create a streamlined tool that is beneficial and valuable. PSFA and the vendors met on two occasions to craft these revisions and they are the product of discussions based on the vendor's experiences in preparing these documents.

Appendix I

StarShine Academy Lisa Law Peace School - Facility Master Plan 2013 - 2018

The following components are required for any charter school facility master plan/educational specifications document.

Are there other StarShine Academy Lisa Law Peace School in operation currently?

No.

Are you looking to open one charter school with the potential of locating others?

We will be open to perhaps locating other schools in the future.

CHARTER SCHOOL OVERVIEW

☐ Year of the initial charter: Application July 2, 2012, Opening Fall 2013.

☐ First renewal, If any: N/A

GENERAL

☐ Clear and Concise

☐ Clearly presented major ideas

☐ Separate detailed supporting forms and analysis

☐ Clearly labeled tabs

☐ Title identifying FMP as 5-year plan/years

☐ Electronic file included

☐ Include documentation of adoption by school governing board

School governing boards are to be established during the start up year.

☐ Acknowledgements page

☐ School physical address and contact information

Contact Information:

StarShine Academy Lisa Law Peace School

c/o StarShine Academy

3535 E McDowell Road

Phoenix, AZ 85008

Trish McCarty, Superintendent / Founder

Appendix I
StarShine Academy Lisa Law Peace School - Facility Master Plan 2013 - 2018

cell: 602-295-9493

fax: 602-956-0065

trishmccarty@starshine.us

Proposed School Location:

Santa Fe, New Mexico

Appendix I

StarShine Academy Lisa Law Peace School - Facility Master Plan 2013 - 2018

ACRONYMS/DEFINITIONS

□ Abbreviations, acronyms, and uncommon terms identified

CTE or CATE - Career And Technology Education

Business Management and Administration / Multimedia Radio/TV / Multimedia Audio Visual Technology

Computer IT / Computer Programming

1. GOALS / MISSION

1.1 Goals

- a. All students and staff will be provided a safe and productive, working and learning environment.
- b. All students will graduate ready for post secondary education at a university or other institution and ready to work in the modern job market.
- c. All students will graduate being fully bilingual in both English and Spanish.
- d. All students will graduate being excellent citizens.

1.1.1 Mission

The vision of StarShine Academy Lisa Law Peace School is to achieve a world-class educational system in which all students are prepared to succeed in a diverse and increasingly complex world and to become one of New Mexico's top, outstanding schools, known for building peace and cooperation by providing a safe learning environment for the students of Santa Fe, New Mexico.

StarShine creates a solid culture of an holistic environment that recognizes that education is for the "whole child" rooted in academic excellence and achievement, character development and awareness, and community engagement and leadership. Serving Kindergarten through 12th grade with an anticipated enrollment of 400 students, StarShine Academy Lisa Law Peace School wants to serve the

students of Santa Fe who recognize that our educational philosophy integrates academic, character and unique community.

To implement this philosophy, StarShine Academy Lisa Law Peace School will use a blended approach leveraging technology with the Core Knowledge curriculum in grades K-8 and the Paideia methodology of Socratic discussion in grades 9-12, both of which will be aligned with New Mexico Standards and Benchmarks as well as the Common Core Standards. The curriculum in the High School will focus on pre-collegiate readiness, and graduation requirements that meet and exceed New Mexico requirements and will focus on STEM, specifically including math, science, language arts, social studies, physical and behavioral health, communications, humanities and service learning. Demonstrated programmatic components encouraging strong character development and a safe learning environment coupled with active community engagement and strong service learning components in the curriculum will provide the tools necessary for StarShine Academy Lisa Law Peace School students to face the challenges of their community today, and to address life challenges in the world tomorrow.

Our school is a community in which we are all scholars and all teachers, working together to spark a life-long love for learning. We will serve a diverse community, considering our differences to be our strength as we celebrate our cultures, delight in our languages, and create community in our classrooms, school, and neighborhood. We strive for equity and excellence for all.

StarShine Academy Lisa Law Peace School will consider an individual student's post high school job preparation, college completion and career path as an indication of StarShine's academic performance indicators, attained by continually tracking and maintaining communication and involvement with StarShine alumni. To StarShine Academy Lisa Law Peace School, high school graduation rates and/or college entrance rates are simply not high enough indicators of a student's ability to be prepared for life.

We will serve all students, including students from low-income families, students from Spanish speaking homes, recent immigrants, children in the foster care system, children residing in homeless shelters, and children with disabilities. We will take students from where they are and help them achieve at exceptionally high levels preparing them for post-secondary education and the modern job market.

☐ Desired future state of schools educational programs

StarShine Academy Lisa Law Peace School seeks to be one of the best charter school provider in New Mexico.

1.1.2 General Educational Philosophy

StarShine Academy Lisa Law Peace School knows that all children learn differently, have different interests, and come to us with different levels of knowledge, skills and abilities. We seek to find the best methods to deliver instruction to all our students. We will use strategies from several continuous improvement practices such as Lean Six Sigma, Total Quality Management, the DuPont Integrative Improvement System, Baldrige, ISO 9001:2000. We will use a state of the art curriculum mapping database that will provide real time data on every student using a set of proprietary metrics. This data

will be available in real time to each student, parent, guardian, administrator, teacher, social worker and tutor. This data will be used to improve every aspect of instruction and learning.

We believe that the citizen of the future must be bilingual in English and Spanish, be trained to have self sustaining job skills, and prepared to continue their education at any university, or any post secondary institution in the English or Spanish speaking world. Our education will focus on two of the main areas of high paying employment in the world today, especially in computer IT, Business and Multimedia fields. This job preparation knowledge and skills will begin at the earliest appropriate level and be integrated into the New Mexico Content Standards with Benchmarks and Performance Standards as well as the alignment with the Common Core Standards. We will include standards for world class college preparation as well.

☐ Desired future state of school's community involvement

StarShine Academy Lisa Law Peace School will have a robust and fully integrated community involvement program. In our continuous improvement model, community members will be involved in the study, research, discussions, planning, design, implementation, and monitoring of all aspects of our operations. All members of our community are encouraged to be active and contributing members to our continuous improvement process.

Are there specific community groups in which the school will focus in the school's environment?

We seek all like- minded community groups to partner with us in helping New Mexico's children succeed.

☐ Conformance with Adequacy Standards

StarShine Academy Lisa Law Peace School will comply with the New Mexico Public School Facility Adequacy Standards and the New Mexico Public School Adequacy Planning Guide. We have read the Planning Guide and we will use these documents to guide us in the selection, remodeling and maintenance our school campuses to insure we meet all adequacy requirements.

1.2 Process

All members are encouraged to provide all the guidance, assistance and expertise they are able to contribute. Ideas from all members are considered in an open discussion. Items are decided by mutual consensus or vote when members are divided.

Members were consulted to develop and prioritize the capital needs for the school

for the next five years. The process included the following steps:

1.2.1 Data Gathering and Analysis

Data gathering on the available properties for lease that met our facility requirements, including lease documents, facility and site plans began early in 2011. A facility at 2743 Agua Fria St. is available for purchase and is accompanied by six acres. There are nearby properties available and all would need to be renovated for a school site use. This property on Agua Fria fits our model to include a large community garden and sports facility.

We have submitted our plan to the Santa Fe office of PSFA representatives for their review and recommendations.

We will conduct an abbreviated energy audit of the proposed facilities if still available.

We have examined the educational adequacy of the proposed facilities plans for the next five years and extrapolated a phased plan to reach the enrollment cap of 400 students.

Submit facilities plan to PSFA for State approval.

1.2.2 Authority and Facilities Decision Making

☐ Identify process for capital planning and decision-making

Mr. Rich Rose, CPA is our primary consultant with all capital planning and decision making. He is experienced in school finance issues and has been the past CPA for the StarShine Academy in Phoenix, Arizona. All members are encouraged to provide all the guidance, assistance and expertise they are able to contribute. Ideas from all members is considered in an open discussion. Items are decided by mutual consensus or vote when members are divided.

We have identified M3 Charter School Construction from Utah as a purchaser for a StarShine Academy Lisa Law Peace School site as a potential partner who will improve the property and provide a lease/ purchase of five years back to the StarShine Academy Lisa Law Peace School, once a property is finalized.

☐ Identify how community input is considered

We have placed fliers in all cities where we seek to open charter schools asking for all interested individuals, and businesses to become members of our Community Advisory Groups. We also have placed ads on Craig's List for individuals and businesses in New Mexico to become members of our

Community Advisory Groups.

We are developing our Community Advisory Groups and their membership is growing.

All members of our Community Advisory Groups are encouraged to provide all the guidance, assistance and expertise they are able to contribute. Ideas from all members are considered in an open discussion. Jack Ring, an international systems engineer is a chief consultant for our Community Advisory Group who incorporates Rudolf Starkermann's control systems modeling of human behavior, along with our partner, Robert Marzano work in translating research into classroom strategies (he has quotes from New Mexicans on his web page: http://www.marzanoresearch.com/about/about_dr_marzano.aspx), Our work in applying brain science, along with our experience with technology will be integrated in our facility needs.

Meeting Ground Rules:

- a. Only one person speaks at a time; no one will interrupt while someone is speaking.
- b. Each person expresses their own views, rather than speaking for others at the table or attributing motives to them.
- c. Avoid grandstanding (i.e., extended comments/speaking), so that every one has a fair chance to speak.
- d. No personal attacks. Challenge ideas, not people.
- e. Everybody agrees to make a strong effort to stay on track with the agenda and to move the deliberations forward.
- f. Everybody will seek to focus on the merits of what is being said, making a good faith effort to understand the concerns of others. Questions of clarification are encouraged. Disparaging comments are not permitted.
- g. Everybody will follow the "no surprises" rule. Concerns should be voiced when they arise, not later in the deliberations when a "surprise" objection is raised.
- h. Each person will seek to identify options or proposals that represent shared interests, without minimizing legitimate disagreements. Each person agrees to do their best to take account of the interests of the group as a whole.

i. Each person reserves the right to disagree with any proposal and accepts responsibility for offering alternatives that accommodates their interests and the interests of others.

We will use Six Sigma, Total Quality Management, Quality New Mexico, and other proven improvement systems in the field of achieving excellence will be incorporated into the Community Advisory Groups. These Community Advisory Groups will oversee all aspects of our organization. They will seek out areas to improve, research, design, improve, measure, monitor, refine, develop, change, and/or eliminate. Community Advisory Groups will have different membership requirements to insure that no group feels intimidated. School administration will not be members of any other group so that all other groups are free from any form of intimidation, or influence. There will be student groups, parent groups, community groups, and some mixed groups.

Six Sigma at many organizations simply means a measure of quality that strives for near perfection. Six Sigma is a disciplined, data-driven approach and methodology for eliminating defects (driving toward six standard deviations between the mean and the nearest specification limit) in any process – including the operations of our charter school. We seek to exceed anyone's standards of excellence.

Quality New Mexico helps organizations throughout the state improve their performance through the use of the Baldrige Criteria for Performance Excellence.

☐ Steering committee involvement

The Steering committee has been involved in determining our Mission and Vision Statement. Members have been involved in developing ideas for our charter school, on all aspects of our current plan, researching and determining that we should offer a highly developed, cutting edge, Core Knowledge Curriculum, to offer an extended day due to parent's work schedules, this also was considered a good idea to have most of student work done during school hours. Some parents felt that their children should be bilingual in both English and Spanish to be most effective now and in the future. Issues that are currently being discussed involve the Special Education processes and to insure all students are being properly and adequately served.

We are working to develop additional members and to incorporate them into more and more aspects of our plan until we have members into every aspect of our operations.

☐ Identify how staff input is considered

Vernon Swaback, a highly revered Architect, former CEO of Talieson and apprentice to Frank Lloyd Wright is known for his sustainable, creative community designs and will be StarShine Academy Lisa Law Peace Schools' chief architect. We will incorporate his design model previously used on a StarShine Academy site in Phoenix, into a similar design in Santa Fe.

All members are encouraged to provide all the guidance, assistance and expertise they are able to contribute.

Currently we do not have any staff.

☐ Identify how student input is considered

Students are encouraged to provide all the guidance, assistance and expertise they are able to contribute regarding our charter school plans in various states and our current operations.

Some students have tested and evaluated various software that we are considering for use in our charter school.

2. EXISTING AND PROJECTED CONDITIONS

2.1 Programs and Delivery Methods

2.1.1 Programs Overview

☐ Provide overview of current educational programs and facilities

Currently we have no facilities in New Mexico.

Academic Program:

StarShine Academy Lisa Law Peace School's educational philosophy is driven not only by academic achievement by setting, expecting and supporting high expectations, but also on the premise that total education requires a caring, safe environment that promotes character development and self awareness, while anticipating active engagement in the student's community and by the student's family.

Therefore, the proposed approach to the SALLPS curriculum is a relatively traditional one, but it is enhanced and guided by specific and aligned Core Knowledge topics for instruction in grades K-8, and the Paideia Principles for engaging adolescent learners for grades 9-12.

According to E. D. Hirsch, Jr. “For the sake of academic excellence, greater equity and higher literacy, elementary and middle schools need to teach a coherent, cumulative, and content-specific core curriculum. Our society cannot afford a two-tiered system in which the affluent have access to a superior education, while everyone else is subjected to a dull and incoherent classroom experience. Academic excellence, educational equity and fairness demand a strong foundation of knowledge for all learners.”

The Founders of StarShine Academy Lisa Law Peace School recognize that because of the poor literacy rates and poverty in Santa Fe County, a curriculum that strives to equalize exposure to a quality education is a prime directive. The Core Knowledge curriculum for grades K-8 has been selected because it was developed to equalize the disparities in access to knowledge and help all of its students to be college ready.

The Core Knowledge Sequence is based on the belief that there is a body of lasting knowledge and skills that form the core of a strong K-8 curriculum.

Equally important is StarShine Academy Lisa Law Peace School’s commitment to providing a safe and caring school environment using service learning as a means of proactively engaging in the community and using the Second Step Curriculum, Character Counts. curriculum.

A positive school culture and climate promotes an environment that is conducive to successfully educating multi-cultural students through establishing a community of care where students are respected, valued, and expected to achieve academically. An affirming environment ultimately impacts the success of students by supporting positive behaviors, attitudes, and expectations that lead to academic success. Creating an environment that allows students to be loyal to and identify with their cultural community allows for the development of a school climate that affirms their cultural identity, especially important to a culturally rich, unique community such as Santa Fe, New Mexico and especially important to StarShine Academy Lisa Law Peace School.

Our curriculum and academic program has been developed by committed, well-educated professionals using first-rate curriculum and instructional methods.

Based in rich, important, and meaningful content that aligns with New Mexico standards / benchmarks.

□ How grade levels are configured

2013-2014 school year 1-12 open graded school. 2014-2015 open graded schools with grades 1-12.

Kindergarten is integrated into our program.

☐ Identify any existing shared/joint use facilities with other public or private entities

None

o identify the relationships with the joint use facilities

N/A

☐ Describe the School's Instructional Program

We incorporate a state-of-the-art computer database that will provide real time data and metrics to insure we are offering the best education possible to our students. This database will be available to the student, their parents or guardians, administrators, teachers, tutors and staff on a real time basis.

Instruction will take place using individual studying by the student, peer tutoring, staff tutoring, and pull out conference room like classrooms. Students will have a choice of learning activities based on their interests, learning styles and other factors. Administrators, Teachers, Tutors and Staff will all be held accountable for the success of all of our students. Students will have access to their individual tablet computers linked to the schools database.

☐ Description of the General Instructional Organization (grade levels, groups, academies)

Multi-graded K, 1-2, 3-4,5-6,7-8, 9-12

☐ Schedule Approach (periods, block schedule)

We intend to use tablet computers, textbooks and computers, not necessarily iPads.

We intend to have some textbooks in a digital format on the student's tablet computers.

Building Opens at 7:00 AM

Breakfast 7:00 - 8:00 AM

Opening Activities 8:00 - 8:15 AM

Pledge

Awards

Recognitions

Announcements

Motivation and Encouragement

Attendance Check

Student Work and Tutoring Begins 8:15 AM

Teacher Lead Pull Out Classes Begins 9:00 AM

Students are pulled out of our main academic area into conference room like classrooms based on the student's academic needs. The teacher presents their lessons, conducts discussions, or activities for as long as the teacher determines is best to achieve success for all students. The teacher may dismiss, at any time, students who have mastered the concepts to the main academic area.

Attendance Check

Extended Instructional Day 8:00 AM to 6:00 PM with lunch and snack periods.

There are no set class periods in our charter school design.

Lunch Period(s) To be determined.

Snack Period(s) To be determined.

Collection of computers, clean-up,

End of the Official Class Day 6:00 PM

Attendance Check

Review of Daily Data and Reflection with Staff Members 6:00 - 6:15 PM

Building Closes 7:00 PM

☐ List special anticipated special curricular and extracurricular activities to be accommodated in the facility, if any

Since the school plans to enroll young grades, does it have the need for a site with playground and / or fields in the event the school does field competitive sports teams?

Yes, we believe all ages need open space, nature and gardening.

We are considering working with any charter school group to collectively offer competitive sports.

Extracurricular activities will be determined by our Community Advisory Groups.

2.1.2 Anticipated Changes in Programs

None at this time.

- ☐ Identify projected changes in programs that impact use/need for facilities

None at this time.

- ☐ With regard to School Size, Class Size, Grade Level Configuration, Schedule

No change anticipated at this time.

- ☐ Discuss opportunities for continuing or increasing shared/joint use in the future.

2.2 Enrollment

2.2.1 Historic and Current Enrollment

- ☐ Graph of historic and current enrollment by grade level (40 day counts)

Currently we have no New Mexico charter school historic or current enrollment.

- ☐ Current year enrollment and five year historical enrollment; if available

Currently we have no New Mexico charter school historic or current enrollment.

2.2.2 Projected Enrollment

- ☐ Graph of projected 5 or 10 year enrollment

graph

- ☐ Enrollment cap per current approved charter

400 Students

- ☐ Identify the five-year post occupancy projection of attendance in the grade levels affected by the facility.

We intend to operate our charter schools with 400 students.

2.2.3 Student Origination

- ☐ Map identifying attendance areas of existing and proposed facilities

To Be Determined

2.2.4 Classroom Loading Policy

The school will have a minimum of approximately 50 square feet per student with 8-18 regular classrooms, a sports/theater complex, a conservatory large 5000 sq ft high school technology building, a teaching garden/culinary kitchen, a STEM lab, art room and a music room. Additionally there will be adequate office space for administration. There will be two library, quiet rooms for student study and pull out areas.

Classroom structure: 8 large classrooms with dividers. Average classroom 2000 sq ft, subdividable into areas of 300-600 sq ft. Specialized rooms for science, music, art, exercise, radio/TV studio. A large common area of about 5000 sq ft -- about the size of an Apple store. Large classrooms make it possible to combine certified teachers with subject-matter experts, with a certified teacher always "supervising", as required by law.

High-speed Internet: starting at 100 Mbps, moving to 1 Gbps as necessary. Wi-Fi throughout. One room with wired Internet and desktop computers for high-performance applications and programming. T-1 lines do not come close to meeting requirements, but Comcast is available at 100 Mbps for \$400/month. With E-Rate discount, that can be as low as \$40/month. We have years of experience with E-Rate, and a highly qualified E-Rate consultant on our advisory board.

Students will work individually and in small groups in this area. We will also require students to provide two hours of peer tutoring per week as part of their service learning component. We plan to have an extended school day where all the required activities can be completed at our charter school. Due to an extended day, we can offer more classes in each classroom than in a traditional school day. Also, only students who need instruction in a particular concept will be pulled out to be instructed in our classrooms. We will not waste the time of the students who have mastered this material.

☐ Identify anticipated class loading requirements

One Large STEM Science/Math Lab 60 x 30 for 30 students.

One Music Room 30 x 34 for approximately 20 students.

One Art Room 30 x 34 for approximately 20 students.

One Sports/Theater Complex Room

Two CTE Rooms 20 x 34 for approximately 20 students each.

8-18 classrooms

2.2.5 Classroom Needs

- ☐ Identify existing/future classroom needs to accommodate the projected enrollment
 - Total number of permanent specialty classrooms

One Science Lab

One Art Room

Two CTE Rooms

2.3.2 Site

Site to be determined.

2.3.3 Facility

- ☐ Overview of sites and facilities , existing or proposed

Facility to be determined.

2.3.4 Facility Evaluation (If Applicable)

Facility to be determined.

2.3.5 Statewide Adequacy Standards

- ☐ Identify how the facility conforms to Statewide Adequacy Standards

Facility to be determined.

- ☐ Summary of facility condition evaluation (FAD Executive Summary Report)

o Has PSFA evaluated the facility for code and adequacy?

Summarize of PSFA/Code analysis of any existing facilities that are proposed for future use, if so, include in this section.

PSFA has not evaluated any facility.

Facility to be determined.

2.4 Utilization and Capacity

2.4.1 Utilization (If available)

- ☐ Identify special factors that influence facility use

Utilization not available.

2.4.2 Capacity

- ☐ Identify functional student capacity (capacity based on educational program)

Cap of 400 students

- ☐ Identify anticipated student capacity and efficiency of facility use and provide supporting analysis.

To be determined.

2.5 Technology

- ☐ Overview of Tech. plan and needed equip.

T-1 (not really adequate) or better internet service.

Server

300 Tablet Computers

20 Desktop Computers

10 Networked Ceiling Projectors

Charging Stations for 300 Tablet Computers

Wi-Fi Network

2.6 Energy Management - of existing or proposed facilities

To be determined.

2.6.1 Energy Assessment, if available

Not available.

2.6.2 Energy Efficiency Recommendations, if available

Not available.

2.6.3 Energy Management Plan, if available

- ☐ Overview of energy management plan, if available

Not available.

3. FACILITY REQUIREMENTS (Ed Spec)

3.1 Facility Goals and Concepts

The facility will incorporate as many LEED Certified recommendations for health and sustainability and will consider obtaining LEED Certification. The facility will have as much natural light as possible and incorporate energy efficient

3.1.1 Goals

3.1.2 Concepts

☐ Identify and describe major facility goals and concepts including safety, security, sustainability, flexibility, community use, utilities, and any other issues or special considerations that impact space requirements and/or costs.

No safety issues involving students walking to school.

No safety issues involving traffic patterns for vehicles dropping off students.

No safety issues involving bus safety conditions.

Proximity to major roadways

Control of access to and from site is obtained.

Facility has well controlled entrance and egress points.

Proximity to airports

Proximity to high-voltage power transmission lines

Presence of toxic and hazardous substances

Hazardous air emissions and facilities within a quarter mile.

Other health hazards

Proximity to railroads

Proximity to pressurized gas, gasoline, or sewer pipelines

Proximity to high-pressure water pipelines, reservoirs, water storage tanks

Proximity to propane storage tanks

Noise levels

Compatibility with nearby businesses

3.2.1 Space Summary

We plan to build a commercial garden/teaching kitchen for culinary arts and school breakfast-lunch-dinner programs.

StarShine Academy Lisa Law Peace School will become a Sponsor for the National School Lunch Program and we will provide breakfast, lunch, snacks and possibly dinner to our students.

Students will not be permitted to leave the campus during lunch.

We believe that all our students need to be supervised while under our care.

The STEM Lab will be used by all students.

One of our CTE Rooms will have radio/audio/visual equipment and the other CTE Room will have full wall mounted technology monitors.

☐ Itemize the quantity and sizes of spaces required to accommodate the instructional program

8-18 Classrooms

One Large Main Room Open Space Classroom for approximately 200 students.

One Science Lab

One Music Room

One Art Room

One Sports/Theater Complex

Two CTE Rooms

Faculty Restrooms

Student Restrooms

Reception Area

Office Area

Conference Room

Social Worker Room 1

Social Worker Room 2

Appendix I
StarShine Academy Lisa Law Peace School - Facility Master Plan 2013 - 2018

Office Supply Storage

Secure Room for Student Files

Secure Room for Special Education Student Files

Art Room Storage

Science Room Storage

Computer Science Classroom Storage

Teacher Workroom

Custodial Storage

3.2.2 Site Requirements

See 3.1.2 Concepts

3.2.3 Descriptions and Diagrams of Required Spaces

- ☐ Provide a graphic diagram illustrating the relationship between the program areas



3.2.4 Alternative Methods

3.2.5 Space Needs

3.2.6 Detailed Space and Room Requirements

3.3 Implementation of Space Needs

3.3.1 Scenarios for Implementation

Appendix I

StarShine Academy Lisa Law Peace School - Facility Master Plan 2013 - 2018

Once our charter is approved, we will attempt to secure a property and begin to work on the improvements to be ready by July 1, 2013. We will negotiate a five-year lease purchase with M3 Construction, as they will purchase the property on our behalf.

Our net square feet per student will be 50 sq ft

Grades 1 - 5th require a 32 net square foot per student, these rooms are minimum 450 NSF.

- ☐ Identify facility phasing strategies considered for meeting required needs with projected growth.

4. CAPITAL PLAN

4.1 Capital Funding

StarShine Academy in Phoenix has a relationship with a developer, M3 Construction and a real estate investor for charter schools and has discussed future needs in Santa Fe for capital funding for acquisition and renovation of the property on Agua Fria.

4.1.1 Historic and Current Funding

- ☐ Provide a brief history of how the school has met its capital funding needs

We do not have any current capital expenses.

4.1.2 Current Capital Expenses

We do not have any current capital expenses.

4.1.3 Potential Future Sources of Revenue

To be determined.

4.1.4 PSCOC Capital Outlay Funding

- ☐ Identify the school's current and future financial resources available or expected

(indicating by year(s) available to meet capital needs)

Planning without knowing exactly what will be available is difficult at this time.

4.2 Capital Needs

4.2.1 Projects

- Summarize total capital needs identified including renewal of existing facilities, technology requirements, and educational and programmatic requirements

We have been looking at available properties, but could not finalize our requirements until a specific property has been identified.

- Provide an estimate of probable costs for the total project including:

We have been looking at available properties, but could not finalize our requirements until a specific property has been identified.

- o Site development cost

We have been looking at available properties, but could not finalize our requirements until a specific property has been identified.

- o Facility construction

We have been looking at available properties, but could not finalize our requirements until a specific property has been identified.

- o Other projected costs

We have been looking at available properties, but could not finalize our requirements until a specific property has been identified.

- cost estimating assumptions including:

- o Anticipated project delivery schedule

We have been looking at available properties, but could not finalize our requirements until a specific property has been identified.

- o Unit costs

We have been looking at available properties, but could not finalize our requirements until a specific property has been identified.

- o Inflation

We have been looking at available properties, but could not finalize our requirements until a specific property has been identified.

4.3 Implementation Strategy

4.3.1 Project Prioritization

- ☐ Identify the process and criteria to prioritize capital needs

With the possibility for no start up funds we would see if we could negotiate lease terms that reduced or eliminated any payments during our first year of operation.

We would purchase just enough of all student furniture, computer tablets, and other similar purchases to keep up with enrollment.

We might have to reduce our staffing to below our initial planned levels to operate in a financially sound manner.

We would be interested in any reasonable loan agreement with New Mexico to operate until all start up costs could be funded through regular payments.

We would aggressively seek any grants we could apply for to mitigate any funding shortfalls.

4.3.2 Capitalization Analysis

- ☐ Identify financial strategies and alternatives considered to meet capital needs

We have consulted with M3 Construction and their lenders regarding financing start up costs.

They will fund the acquisition and costs for renovation for a final total budget to be lease/purchased by the school of \$4M, the same amount of the Phoenix StarShine Academy purchase/renovation.

- ☐ Summary of capital improvement for the next 5 (or 10) yrs.

If unforeseen funding problems prohibits us from doing all the remodeling work we desire, then we would complete as much as possible each year.

Our goal is to have enough funding to perform all repair and remodeling prior to opening of our charter school and to only need to perform required maintenance and repair as needed.

5. MASTER PLAN SUPPORT MATERIAL

5.1 Sites and Facilities Data Table

- ☐ A table summarizing characteristics of site and facilities Name of facility

Exact site locations to be determined.

- o State identification number

Not yet assigned.

Appendix I
StarShine Academy Lisa Law Peace School - Facility Master Plan 2013 - 2018

o Physical address

To be determined.

o Date of opening

Fall 2013

o Dates of major additions and renovations

To be determined, if necessary.

o Facility Condition Index (FCI) and N.M. Facility Condition Index (NMCI), if available

N/A

o Site owned or leased

Plan to lease initially and then create a foundation to purchase the property by 2015.

o Total building area gross sq/ft.

Approximately 55000 square feet

o Site acreage

Approximately 5.6 acres

o Total number of permanent general classrooms

o Total enrollment current year (40th day count), if available (may not be available for a newly chartered school)

Not available

o Number of gross sq. ft per student per school facility

50 square feet / student

☐ Scaled School Site Plan

5.3 Floor Plan

☐ Scaled school floor plan(s) with rooms numbers to match inventory

To be determined.

5.4 Facility Inventory

Appendix I
StarShine Academy Lisa Law Peace School - Facility Master Plan 2013 - 2018

□ Include room use and square footage of each room

Main Room 5760 sq. ft.

Science Lab 780 sq. ft

Music Room 1020 sq. ft.

Art Room 1020 sq. ft.

Sports/Theater Complex 4500 sq. ft.

CTE Room 1 680 sq. ft.

CTE Room 2 680 sq. ft.

Conference Room Classroom 1 450 sq. ft.

Conference Room Classroom 2 450 sq. ft.

Conference Room Classroom 3 450 sq. ft.

Conference Room Classroom 4 450 sq. ft.

Conference Room Classroom 5 450 sq. ft.

Conference Room Classroom 6 450 sq. ft.

Testing Center 680 sq. ft.

Boy's Restroom 260 sq. ft.

Girl's Restroom 260 sq. ft.

Men's Staff / Public Restroom 60 sq. ft.

Women's Staff / Public Restroom 60 sq. ft.

Private Meeting Room 1 100 sq. ft.

Private Meeting Room 2 100 sq. ft.

Custodial 24 sq. ft.

Teacher Work Room 180 sq. ft.

Server Room 100 sq. ft.

Office Supply Room 180 sq. ft.

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StarShine Academy Lisa Law Peace School - Facility Master Plan 2013 - 2018

School Supply Room 180 sq. ft.

Computer Tablet Storage Room 120 sq. ft.

Office Staff 192 sq. ft.

Reception Room 240 sq. ft.

5.5 Photographs

To be determined.

☐ Illustrative photographs as appropriate (min. one exterior and one interior)

To be determined.

5.6 Facility Evaluation

☐ Evaluation report

To be determined.

5.7 FAD Update

☐ Illustrative photographs as appropriate (min. one exterior and one interior)

To be determined.

5.6 Facility Evaluation

☐ Evaluation report

To be determined.

5.7 FAD Update

☐ FAD forms updated

5.8 Detailed Space and Room Requirements (EdSpec), if applicable

5.8.1 Technology and Communications Criteria

We intend to have Wi-Fi service to all areas of our facility.

We are considering double wiring the facility to insure we can operate if any problems occur with the primary wiring.

We plan to have tablet computers for every student's use and some desk top computers for some activities that a tablet is not as capable. An example would be to teach keyboarding skills.

Appendix I

StarShine Academy Lisa Law Peace School - Facility Master Plan 2013 - 2018

We intend to have cameras in our school to record lectures and activities for future instruction and/or review and to provide an interactive communication tool for our students to international students.

We intend to have cameras to study and evaluate our operations and to use to evaluate any incidents that may occur.

5.8.2 Power Criteria

5.8.3 Lighting and Day Lighting Criteria

Classroom spaces will have natural and artificial light sources capable of maintaining at least 50 foot-candles of well-distributed light.

5.8.4 Environmental Conditioning Criteria

We will attempt to obtain LEED Certification.

5.8.5 Classroom Acoustics Criteria

Music Room to be soundproofed

5.8.6 Furnishing and Equipment Criteria

Sturdy, durable, safe, and economical equipment will be obtained.

5.8.7 Table types

5.8.8 Storage types

Shelves

File Cabinets

Storage Room

5.8.9 Criteria Sheets

☐ Provide as appropriate information to support space recommendations such as an existing calendar of events or breakdowns from comparable facilities.

Evaluating of space requirements are based on experience at StarShine Academy in Phoenix with board member, Vernon Swaback, Architect and former CEO of Talieson and apprentice to Frank Lloyd Wright. The school will have a Frank Lloyd Wright inspired, design.

5.9 Capital Improvement Plan(CIP), if available

N/A

Appendix I

StarShine Academy Lisa Law Peace School - Facility Master Plan 2013 - 2018

- Summary table of priority capital improvement for the next 5 years and project cost details.

N/A

III.M(3) Projected Facility Costs

Based on projected facility costs of the Phoenix StarShine Academy property currently under construction with M3 Construction, the StarShine Academy Lisa Law Peace School will have a total final budget of \$4M, including purchase acquisition, renovation and new building construction as well as equipment.

**STATE EQUALIZATION GUARANTEE REVENUE ESTIMATE WORKSHEET
BASED ON MEMBERSHIP PROJECTIONS**

Charter Name	StarShine Academy				Charter Number	
	FY 2013 - 2014		Year 1			
	<i>3 & 4 Yr. DD</i>	<i>3 & 4 Yr. A/B</i>	<i>C & C-GIFTED</i>	<i>D & D-GIFTED</i>	<i>*BASIC</i>	<i>GRADE TOTAL</i>
Kindergarten Program						
ECE/KN						0.00
FDK					32.00	32.00
Basic Program						
Grade 1					32.00	32.00
Grade 2					32.00	32.00
Grade 3					32.00	32.00
Grade 4					32.00	32.00
Grade 5					32.00	32.00
Grade 6					32.00	32.00
Grade 7					32.00	32.00
Grade 8					32.00	32.00
Grade 9					28.00	28.00
Grade 10					28.00	28.00
Grade 11					28.00	28.00
Grade 12					28.00	28.00
Totals	0.00	0.00	0.00	0.00	400.00	
*INCLUDE STUDENTS RECEIVING A/B SERVICES						ECE FTE 32.00
						TOTAL GRADES 1-12 368.00
						SUBTOTAL MEM 400.00
						TOTAL MEM 400.00

Is this a Charter School?	Y
Is this for the 40th Day?	N

	<i>ECE FTE</i>	<i>COST INDEX</i>	<i>PROGRAM UNITS</i>		
Kindergarten					
ECE, FDK-New, and FDK	32.00	1.44	46.080	Kindergarten Units	46.080
Basic Program (Grade Total)					
Grade 01	32.00	1.20	38.400		
Grade 02	32.00	1.18	37.760		
Grade 03	32.00	1.18	37.760		
Grade 04	32.00	1.045	33.440		
Grade 05	32.00	1.045	33.440		
Grade 06	32.00	1.045	33.440		
Grade 07 *	32.00	1.25	40.000		
Grade 08 *	32.00	1.25	40.000		
Grade 09 *	28.00	1.25	35.000		
Grade 10 *	28.00	1.25	35.000		
Grade 11 *	28.00	1.25	35.000		
Grade 12 *	28.00	1.25	35.000		
<i>* Includes Vocational Weighting</i>					
Special Education	<i>MEM</i>	<i>Factor</i>			
C & C-Gifted	0.00	1.00	0.000		
D & D-Gifted	0.00	2.00	0.000		
3 & 4 Yr. DD	0.00	2.00	0.000		
3 & 4 Yr. A/B	0.00	0.70	0.000		
A/B MEM (Reg/Gifted)		0.70	0.000	Special Ed. Units	0.000
Adjusted Ancillary FTE		25.00		Ancillary FTE Units	0.000
				Total Special Education Units	0.000
Elementary Fine Arts Program	<i>MEM</i>	<i>Factor</i>			
		0.0500		Fine Arts Program Units	0.000
Bilingual Program					
<i>HOURS</i>	<i>MEM</i>	<i>FTE</i>	<i>Factor</i>		
1		0.00			
2		0.00			
3		0.00			
Total Bilingual	0.00	0.00	0.500	Bilingual Units	0.000
<i>(May not total more than the no. of students in grades K-12.)</i>					

Basic Program Units 434.240

**STATE EQUALIZATION GUARANTEE REVENUE ESTIMATE WORKSHEET
BASED ON MEMBERSHIP PROJECTIONS**

Elementary P.E. Program

MEM
[Green Box]

Factor
0.060

Elementary P.E. Units 0.000

TOTAL MEMBERSHIP PROGRAM UNITS 480.320

T & E Index (Oct 2011) **1.085**

National Board Certified Teachers

FTE:
[Green Box]

Factor
1.500

ADJUSTED PROGRAM UNITS 521.147

National Board Certified Teachers Units: 0.000

Size Adjustment Units

	<i>UNITS</i>
Elementary/Mid/Jr. High	0.000
Senior High	0.000
District Size	54.000

District Size Adjustment Units 54.000
Charter Schools not eligible for District Size **(54.000)**

School Size Adjustment Units 0.000

Rural Isolation Units 0.000

New District Adjustment Units 0.000

At-Risk Units *At-risk index* *MEM*
2012-2013: [Green Box] 0.074 400.00

At Risk Units 29.600

Charter Schools Student Activities

(Districts Only) *MEM*
[Green Box]

Factor
0.100

Growth Units 0.000

Charter Schools Student Activities Units 0.000
(Charters not eligible for CS Student Activities) 0.000

Home School Student Activities

(Districts Only) *MEM*
[Green Box]

Factor
0.100

Home School Student Activities Units 0.000
(Charters not eligible for Home School Student Activities) 0.000

TOTAL PROGRAM UNITS 550.747

Save Harmless Units 0.000

GROWTH & SAVE HARMLESS CALCULATION DATA

Projected Mem: [Green Box] 400.00
(Enter the District Mem EXCLUDING Charter Mem)

Projected Mem: [Green Box] 400.00
(Enter the District Mem EXCLUDING Charter Mem)

Projected Mem: [Green Box] 400.00
(Enter the District Mem EXCLUDING Charter Mem)

Save-Harmless Data

2012-2013 40th Day TOTAL PROGRAM UNITS [Green Box]
(Not Grand Total Program Units)

Growth Data

2012-13 Operating Budget Calculation 0.000
Op-Bud takes 10-11 40 Day compared to 11-12 Mem Proj. FTE
40th Day Calculation 0.000
Takes Prior Year 40th-Day and compares to Current Year 40th-Day

GRAND TOTAL UNITS 550.747

× Unit Value **\$3,585.97**

PROGRAM COST \$1,974,962.22

Non-categorical Revenue Credits:

Tax Levy (41110, 41113, 41114)	[Green Box]
Federal Impact Aid (44103)	
Federal Forest Reserve (44204)	
Total Non-Cat Rev Credits	\$0.00

Less: 75% of Non-Categorical Revenue Credits \$0.00

Other Credits/Adjustments:

Cash Balance Credit	[Green Box]
Energy Efficiency	
Energy Efficiency Renewable Bonds	
Other Misc Credits	
Total Other Credits	\$0.00

Less: Other Credits/Adjustments \$0.00

(\$39,499.24)

STATE EQUALIZATION GUARANTEE	\$1,935,462.98
-------------------------------------	-----------------------

SIZE ADJUSTMENT UNITS:

PED 910B-5

**STATE EQUALIZATION GUARANTEE REVENUE ESTIMATE WORKSHEET
BASED ON MEMBERSHIP PROJECTIONS**

1. ELEMENTARY/MIDDLE SCHOOL/JUNIOR HIGH

List each school with a projected MEM (Basic 1-9 and Operational Fund Early Childhood FTE EXCLUDING SPECIAL ED.) of less than 200.

$$((200 - \text{MEM})/200) \times (1.0 \times \text{MEM}) = \text{UNITS}$$

SCHOOL NAME	CODE	GRADES	MEM	UNITS
				0.000
				0.000
				0.000
				0.000
				0.000
				<u>0.000</u>
TOTAL ELEMENTARY/MIDDLE SCHOOL/JUNIOR HIGH UNITS				0.000

2. SENIOR HIGH SCHOOL

List each school with a projected MEM (Basic 7-12 EXCLUDING SP. ED.) of less than 400 (program units will be computed using the formula which yields the most units):

$$((200 - \text{MEM})/200) \times (2.0 \times \text{MEM}) = \text{UNITS} \quad \text{or} \quad ((400 - \text{MEM})/400) \times (1.6 \times \text{MEM}) = \text{UNITS}$$

SCHOOL NAME	CODE	GRADES	MEM	UNITS
				0.000
				0.000
				0.000
				0.000
				0.000
				<u>0.000</u>
TOTAL SENIOR HIGH SCHOOL UNITS				0.000

3. RURAL ISOLATION

Based on district MEM (Basic 1-12, Special Education C and D, Non-Profit and Operational Fund Childhood FTE), a district is eligible for units if it has a MEM greater than 10,000 with a ratio of MEM to senior high schools less than 4,000:1.

$$(4,000 - (\text{MEM} / \text{Eligible Senior High Schools})) \times 0.5 = \text{UNITS}$$

Enter the number of approved senior high schools (exclude alternative schools):

N.A.

Enter the number of approved senior high schools not eligible for senior high size units:

0.000

4. NEW DISTRICT ADJUSTMENT

If district is eligible, enter YES in the appropriate box.

a. NEWLY CREATED SCHOOL DISTRICT

$$(\text{MEM for current year}) \times .147 = \text{UNITS}$$

YES?

UNITS

0.000

b. DISTRICT WHOSE MEMBERSHIP DECREASES AS A RESULT OF A NEWLY CREATED DISTRICT

$$(\text{MEM for prior year} - \text{MEM for current year}) \times .17 = \text{UNITS}$$

0.000

Charter Name	StarShine Academy				Charter Number	
	FY 2014 - 2015	Year 2				
	3 & 4 Yr. DD	3 & 4 Yr. A/B	C & C-GIFTED	D & D-GIFTED	*BASIC	GRADE TOTAL
Kindergarten Program						
ECE/KN						0.00
FDK					32.00	32.00
Basic Program						
Grade 1					32.00	32.00
Grade 2					32.00	32.00
Grade 3					32.00	32.00
Grade 4					32.00	32.00
Grade 5					32.00	32.00
Grade 6					32.00	32.00
Grade 7					32.00	32.00
Grade 8					32.00	32.00
Grade 9					28.00	28.00

Grade	0.00	0.00	0.00	0.00		
Grade 10					28.00	28.00
Grade 11					28.00	28.00
Grade 12					28.00	28.00
Totals	0.00	0.00	0.00	0.00	400.00	
*INCLUDE STUDENTS RECEIVING A/B SERVICES					ECE FTE	32.00

Charter's Five Year Budget Plan

FUND	FUNCTION	OBJECT	JOB CLASS	OBJECT DESCRIPTION	PROJ. AMT (YEAR 1)	FTE	PROJ. AMT (YEAR 2)	FTE	PROJ. AMT (YEAR 3)	FTE	PROJ. AMT (YEAR 4)	FTE	PROJ. AMT (YEAR 5)	FTE
11000 EXPENDITURES														
	Function-1000 - Instruction													
		Personnel Services - Compensation												
11000	1000	51100	1411	Salaries Expense: Teachers Grades 1-12	\$545,000.00	14.50	\$550,450.00	14.50	\$555,954.50	14.50	\$561,514.05	14.50	\$567,129.19	14.50
11000	1000	51100	1412	Salaries Expense: Teachers Special Education	\$40,000.00	1.00	\$40,400.00	1.00	\$40,804.00	1.00	\$41,212.04	1.00	\$41,624.16	1.00
11000	1000	51100	1413	Salaries Expense: Teachers Early Childhood Ed.	\$30,000.00	1.00	\$30,300.00	1.00	\$30,603.00	1.00	\$30,909.03	1.00	\$31,218.12	1.00
11000	1000	51100	1414	Salaries Expense: Teachers Preschool (Excludes Special Ed.)										
11000	1000	51100	1415	Salaries Expense: Teachers Vocational and Technical										
11000	1000	51100	1416	Salaries Expense: Teachers Other Instruction										
11000	1000	51100	1611	Salaries Expense: Substitutes Sick Leave										
11000	1000	51100	1612	Salaries Expense: Substitutes Other Leave										
11000	1000	51100	1613	Salaries Expense: Separation Pay										
11000	1000	51100	1618	Salaries Expense: Athletics										
11000	1000	51100	1621	Salaries Expense: Summer School/After School										
11000	1000	51100	1624	Salaries Expense: Activities Salaries										
11000	1000	51100	1711	Salaries Expense: Instructional Assistants Grades 1-12	\$29,000.00	2.00	\$29,290.00	2.00	\$29,582.90	2.00	\$29,878.73	2.00	\$30,177.52	2.00
11000	1000	51100	1712	Salaries Expense: Instructional Assistants Special Ed.										
11000	1000	51100	1713	Salaries Expense: Instructional Assistants ECE	\$174,000.00	12.00	\$175,740.00	12.00	\$177,497.40	12.00	\$179,272.37	12.00	\$181,065.10	12.00
11000	1000	51100	1714	Salaries Expense: Inst Asst. Preschool (Excludes Spec. Ed.)										
		Total: Personnel Services Compensation			\$818,000.00	30.50	\$826,180.00	30.50	\$834,441.80	30.50	\$842,786.22	30.50	\$851,214.08	30.50
		Personnel Services - Employee Benefits												
11000	1000	52111	0000	Educational Retirement	\$74,847.00		\$75,595.47		\$76,351.42		\$77,114.94		\$77,886.09	
11000	1000	52112	0000	ERA - Retiree Health	\$15,002.00		\$15,152.02		\$15,303.54		\$15,456.58		\$15,611.14	
11000	1000	52210	0000	FICA Payments	\$50,716.00		\$51,223.16		\$51,735.39		\$52,252.75		\$52,775.27	
11000	1000	52220	0000	Medicare Payments	\$11,861.00		\$11,979.61		\$12,099.41		\$12,220.40		\$12,342.60	
11000	1000	52311	0000	Health and Medical Premiums	\$80,640.00		\$81,446.40		\$82,260.86		\$83,083.47		\$83,914.31	
11000	1000	52312	0000	Life	\$605.00		\$611.05		\$617.16		\$623.33		\$629.57	
11000	1000	52313	0000	Dental	\$5,040.00		\$5,090.40		\$5,141.30		\$5,192.72		\$5,244.64	
11000	1000	52314	0000	Vision	\$1,680.00		\$1,696.80		\$1,713.77		\$1,730.91		\$1,748.21	
11000	1000	52316	0000	Disability										
11000	1000	52316	0000	Other Insurance										
11000	1000	52500	0000	Unemployment Compensation	\$8,180.00		\$8,261.80		\$8,344.42		\$8,427.86		\$8,512.14	
11000	1000	52710	0000	Workers Compensation Premium	\$8,180.00		\$8,261.80		\$8,344.42		\$8,427.86		\$8,512.14	
11000	1000	52720	0000	Workers Compensation Employer's Fee										
11000	1000	52730	0000	Workers Compensation (Self Insured)										
11000	1000	52911	0000	Cafeteria Plan Fees										
11000	1000	52912	0000	Employee Assistance Programs										
11000	1000	52913	0000	Workers Compensation Employee Fees										
11000	1000	52914	0000	Deferred Sick Leave Reserve										
		Total: Personnel Services Employee Benefits			\$256,751.00		\$259,318.51		\$261,911.70		\$264,530.81		\$267,176.12	
		Purchased Professional and Technical Services												
11000	1000	53414	0000	Other Professional Services	\$7,620.00		\$7,696.20		\$7,773.16		\$7,850.89		\$7,929.40	
11000	1000	53711	0000	Other Charges	\$6,000.00		\$6,060.00		\$6,120.60		\$6,181.81		\$6,243.62	
		Total: Purchased Professional and Tech Services			\$13,620.00		\$13,756.20		\$13,893.76		\$14,032.70		\$14,173.03	
		Other Purchased Services												
11000	1000	55813	0000	Employee Travel - Non-Teachers										
11000	1000	55814	0000	Employee Training - Non-Teachers										
11000	1000	55817	0000	Student Travel										
11000	1000	55818	0000	Other Travel - Non-Employees										
11000	1000	55819	0000	Employee Travel - Teachers	\$2,000.00		\$2,020.00		\$2,040.20		\$2,060.60		\$2,081.21	
11000	1000	55820	0000	Employee Training - Teachers										
11000	1000	55914	0000	Contracts - Interagency										
11000	1000	55915	0000	Other Contract Services										
		Total: Other Purchased Services			\$2,000.00		\$2,020.00		\$2,040.20		\$2,060.60		\$2,081.21	
		Supplies												
11000	1000	56112	0000	Other Textbooks										
11000	1000	56113	0000	Software	\$1,000.00		\$1,010.00		\$1,020.10		\$1,030.30		\$1,040.60	
11000	1000	56118	0000	General Supplies and Materials	\$10,000.00		\$10,100.00		\$10,201.00		\$10,303.01		\$10,406.04	
		Total: Supplies			\$11,000.00		\$11,110.00		\$11,221.10		\$11,333.31		\$11,446.64	
		Property												
11000	1000	57331	0000	Fixed Assets (more than \$5,000)	\$5,000.00		\$5,050.00		\$5,100.50		\$5,151.51		\$5,203.02	
11000	1000	57332	0000	Supply Assets (\$5,000 or less)	\$1,200.00		\$1,212.00		\$1,224.12		\$1,236.36		\$1,248.72	
		Total: Property			\$6,200.00		\$6,262.00		\$6,324.62		\$6,387.87		\$6,451.74	
11000	1000	TOTAL: INSTRUCTION			\$1,107,571.00	30.50	\$1,118,646.71	30.50	\$1,129,833.18	30.50	\$1,141,131.51	30.50	\$1,152,542.82	30.50

Charter's Five Year Budget Plan

FUND	FUNCTION	OBJECT	JOB CLASS	OBJECT DESCRIPTION	PROJ. AMT (YEAR 1)	FTE	PROJ. AMT (YEAR 2)	FTE	PROJ. AMT (YEAR 3)	FTE	PROJ. AMT (YEAR 4)	FTE	PROJ. AMT (YEAR 5)	FTE
11000 EXPENDITURES														
	Function-2100 - Support Services - Students													
				Personnel Services - Compensation										
11000	2100	51100	1211	Salaries Expense: Coordinator/Subject Matter Specialist										
11000	2100	51100	1214	Salaries Expense: Guidance Counselors/Social Workers	\$30,000.00	1.00	\$30,300.00	1.00	\$30,603.00	1.00	\$30,909.03	1.00	\$31,218.12	1.00
11000	2100	51100	1215	Salaries Expense: Registered Nurse	\$17,500.00	0.50	\$17,675.00	0.50	\$17,851.75	0.50	\$18,030.27	0.50	\$18,210.57	0.50
11000	2100	51100	1216	Salaries Expense: Health Assistants										
11000	2100	51100	1217	Salaries Expense: Secretary, Clerical, Technical Assistants										
11000	2100	51100	1218	Salaries Expense: School/Student Support										
11000	2100	51100	1311	Salaries Expense: Diagnostician										
11000	2100	51100	1312	Salaries Expense: Speech Therapist										
11000	2100	51100	1313	Salaries Expense: Occupational Therapist										
11000	2100	51100	1314	Salaries Expense: Physical Therapist/Recreational Therapist										
11000	2100	51100	1315	Salaries Expense: Psychologist Counselors										
11000	2100	51100	1316	Salaries Expense: Audiologists										
11000	2100	51100	1317	Salaries Expense: Interpreters										
11000	2100	51100	1318	Salaries Expense: Specialists										
11000	2100	51100	1319	Salaries Expense: Special Ed. Assistants										
11000	2100	51100	1511	Salaries Expense: Data Processing	\$30,000.00	1.00	\$30,300.00	1.00	\$30,603.00	1.00	\$30,909.03	1.00	\$31,218.12	1.00
				Total: Personnel Services - Compensation	\$77,500.00	2.50	\$78,275.00	2.50	\$79,057.75	2.50	\$79,848.33	2.50	\$80,646.81	2.50
				Personnel Services - Employee Benefits										
11000	2100	52111	0000	Educational Retirement	\$7,091.00		\$7,161.91		\$7,233.53		\$7,305.86		\$7,378.92	
11000	2100	52112	0000	ERA - Retiree Health	\$1,421.00		\$1,435.21		\$1,449.56		\$1,464.06		\$1,478.70	
11000	2100	52210	0000	FICA Payments	\$4,805.00		\$4,853.05		\$4,901.58		\$4,950.60		\$5,000.10	
11000	2100	52220	0000	Medicare Payments	\$1,124.00		\$1,135.24		\$1,146.59		\$1,158.06		\$1,169.64	
11000	2100	52311	0000	Health and Medical Premiums	\$5,760.00		\$5,817.60		\$5,875.78		\$5,934.53		\$5,993.88	
11000	2100	52312	0000	Life	\$43.00		\$43.43		\$43.86		\$44.30		\$44.75	
11000	2100	52313	0000	Dental	\$360.00		\$363.60		\$367.24		\$370.91		\$374.62	
11000	2100	52314	0000	Vision	\$120.00		\$121.20		\$122.41		\$123.64		\$124.87	
11000	2100	52315	0000	Disability										
11000	2100	52316	0000	Other Insurance										
11000	2100	52500	0000	Unemployment Compensation	\$775.00		\$782.75		\$790.58		\$798.48		\$806.47	
11000	2100	52710	0000	Workers Compensation Premium	\$775.00		\$782.75		\$790.58		\$798.48		\$806.47	
11000	2100	52720	0000	Workers Compensation Employer's Fee										
11000	2100	52730	0000	Workers Compensation (Self Insured)										
11000	2100	52911	0000	Cafeteria Plan Fees										
11000	2100	52912	0000	Employee Assistance Programs										
11000	2100	52913	0000	Workers Compensation Employee Fees										
11000	2100	52914	0000	Deferred Sick Leave Reserve										
				Total: Personnel Services - Employee Benefits	\$22,274.00		\$22,496.74		\$22,721.71		\$22,948.92		\$23,178.41	
				Purchased Professional and Technical Services										
11000	2100	53211	0000	Diagnosticians - Contracted										
11000	2100	53212	0000	Speech Therapists - Contracted										
11000	2100	53213	0000	Occupational Therapists - Contracted										
11000	2100	53214	0000	Physical/Recreational Therapists - Contracted										
11000	2100	53215	0000	Psychologists/Counselors - Contracted										
11000	2100	53215	0000	Psychologists/Counselors - Contracted										
11000	2100	53216	0000	Audiologists - Contracted										
11000	2100	53217	0000	Interpreters - Contracted										
11000	2100	53218	0000	Specialists - Contracted										
11000	2100	53219	0000	Special Ed Assistants (Non-Instructional) - Contracted										
11000	2100	53414	0000	Other Professional Services										
				Total: Purchased Professional and Tech Services	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Purchased Professional and Technical Services										
11000	2100	53414	0000	Other Professional Services										
11000	2100	53711	0000	Other Charges										
				Total: Support Services - Students	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Other Purchased Services										
11000	2100	55200	0000	Property/Liability Insurance										
11000	2100	55813	0000	Employee Travel - Non-Teachers										
11000	2100	55814	0000	Employee Training - Non-Teachers										
11000	2100	55818	0000	Other Travel - Non-Employees										
11000	2100	55914	0000	Contracts - Interagency										
11000	2100	55915	0000	Other Contract Services										
				Total: Other Purchased Services	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	

Charter's Five Year Budget Plan

FUND	FUNCTION	OBJECT	JOB CLASS	OBJECT DESCRIPTION	PROJ. AMT (YEAR 1)	FTE	PROJ. AMT (YEAR 2)	FTE	PROJ. AMT (YEAR 3)	FTE	PROJ. AMT (YEAR 4)	FTE	PROJ. AMT (YEAR 5)	FTE
11000	EXPENDITURES													
		Supplies												
11000	2100	56113	0000	Software										
11000	2100	56118	0000	General Supplies and Materials										
				Total: Supplies	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
		Property												
11000	2100	57331	0000	Fixed Assets (more than \$5,000)										
11000	2100	57332	0000	Supply Assets (\$5,000 or less)										
				Total: Property	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
11000	2100			TOTAL: SUPPORT SERVICES - STUDENTS	\$99,774.00	2.50	\$100,771.74	2.50	\$101,779.46	2.50	\$102,797.25	2.50	\$103,825.22	2.50
	Function-2200 - Support Services - Instruction													
		Personnel Services - Compensation												
11000	2200	51100	1211	Salaries Expense: Coordinator/Subject Matter Specialist										
11000	2200	51100	1212	Salaries Expense: Library/Media Specialist	\$20,000.00	1.00	\$20,200.00	1.00	\$20,402.00	1.00	\$20,606.02	1.00	\$20,812.08	1.00
11000	2200	51100	1213	Salaries Expense: Library/Media Assistants										
11000	2200	51100	1217	Salaries Expense: Secretary, Clerical, Technical Assistants										
11000	2200	51100	1511	Salaries Expense: Data Processing										
				Total: Support Services - Instruction	\$20,000.00	1.00	\$20,200.00	1.00	\$20,402.00	1.00	\$20,606.02	1.00	\$20,812.08	1.00
		Personnel Services - Employee Benefits												
11000	2200	52111	0000	Educational Retirement	\$1,830.00		\$1,848.30		\$1,866.78		\$1,885.45		\$1,904.31	
11000	2200	52112	0000	ERA - Retiree Health			\$367.00		\$374.38		\$378.12		\$381.90	
11000	2200	52210	0000	FICA Payments	\$1,240.00		\$1,252.40		\$1,264.92		\$1,277.57		\$1,290.35	
11000	2200	52220	0000	Medicare Payments	\$290.00		\$292.90		\$295.83		\$298.79		\$301.78	
11000	2200	52311	0000	Health and Medical Premiums	\$2,880.00		\$2,908.80		\$2,937.89		\$2,967.27		\$2,996.94	
11000	2200	52312	0000	Life	\$22.00		\$22.22		\$22.44		\$22.67		\$22.89	
11000	2200	52313	0000	Dental	\$180.00		\$181.80		\$183.62		\$185.45		\$187.31	
11000	2200	52314	0000	Vision	\$60.00		\$60.60		\$61.21		\$61.82		\$62.44	
11000	2200	52315	0000	Disability										
11000	2200	52316	0000	Other Insurance										
11000	2200	52500	0000	Unemployment Compensation	\$200.00		\$202.00		\$204.02		\$206.06		\$208.12	
11000	2200	52710	0000	Workers Compensation Premium	\$200.00		\$202.00		\$204.02		\$206.06		\$208.12	
11000	2200	52720	0000	Workers Compensation Employer's Fee										
11000	2200	52730	0000	Workers Compensation (Self Insured)										
11000	2200	52911	0000	Cafeteria Plan Fees										
11000	2200	52912	0000	Employee Assistance Programs										
11000	2200	52913	0000	Workers Compensation Employee Fees										
11000	2200	52914	0000	Deferred Sick Leave Reserve										
				Total: Personnel Services - Employee Benefits	\$7,269.00		\$7,341.69		\$7,415.11		\$7,489.26		\$7,564.15	
		Purchased Professional and Technical Services												
11000	2200	53414	0000	Other Professional Services										
11000	2200	53711	0000	Other Charges										
				Total: Purchased Professional and Tech Services	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
		Other Purchased Services												
11000	2200	55813	0000	Employee Travel - Non-Teachers										
11000	2200	55814	0000	Employee Training - Non-Teachers										
11000	2200	55818	0000	Other Travel - Non-Employees										
11000	2200	55914	0000	Contracts - Interagency										
11000	2200	55915	0000	Other Contract Services										
				Total: Other Purchased Services	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
		Supplies												
11000	2200	56113	0000	Software										
11000	2200	56114	0000	Library And Audio-Visual	\$1,000.00		\$1,010.00		\$1,020.10		\$1,030.30		\$1,040.60	
11000	2200	56118	0000	General Supplies and Materials										
				Total: Supplies	\$1,000.00		\$1,010.00		\$1,020.10		\$1,030.30		\$1,040.60	
		Property												
11000	2200	57331	0000	Fixed Assets (more than \$5,000)										
11000	2200	57332	0000	Supply Assets (\$5,000 or less)										
				Total: Property	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
11000	2200			TOTAL: SUPPORT SERVICES - INSTRUCTION	\$28,269.00	1.00	\$28,551.69	1.00	\$28,837.21	1.00	\$29,125.58	1.00	\$29,416.83	1.00

Charter's Five Year Budget Plan

FUND	FUNCTION	OBJECT	JOB CLASS	OBJECT DESCRIPTION	PROJ. AMT (YEAR 1)	FTE	PROJ. AMT (YEAR 2)	FTE	PROJ. AMT (YEAR 3)	FTE	PROJ. AMT (YEAR 4)	FTE	PROJ. AMT (YEAR 5)	FTE
11000 EXPENDITURES														
	Function-2300 - General Administration													
				Personnel Services - Compensation										
11000	2300	51100	1113	Salaries Expense: Administrative Associates										
11000	2300	51100	1114	Salaries Expense: Administrative Assistants										
11000	2300	51100	1217	Salaries Expense: Secretary, Clerical, Technical Assistants										
11000	2300	51100	1511	Salaries Expense: Data Processing										
				Total: Personnel Services - Compensation	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
				Personnel Services - Employee Benefits										
11000	2300	52111	0000	Educational Retirement										
11000	2300	52112	0000	ERA - Retiree Health										
11000	2300	52210	0000	FICA Payments										
11000	2300	52220	0000	Medicare Payments										
11000	2300	52311	0000	Health and Medical Premiums										
11000	2300	52312	0000	Life										
11000	2300	52313	0000	Dental										
11000	2300	52314	0000	Vision										
11000	2300	52315	0000	Disability										
11000	2300	52316	0000	Other Insurance										
11000	2300	52500	0000	Unemployment Compensation										
11000	2300	52710	0000	Workers Compensation Premium										
11000	2300	52720	0000	Workers Compensation Employer's Fee										
11000	2300	52730	0000	Workers Compensation (Self Insured)										
11000	2300	52911	0000	Cafeteria Plan Fees										
11000	2300	52912	0000	Employee Assistance Programs										
11000	2300	52913	0000	Workers Compensation Employee Fees										
11000	2300	52914	0000	Deferred Sick Leave Reserve										
				Total: Personnel Services - Employee Benefits	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Purchased Professional and Technical Services										
11000	2300	53411	0000	Auditing	\$9,700.00		\$9,797.00		\$9,894.97		\$9,993.92		\$10,093.86	
11000	2300	53412	0000	Bond/Board Elections										
11000	2300	53413	0000	Legal	\$5,000.00		\$5,050.00		\$5,100.50		\$5,151.51		\$5,203.02	
11000	2300	53414	0000	Other Professional Services										
11000	2300	53711	0000	Other Charges										
				Total: Purchased Professional and Tech Services	\$14,700.00		\$14,847.00		\$14,995.47		\$15,145.42		\$15,296.88	
				Other Purchased Services										
11000	2300	55400	0000	Advertising										
11000	2300	55811	0000	Board Travel	\$3,600.00		\$3,636.00		\$3,672.36		\$3,709.08		\$3,746.17	
11000	2300	55812	0000	Board Training	\$1,350.00		\$1,363.50		\$1,377.14		\$1,390.91		\$1,404.82	
11000	2300	55813	0000	Employee Travel - Non-Teachers										
11000	2300	55814	0000	Employee Training - Non-Teachers										
11000	2300	55818	0000	Other Travel - Non-Employees										
11000	2300	55914	0000	Contracts - Interagency										
11000	2300	55915	0000	Other Contract Services	\$48,700.00		\$49,187.00		\$49,678.87		\$50,175.66		\$50,677.42	
				Total: Other Purchased Services	\$53,650.00		\$54,186.50		\$54,728.37		\$55,275.65		\$55,828.41	
				Supplies										
11000	2300	56113	0000	Software										
11000	2300	56115	0000	Board Expenses										
11000	2300	56118	0000	General Supplies and Materials										
				Total: Supplies	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Property										
11000	2300	57331	0000	Fixed Assets (more than \$5,000)										
11000	2300	57332	0000	Supply Assets (\$5,000 or less)										
				Total: Property	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
11000	2300			TOTAL: GENERAL ADMINISTRATION	\$68,350.00	0.00	\$69,033.50	0.00	\$69,723.84	0.00	\$70,421.07	0.00	\$71,125.28	0.00
	Function-2400 - School Administration													
				Personnel Services - Compensation										
11000	2400	51100	1112	Salaries Expense: Principal/Director	\$165,000.00	2.00	\$166,650.00	2.00	\$168,316.50	2.00	\$169,999.67	2.00	\$171,699.66	2.00
11000	2400	51100	1211	Salaries Expense: Coordinator/Subject Matter Specialist										
11000	2400	51100	1217	Salaries Expense: Secretary, Clerical, Technical Assistants	\$25,000.00	1.00	\$25,250.00	1.00	\$25,502.50	1.00	\$25,757.53	1.00	\$26,015.10	1.00
11000	2400	51100	1511	Salaries Expense: Data Processing										
				Total: Personnel Services - Compensation	\$190,000.00	3.00	\$191,900.00	3.00	\$193,819.00	3.00	\$195,757.19	3.00	\$197,714.76	3.00

Charter's Five Year Budget Plan

FUND	FUNCTION	OBJECT	JOB CLASS	OBJECT DESCRIPTION	PROJ. AMT (YEAR 1)	FTE	PROJ. AMT (YEAR 2)	FTE	PROJ. AMT (YEAR 3)	FTE	PROJ. AMT (YEAR 4)	FTE	PROJ. AMT (YEAR 5)	FTE
11000 EXPENDITURES														
				Personnel Services - Employee Benefits										
11000	2400	52111	0000	Educational Retirement	\$17,385.00		\$17,558.85		\$17,734.44		\$17,911.78		\$18,090.90	
11000	2400	52112	0000	ERA - Retiree Health	\$3,485.00		\$3,519.85		\$3,555.05		\$3,590.60		\$3,626.50	
11000	2400	52210	0000	FICA Payments	\$11,780.00		\$11,897.80		\$12,016.78		\$12,136.95		\$12,258.32	
11000	2400	52220	0000	Medicare Payments	\$2,755.00		\$2,782.55		\$2,810.38		\$2,838.48		\$2,866.86	
11000	2400	52311	0000	Health and Medical Premiums	\$8,640.00		\$8,726.40		\$8,813.66		\$8,901.80		\$8,990.82	
11000	2400	52312	0000	Life	\$65.00		\$65.65		\$66.31		\$66.97		\$67.64	
11000	2400	52313	0000	Dental	\$540.00		\$545.40		\$550.85		\$556.36		\$561.93	
11000	2400	52314	0000	Vision	\$180.00		\$181.80		\$183.62		\$185.45		\$187.31	
11000	2400	52315	0000	Disability										
11000	2400	52316	0000	Other Insurance										
11000	2400	52500	0000	Unemployment Compensation	\$1,900.00		\$1,919.00		\$1,938.19		\$1,957.57		\$1,977.15	
11000	2400	52710	0000	Workers Compensation Premium	\$1,900.00		\$1,919.00		\$1,938.19		\$1,957.57		\$1,977.15	
11000	2400	52720	0000	Workers Compensation Employer's Fee										
11000	2400	52730	0000	Workers Compensation (Self Insured)										
11000	2400	52911	0000	Cafeteria Plan Fees										
11000	2400	52912	0000	Employee Assistance Programs										
11000	2400	52913	0000	Workers Compensation Employee Fees										
11000	2400	52914	0000	Deferred Sick Leave Reserve										
				Total: Personnel Services - Employee Benefits	\$48,630.00		\$49,116.30		\$49,607.46		\$50,103.54		\$50,604.57	
				Purchased Professional and Technical Services										
11000	2400	53414	0000	Other Professional Services										
11000	2400	53711	0000	Other Charges										
				Total: Purchased Professional and Technical Services	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Other Purchased Services										
11000	2400	55813	0000	Employee Travel - Non-Teachers										
11000	2400	55814	0000	Employee Training - Non-Teachers										
11000	2400	55914	0000	Contracts - Interagency										
11000	2400	55915	0000	Other Contract Services										
				Total: Other Purchased Services	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Supplies										
11000	2400	56113	0000	Software										
11000	2400	56118	0000	General Supplies and Materials										
				Total: Supplies	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Property										
11000	2400	57331	0000	Fixed Assets (more than \$5,000)										
11000	2400	57332	0000	Supply Assets (\$5,000 or less)										
				Total: Property	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
11000	2400			TOTAL: SCHOOL ADMINISTRATION	\$238,630.00	3.00	\$241,016.30	3.00	\$243,426.46	3.00	\$245,860.73	3.00	\$248,319.33	3.00
				Function-2500 - Central Services										
				Personnel Services - Compensation										
11000	2500	51100	1113	Salaries Expense: Administrative Associates										
11000	2500	51100	1114	Salaries Expense: Administrative Assistants										
11000	2500	51100	1115	Salaries Expense: Assoc. Supt.-Fin./Business Manager										
11000	2500	51100	1217	Salaries Expense: Secretary, Clerical, Technical Assistants										
11000	2500	51100	1220	Salaries Expense: Business Office Support	\$30,000.00	1.00	\$30,300.00	1.00	\$30,603.00	1.00	\$30,909.03	1.00	\$31,218.12	1.00
11000	2500	51100	1511	Salaries Expense: Data Processing										
				Total: Personnel Services - Compensation	\$30,000.00	1.00	\$30,300.00	1.00	\$30,603.00	1.00	\$30,909.03	1.00	\$31,218.12	1.00
				Personnel Services - Employee Benefits										
11000	2500	52111	0000	Educational Retirement	\$2,745.00		\$2,772.45		\$2,800.17		\$2,828.18		\$2,856.46	
11000	2500	52112	0000	ERA - Retiree Health	\$550.00		\$555.50		\$561.06		\$566.67		\$572.33	
11000	2500	52210	0000	FICA Payments	\$1,860.00		\$1,878.60		\$1,897.39		\$1,916.36		\$1,935.52	
11000	2500	52220	0000	Medicare Payments	\$435.00		\$439.35		\$443.74		\$448.18		\$452.66	
11000	2500	52311	0000	Health and Medical Premiums	\$2,880.00		\$2,908.80		\$2,937.89		\$2,967.27		\$2,996.94	
11000	2500	52312	0000	Life	\$22.00		\$22.22		\$22.44		\$22.67		\$22.89	
11000	2500	52313	0000	Dental	\$180.00		\$181.80		\$183.62		\$185.45		\$187.31	
11000	2500	52314	0000	Vision	\$60.00		\$60.60		\$61.21		\$61.82		\$62.44	
11000	2500	52315	0000	Disability										
11000	2500	52316	0000	Other Insurance										
11000	2500	52500	0000	Unemployment Compensation	\$300.00		\$303.00		\$306.03		\$309.09		\$312.18	
11000	2500	52710	0000	Workers Compensation Premium	\$300.00		\$303.00		\$306.03		\$309.09		\$312.18	
11000	2500	52720	0000	Workers Compensation Employer's Fee										
11000	2500	52730	0000	Workers Compensation (Self Insured)										
11000	2500	52911	0000	Cafeteria Plan Fees										
11000	2500	52912	0000	Employee Assistance Programs										
11000	2500	52913	0000	Workers Compensation Employee Fees										
11000	2500	52914	0000	Deferred Sick Leave Reserve										
				Total: Personnel Services - Employee Benefits	\$9,332.00		\$9,425.32		\$9,519.57		\$9,614.77		\$9,710.92	

Charter's Five Year Budget Plan

FUND	FUNCTION	OBJECT	JOB CLASS	OBJECT DESCRIPTION	PROJ. AMT (YEAR 1)	FTE	PROJ. AMT (YEAR 2)	FTE	PROJ. AMT (YEAR 3)	FTE	PROJ. AMT (YEAR 4)	FTE	PROJ. AMT (YEAR 5)	FTE
11000 EXPENDITURES														
				Purchased Professional and Technical Services										
11000	2500	53414	0000	Other Professional Services										
11000	2500	53711	0000	Other Charges										
				Total: Purchased Professional and Technical Services	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Other Purchased Services										
11000	2500	55400	0000	Advertising	\$8,000.00		\$8,080.00		\$8,160.80		\$8,242.41		\$8,324.83	
11000	2500	55813	0000	Employee Travel - Non-Teachers										
11000	2500	55814	0000	Employee Training - Non-Teachers										
11000	2500	55914	0000	Contracts - Interagency										
11000	2500	55915	0000	Other Contract Services - Finance/Bookkeeping/Acctg										
				Total: Other Purchased Services	\$8,000.00		\$8,080.00		\$8,160.80		\$8,242.41		\$8,324.83	
				Supplies										
11000	2500	56113	0000	Software										
11000	2500	56118	0000	General Supplies and Materials										
				Total: Supplies	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Property										
11000	2500	57331	0000	Fixed Assets (more than \$5,000)										
11000	2500	57332	0000	Supply Assets (\$5,000 or less)										
				Total: Property	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
11000	2500			TOTAL: CENTRAL SERVICES	\$47,332.00	1.00	\$47,805.32	1.00	\$48,283.37	1.00	\$48,766.21	1.00	\$49,253.87	1.00
				Function-2600 - Operation and Maintenance of Plant										
				Personnel Services - Compensation										
11000	2600	51100	1113	Salaries Expense: Administrative Associates										
11000	2600	51100	1114	Salaries Expense: Administrative Assistants										
11000	2600	51100	1217	Salaries Expense: Secretary, Clerical, Technical Assistants										
11000	2600	51100	1219	Salaries Expense: Duty Personnel										
11000	2600	51100	1614	Salaries Expense: Maintenance	\$20,000.00	1.00	\$20,200.00	1.00	\$20,402.00	1.00	\$20,606.02	1.00	\$20,812.08	1.00
11000	2600	51100	1615	Salaries Expense: Custodial	\$20,000.00	1.00	\$20,200.00	1.00	\$20,402.00	1.00	\$20,606.02	1.00	\$20,812.08	1.00
11000	2600	51100	1623	Salaries Expense: Crosswalk Guards										
				Total: Personnel Services - Compensation	\$40,000.00	2.00	\$40,400.00	2.00	\$40,804.00	2.00	\$41,212.04	2.00	\$41,624.16	2.00
				Personnel Services - Employee Benefits										
11000	2600	52111	0000	Educational Retirement	\$3,660.00		\$3,696.60		\$3,733.57		\$3,770.90		\$3,808.61	
11000	2600	52112	0000	ERA - Retiree Health	\$734.00		\$741.34		\$748.75		\$756.24		\$763.80	
11000	2600	52210	0000	FICA Payments	\$2,480.00		\$2,504.80		\$2,529.85		\$2,555.15		\$2,580.70	
11000	2600	52220	0000	Medicare Payments	\$580.00		\$585.80		\$591.66		\$597.57		\$603.55	
11000	2600	52311	0000	Health and Medical Premiums	\$5,760.00		\$5,817.60		\$5,875.78		\$5,934.53		\$5,993.88	
11000	2600	52312	0000	Life	\$43.00		\$43.43		\$43.86		\$44.30		\$44.75	
11000	2600	52313	0000	Dental	\$360.00		\$363.60		\$367.24		\$370.91		\$374.62	
11000	2600	52314	0000	Vision	\$120.00		\$121.20		\$122.41		\$123.64		\$124.87	
11000	2600	52315	0000	Disability										
11000	2600	52316	0000	Other Insurance										
11000	2600	52500	0000	Unemployment Compensation	\$400.00		\$404.00		\$408.04		\$412.12		\$416.24	
11000	2600	52710	0000	Workers Compensation Premium	\$400.00		\$404.00		\$408.04		\$412.12		\$416.24	
11000	2600	52720	0000	Workers Compensation Employer's Fee										
11000	2600	52730	0000	Workers Compensation (Self Insured)										
11000	2600	52911	0000	Cafeteria Plan Fees										
11000	2600	52912	0000	Employee Assistance Programs										
11000	2600	52913	0000	Workers Compensation Employee Fees										
11000	2600	52914	0000	Deferred Sick Leave Reserve										
				Total: Personnel Services - Employee Benefits	\$14,537.00		\$14,682.37		\$14,829.19		\$14,977.49		\$15,127.26	
				Purchased Professional and Technical Services										
11000	2600	53711	0000	Other Charges										
				Total: Purchased Professional and Tech Services	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Purchased Property Services										
11000	2600	54311	0000	Maintenance & Repair - Furniture/Fixtures/Equipment										
11000	2600	54312	0000	Maintenance & Repair - Buildings and Grounds	\$10,000.00		\$10,100.00		\$10,201.00		\$10,303.01		\$10,406.04	
11000	2600	54313	0000	Maintenance & Repair - Vehicles	\$2,000.00		\$2,020.00		\$2,040.20		\$2,060.60		\$2,081.21	
11000	2600	54411	0000	Electricity	\$15,000.00		\$15,150.00		\$15,301.50		\$15,454.52		\$15,609.06	
11000	2600	54412	0000	Natural Gas (Buildings)	\$18,000.00		\$18,180.00		\$18,361.80		\$18,545.42		\$18,730.87	
11000	2600	54413	0000	Propane/Butane (Buildings)										
11000	2600	54414	0000	Other Energy (Buildings)										
11000	2600	54415	0000	Water/Sewage	\$8,000.00		\$8,080.00		\$8,160.80		\$8,242.41		\$8,324.83	
11000	2600	54416	0000	Communication Services	\$10,000.00		\$10,100.00		\$10,201.00		\$10,303.01		\$10,406.04	
11000	2600	54610	0000	Rental - Land and Buildings	\$190,000.00		\$191,900.00		\$193,819.00		\$195,757.19		\$197,714.76	
11000	2600	54620	0000	Rental - Equipment and Vehicles										
11000	2600	54630	0000	Rental - Computers and Related Equipment	\$4,000.00		\$4,040.00		\$4,080.40		\$4,121.20		\$4,162.42	
				Total: Purchased Property Services	\$257,000.00		\$259,570.00		\$262,165.70		\$264,787.36		\$267,435.23	

Charter's Five Year Budget Plan

FUND	FUNCTION	OBJECT	JOB CLASS	OBJECT DESCRIPTION	PROJ. AMT (YEAR 1)	FTE	PROJ. AMT (YEAR 2)	FTE	PROJ. AMT (YEAR 3)	FTE	PROJ. AMT (YEAR 4)	FTE	PROJ. AMT (YEAR 5)	FTE
11000 EXPENDITURES														
		Other Purchased Services												
11000	2600	55200	0000	Property/Liability Insurance	\$30,000.00		\$30,300.00		\$30,603.00		\$30,909.03		\$31,218.12	
11000	2600	55813	0000	Employee Travel - Non-Teachers										
11000	2600	55814	0000	Employee Training - Non-Teachers										
11000	2600	55914	0000	Contracts - Interagency										
11000	2600	55915	0000	Other Contract Services										
		Total: Other Purchased Services			\$30,000.00		\$30,300.00		\$30,603.00		\$30,909.03		\$31,218.12	
		Supplies												
11000	2600	56113	0000	Software										
11000	2600	56118	0000	General Supplies and Materials										
11000	2600	56210	0000	Natural Gas (Vehicles)										
11000	2600	56211	0000	Gasoline										
11000	2600	56212	0000	Diesel Fuel										
11000	2600	56213	0000	Propane (Vehicles)										
11000	2600	56214	0000	Lubricants/Anti-Freeze										
11000	2600	56215	0000	Tires/Tubes										
11000	2600	56216	0000	Maintenance Supplies/Parts										
		Total: Supplies			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
		Property												
11000	2600	57331	0000	Fixed Assets (more than \$5,000)										
11000	2600	57332	0000	Supply Assets (\$5,000 or less)										
		Total: Property			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
11000	2600	TOTAL: OPERATION AND MAINTENANCE OF PLANT			\$341,537.00	2.00	\$344,952.37	2.00	\$348,401.89	2.00	\$351,885.91	2.00	\$355,404.77	2.00
	Function-2700 - Student Transportation													
		Personnel Services - Compensation												
11000	2700	51100	1113	Salaries Expense: Administrative Associates										
11000	2700	51100	1114	Salaries Expense: Administrative Assistants										
11000	2700	51100	1217	Salaries Expense: Secretary, Clerical, Technical Assistants										
11000	2700	51100	1319	Salaries Expense: Special Ed. Assistants										
		Total: Personnel Services - Compensation			\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
		Personnel Services - Employee Benefits												
11000	2700	52111	0000	Educational Retirement										
11000	2700	52112	0000	ERA - Retiree Health										
11000	2700	52210	0000	FICA Payments										
11000	2700	52220	0000	Medicare Payments										
11000	2700	52311	0000	Health and Medical Premiums										
11000	2700	52312	0000	Life										
11000	2700	52313	0000	Dental										
11000	2700	52314	0000	Vision										
11000	2700	52315	0000	Disability										
11000	2700	52316	0000	Other Insurance										
11000	2700	52500	0000	Unemployment Compensation										
11000	2700	52710	0000	Workers Compensation Premium										
11000	2700	52720	0000	Workers Compensation Employer's Fee										
11000	2700	52730	0000	Workers Compensation (Self Insured)										
11000	2700	52911	0000	Cafeteria Plan Fees										
11000	2700	52912	0000	Employee Assistance Programs										
11000	2700	52913	0000	Workers Compensation Employee Fees										
11000	2700	52914	0000	Deferred Sick Leave Reserve										
		Total: Personnel Services - Employee Benefits			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
		Purchased Professional and Technical Services												
11000	2700	53711	0000	Other Charges										
		Total: Purchased Professional and Technical Services			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
		Purchased Property Services												
11000	2700	55111	0000	Transportation Per-Capita Feeders										
11000	2700	55112	0000	Transportation Contractors	\$4,000.00		\$4,040.00		\$4,080.40		\$4,121.20		\$4,162.42	
		Total: Purchased Property Services			\$4,000.00		\$4,040.00		\$4,080.40		\$4,121.20		\$4,162.42	
11000	2700	TOTAL: STUDENT TRANSPORTATION			\$4,000.00	0.00	\$4,040.00	0.00	\$4,080.40	0.00	\$4,121.20	0.00	\$4,162.42	0.00
11000	2000	TOTAL: SUPPORT SERVICES			\$827,892.00	9.50	\$836,170.92	9.50	\$844,532.63	9.50	\$852,977.96	9.50	\$861,507.74	9.50

Charter's Five Year Budget Plan

FUND	FUNCTION	OBJECT	JOB CLASS	OBJECT DESCRIPTION	PROJ. AMT (YEAR 1)	FTE	PROJ. AMT (YEAR 2)	FTE	PROJ. AMT (YEAR 3)	FTE	PROJ. AMT (YEAR 4)	FTE	PROJ. AMT (YEAR 5)	FTE
11000	EXPENDITURES													
	Function-3100 - Food Service Operations													
		Personnel Services - Compensation												
11000	3100	51100	1113	Salaries Expense: Administrative Associates										
11000	3100	51100	1114	Salaries Expense: Administrative Assistants										
11000	3100	51100	1217	Salanes Expense: Secretary, Clerical, Technical Assistants										
11000	3100	51100	1617	Salaries Expense: Food Service										
		Total: Personnel Services - Compensation			\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
		Personnel Services - Employee Benefits												
11000	3100	52111	0000	Educational Retirement										
11000	3100	52112	0000	ERA - Retiree Health										
11000	3100	52210	0000	FICA Payments										
11000	3100	52220	0000	Medicare Payments										
11000	3100	52311	0000	Health and Medical Premiums										
11000	3100	52312	0000	Life										
11000	3100	52313	0000	Dental										
11000	3100	52314	0000	Vision										
11000	3100	52315	0000	Disability										
11000	3100	52316	0000	Other Insurance										
11000	3100	52500	0000	Unemployment Compensation										
11000	3100	52710	0000	Workers Compensation Premium										
11000	3100	52720	0000	Workers Compensation Employer's Fee										
11000	3100	52730	0000	Workers Compensation (Self Insured)										
11000	3100	52911	0000	Cafeteria Plan Fees										
11000	3100	52912	0000	Employee Assistance Programs										
11000	3100	52913	0000	Workers Compensation Employee Fees										
11000	3100	52914	0000	Deferred Sick Leave Reserve										
		Total: Personnel Services - Employee Benefits			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
	Function-3100 - Food Service Operations													
		Purchased Professional and Technical Services												
11000	3100	53411	0000	Auditing										
11000	3100	53413	0000	Legal										
11000	3100	53414	0000	Other Professional Services										
11000	3100	53711	0000	Other Charges										
		Total: Purchased Professional and Tech Services			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
		Purchased Property Services												
11000	3100	54311	0000	Maintenance & Repair - Furniture/Fixtures/Equipment										
11000	3100	54312	0000	Maintenance & Repair - Buildings and Grounds										
11000	3100	54313	0000	Maintenance & Repair - Vehicles										
11000	3100	54411	0000	Electricity										
11000	3100	54412	0000	Natural Gas (Buildings)										
11000	3100	54413	0000	Propane/Butane (Buildings)										
11000	3100	54414	0000	Other Energy (Buildings)										
11000	3100	54415	0000	Water/Sewage										
11000	3100	54416	0000	Communication Services										
11000	3100	54610	0000	Rental - Land and Buildings										
11000	3100	54620	0000	Rental - Equipment and Vehicles										
11000	3100	54630	0000	Rental - Computers and Related Equipment										
		Total: Purchased Property Services			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
		Other Purchased Services												
11000	3100	55813	0000	Employee Travel - Non-Teachers										
11000	3100	55814	0000	Employee Training - Non-Teachers										
11000	3100	55914	0000	Contracts - Interagency										
11000	3100	55915	0000	Other Contract Services										
		Total: Other Purchased Services			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
		Supplies												
11000	3100	56113	0000	Software										
11000	3100	56116	0000	Food										
11000	3100	56117	0000	Non-Food										
11000	3100	56118	0000	General Supplies and Materials										
		Total: Supplies			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
		Property												
11000	3100	57331	0000	Fixed Assets (more than \$5,000)										
11000	3100	57332	0000	Supply Assets (\$5,000 or less)										
		Total: Property			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
11000	3100	TOTAL: FOOD SERVICES OPERATIONS			\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00

Charter's Five Year Budget Plan

FUND	FUNCTION	OBJECT	JOB CLASS	OBJECT DESCRIPTION	PROJ. AMT (YEAR 1)	FTE	PROJ. AMT (YEAR 2)	FTE	PROJ. AMT (YEAR 3)	FTE	PROJ. AMT (YEAR 4)	FTE	PROJ. AMT (YEAR 5)	FTE
11000	EXPENDITURES													
	Function-3300 - Community Services Operations													
				Personnel Services - Compensation										
11000	3300	51100	1619	Salaries Expense: Adult Education										
11000	3300	51100	1620	Salaries Expense: Recreation										
11000	3300	51100	1621	Salaries Expense: Summer School/After School										
11000	3300	51100	1622	Salaries Expense: Bus Drivers										
11000	3300	51100	1625	Salaries Expense: Extended Services to Students										
				Total: Personnel Services - Compensation	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
				Personnel Services - Employee Benefits										
11000	3300	52111	0000	Educational Retirement										
11000	3300	52112	0000	ERA - Retiree Health										
11000	3300	52210	0000	FICA Payments										
11000	3300	52220	0000	Medicare Payments										
11000	3300	52311	0000	Health and Medical Premiums										
11000	3300	52312	0000	Life										
11000	3300	52313	0000	Dental										
11000	3300	52314	0000	Vision										
11000	3300	52315	0000	Disability										
11000	3300	52316	0000	Other Insurance										
11000	3300	52500	0000	Unemployment Compensation										
11000	3300	52710	0000	Workers Compensation Premium										
11000	3300	52720	0000	Workers Compensation Employer's Fee										
11000	3300	52730	0000	Workers Compensation (Self Insured)										
11000	3300	52911	0000	Cafeteria Plan Fees										
11000	3300	52912	0000	Employee Assistance Programs										
11000	3300	52913	0000	Workers Compensation Employee Fees										
11000	3300	52914	0000	Deferred Sick Leave Reserve										
				Total: Personnel Services - Employee Benefits	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Other Purchased Services										
11000	3300	55200	0000	Property/Liability Insurance										
11000	3300	55813	0000	Employee Travel - Non-Teachers										
11000	3300	55814	0000	Employee Training - Non-Teachers										
11000	3300	55817	0000	Student Travel										
11000	3300	55818	0000	Other Travel - Non-Employees										
11000	3300	55914	0000	Contracts - Interagency										
11000	3300	55915	0000	Other Contract Services										
				Total: Other Purchased Services	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Supplies										
11000	3300	56118	0000	General Supplies and Materials										
				Total: Supplies	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
11000	3300			TOTAL: COMMUNITY SERVICES OPERATIONS	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
11000	3000			TOTAL: OPERATION OF NON-INSTRUCTIONAL SERVICES	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
11000				TOTAL: OPERATIONAL FUND	\$1,935,463.00	40.00	\$1,954,817.63	40.00	\$1,974,365.81	40.00	\$1,994,109.46	40.00	\$2,014,050.56	40.00

Charter's Five Year Budget Plan

Instructions

Revenues

Enter the projected revenues for your five year budget plan. The State Equalization Guarantee (SEG) revenue (code 43101) amount comes from a separate worksheet which we refer to as the 910B5 this is funding based on your Membership Projections.

Expenditures

Enter the projected expenditures for your five year budget plan.

Please refer to Supplement 3 which will provide the definitions for funds, functions, object codes, programs and classifications. Supplement 3 can be found on the PED Website, Click on A-Z and locate the School Budget Finance Analysis Bureau.

910B5(SEG)

This worksheet has been provided to you as an attachment.

Charter's Five Year Budget Plan

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Charter's Five Year Budget Plan

FUND	FUNCTION	OBJECT	OBJECT DESCRIPTION	PROJ. AMT (YEAR 1)	PROJ. AMT (YEAR 2)	PROJ. AMT (YEAR 3)
FUND 11000-Operational Revenue						
		Revenue From Local Sources				
11000	0000	41701	Fees Activities			
11000	0000	41702	Fees Educational			
11000	0000	41705	Fees Users			
11000	0000	41706	Fees Summer School			
11000	0000	41920	Contributions and Donations From Private Sources			
		Revenue From State Sources				
11000	0000	43101	State Equalization Guarantee	\$1,935,463.00	1954817.63	1974365.81
11000		TOTAL: OPERATIONAL		\$1,935,463.00	\$1,954,817.63	\$1,974,365.81

Charter's Five Year Budget Plan

PROJ. AMT (YEAR 4)	PROJ. AMT (YEAR 5)
1994109.46	2014050.56
\$1,994,109.46	\$2,014,050.56

STARSHINE ACADEMY - STAFFING MODEL - Year 1

Job Description	Job Class	Function	FTE	Salary	6.20% FICA	1.45% Medicare	1.00% Unemploy	1.00% Wkr Comp
Teacher 1st Grade	1411	1000	1.00	30,000.00	1,860.00	435.00	300.00	300.00
Teacher 2nd Grade	1411	1000	1.00	30,000.00	1,860.00	435.00	300.00	300.00
Teacher 3rd Grade	1411	1000	1.00	30,000.00	1,860.00	435.00	300.00	300.00
Teacher 4th Grade	1411	1000	1.00	40,000.00	2,480.00	580.00	400.00	400.00
Teacher 5th Grade	1411	1000	1.00	40,000.00	2,480.00	580.00	400.00	400.00
Teacher 6th Grade	1411	1000	1.00	40,000.00	2,480.00	580.00	400.00	400.00
Teacher 7th Grade	1411	1000	1.00	40,000.00	2,480.00	580.00	400.00	400.00
Teacher 8th Grade	1411	1000	1.00	40,000.00	2,480.00	580.00	400.00	400.00
Teacher 9th Grade	1411	1000	1.00	40,000.00	2,480.00	580.00	400.00	400.00
Teacher 10th Grade	1411	1000	1.00	40,000.00	2,480.00	580.00	400.00	400.00
Teacher 11th Grade	1411	1000	1.00	45,000.00	2,790.00	652.50	450.00	450.00
Teacher 12th Grade	1411	1000	1.00	45,000.00	2,790.00	652.50	450.00	450.00
Teacher - Bilingual	1411	1000	0.50	20,000.00	1,240.00	290.00	200.00	200.00
Teacher - Bilingual	1411	1000	0.50	20,000.00	1,240.00	290.00	200.00	200.00
Teacher PE	1411	1000	0.50	15,000.00	930.00	217.50	150.00	150.00
Teacher Art	1411	1000	0.50	15,000.00	930.00	217.50	150.00	150.00
Teacher Music	1411	1000	0.50	15,000.00	930.00	217.50	150.00	150.00
Total			14.50	545,000.00	33,790.00	7,902.50	5,450.00	5,450.00
Teacher - Special Ed	1412	1000	1.00	40,000.00	2,480.00	580.00	400.00	400.00
Total			1.00	40,000.00	2,480.00	580.00	400.00	400.00
Teacher - K Grade	1413	1000	1.00	30,000.00	1,860.00	435.00	300.00	300.00
Total			1.00	30,000.00	1,860.00	435.00	300.00	300.00
Instructional Asst - K Grade	1711	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Instructional Asst - K Grade	1711	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Total			2.00	29,000.00	1,798.00	420.50	290.00	290.00

Instructional Asst - 1st Grade	1713	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Instructional Asst - 2nd Grade	1713	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Instructional Asst - 3rd Grade	1713	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Instructional Asst - 4th Grade	1713	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Instructional Asst - 5th Grade	1713	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Instructional Asst - 6th Grade	1713	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Instructional Asst - 7th Grade	1713	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Instructional Asst - 8th Grade	1713	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Instructional Asst - 9th Grade	1713	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Instructional Asst - 10th Grad	1713	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Instructional Asst - 11th Grad	1713	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Instructional Asst - 12th Grad	1713	1000	1.00	14,500.00	899.00	210.25	145.00	145.00
Total			12.00	174,000.00	10,788.00	2,523.00	1,740.00	1,740.00

Guidance Counselor	1214	2100	1.00	30,000.00	1,860.00	435.00	300.00	300.00
Total			1.00	30,000.00	1,860.00	435.00	300.00	300.00

Registered Nurse	1215	2100	0.50	17,500.00	1,085.00	253.75	175.00	175.00
Total			0.50	17,500.00	1,085.00	253.75	175.00	175.00

IT Technican	1511	2100	1.00	30,000.00	1,860.00	435.00	300.00	300.00
Total			1.00	30,000.00	1,860.00	435.00	300.00	300.00

Library/Media Specialist	1212	2200	1.00	20,000.00	1,240.00	290.00	200.00	200.00
Total			1.00	20,000.00	1,240.00	290.00	200.00	200.00

Director	1112	2400	1.00	85,000.00	5,270.00	1,232.50	850.00	850.00
Principal	1112	2400	1.00	80,000.00	4,960.00	1,160.00	800.00	800.00
Total			2.00	165,000.00	10,230.00	2,392.50	1,650.00	1,650.00

Secretary	1217	2400	1.00	25,000.00	1,550.00	362.50	250.00	250.00
Total			1.00	25,000.00	1,550.00	362.50	250.00	250.00

Business Office Manager	1220	2500	1.00	30,000.00	1,860.00	435.00	300.00	300.00
Total			1.00	30,000.00	1,860.00	435.00	300.00	300.00

Maintenance Worker	1614	2600	1.00	20,000.00	1,240.00	290.00	200.00	200.00
Total			1.00	20,000.00	1,240.00	290.00	200.00	200.00

Custodian	1615	2600	1.00	20,000.00	1,240.00	290.00	200.00	200.00
Total			1.00	20,000.00	1,240.00	290.00	200.00	200.00

Totals		1000	30.50	818,000.00	50,716.00	11,861.00	8,180.00	8,180.00
Totals		2100	2.50	77,500.00	4,805.00	1,123.75	775.00	775.00
Totals		2200	1.00	20,000.00	1,240.00	290.00	200.00	200.00
Totals		2400	3.00	190,000.00	11,780.00	2,755.00	1,900.00	1,900.00
Totals		2500	1.00	30,000.00	1,860.00	435.00	300.00	300.00
Totals		2600	2.00	40,000.00	2,480.00	580.00	400.00	400.00
Total			40.00	1,175,500.00	72,881.00	17,044.75	11,755.00	11,755.00

StarShine Academy - Expense Assumptions - Year 1

Other Professional Services	1000	53414	7,620	Based on \$19 per student
Professional Development	1000	53711	6,000	Based on \$150 per FTE
Employee Travel	1000	55819	2,000	Based on \$50 per FTE
Software	1000	56113	1,000	Assumes Fed Stimulus will be used to purchase software
General Supplies & Materials	1000	56118	10,000	Based on \$25 per student
Fixed Assets	1000	57331	5,000	Assumes Fixed Assets of \$5000 and Federal Stimulus for Year 1 Requirement
Supply Assets	1000	57332	1,200	Based on \$3 per student
Library & Audio Visual	2200	56114	1,000	Assumes Fed Stimulus will be used to purchase library and audio visual
Auditing	2300	53411	9,700	Based on .5% of operating budget
Legal	2300	53413	5,000	Based on estimated annual budget amount of \$5000
Board Travel	2300	55811	3,600	Based on \$400 per Board member for 9 members
Board Training	2300	55812	1,350	Based on \$150 per Board member for 9 members

Finance/Bookkeeping/Acctg	2300	55915	38,700	Assumes 2% of estimated SEG for financial services
Other Contract Services	2300	55915	10,000	Based on \$25 per student
Advertising/Marketing	2500	55400	8,000	Based on \$20 per student
Maintenance & Repair	2600	54312	10,000	Based on \$25 per student
Rental - Equipment & Vehicle	2600	54313	2,000	Based on \$5 per student
Electricity	2600	54411	15,000	Based on \$0.75 per Square Foot For 20,000 SF
Natural Gas/Propane	2600	54412	18,000	Based on \$0.90 per Square Foot For 20,000 SF
Water/Sewer	2600	54415	8,000	Based on \$20 per student
Communication Services	2600	54416	10,000	Based on \$25 per student
Rental - Land & Buildings	2600	54610	190,000	Based on \$9.50 per Square Foot For 20,000 SF
Rental - Computers & Equip	2600	54630	4,000	Based on \$10 per student
Property/Liability Insurance	2600	55200	30,000	Based on \$75 per student
Student Travel	2700	55112	4,000	Based on \$10 per student

Total Non Staffing Expenses	401,170
Total Staffing Expenses	1,534,293
Total Expenses	1,935,463
Total Revenues	1,935,463
Difference	0

9.15%	1.83%	\$240	\$15	\$5	\$2		
ERB	RHCA	Medical	Dental	Vision	Life		Total
2,745.00	550.20	2,880.00	180.00	60.00	21.60		39,331.80
2,745.00	550.20	2,880.00	180.00	60.00	21.60		39,331.80
2,745.00	550.20	2,880.00	180.00	60.00	21.60		39,331.80
3,660.00	733.60	2,880.00	180.00	60.00	21.60		51,395.20
3,660.00	733.60	2,880.00	180.00	60.00	21.60		51,395.20
3,660.00	733.60	2,880.00	180.00	60.00	21.60		51,395.20
3,660.00	733.60	2,880.00	180.00	60.00	21.60		51,395.20
3,660.00	733.60	2,880.00	180.00	60.00	21.60		51,395.20
3,660.00	733.60	2,880.00	180.00	60.00	21.60		51,395.20
3,660.00	733.60	2,880.00	180.00	60.00	21.60		51,395.20
4,117.50	825.30	2,880.00	180.00	60.00	21.60		57,426.90
4,117.50	825.30	2,880.00	180.00	60.00	21.60		57,426.90
1,830.00	366.80	No Benefits	No Benefits	No Benefits	No Benefits		24,126.80
1,830.00	366.80	No Benefits	No Benefits	No Benefits	No Benefits		24,126.80
1,372.50	275.10	No Benefits	No Benefits	No Benefits	No Benefits		18,095.10
1,372.50	275.10	No Benefits	No Benefits	No Benefits	No Benefits		18,095.10
1,372.50	275.10	No Benefits	No Benefits	No Benefits	No Benefits		18,095.10
49,867.50	9,995.30	34,560.00	2,160.00	720.00	259.20		695,154.50
3,660.00	733.60	2,880.00	180.00	60.00	21.60		51,395.20
3,660.00	733.60	2,880.00	180.00	60.00	21.60		51,395.20
2,745.00	550.20	2,880.00	180.00	60.00	21.60		39,331.80
2,745.00	550.20	2,880.00	180.00	60.00	21.60		39,331.80
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
2,653.50	531.86	5,760.00	360.00	120.00	43.20		41,267.06

1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
1,326.75	265.93	2,880.00	180.00	60.00	21.60		20,633.53
15,921.00	3,191.16	34,560.00	2,160.00	720.00	259.20	#	247,602.36

2,745.00	550.20	2,880.00	180.00	60.00	21.60		39,331.80
2,745.00	550.20	2,880.00	180.00	60.00	21.60		39,331.80

1,601.25	320.95	No Benefits	No Benefits	No Benefits	No Benefits		21,110.95
1,601.25	320.95	0.00	0.00	0.00	0.00		21,110.95

2,745.00	550.20	2,880.00	180.00	60.00	21.60		39,331.80
2,745.00	550.20	2,880.00	180.00	60.00	21.60		39,331.80

1,830.00	366.80	2,880.00	180.00	60.00	21.60		27,268.40
1,830.00	366.80	2,880.00	180.00	60.00	21.60		27,268.40

7,777.50	1,558.90	2,880.00	180.00	60.00	21.60		105,680.50
7,320.00	1,467.20	2,880.00	180.00	60.00	21.60		99,648.80
15,097.50	3,026.10	5,760.00	360.00	120.00	43.20		205,329.30

2,287.50	458.50	2,880.00	180.00	60.00	21.60		33,300.10
2,287.50	458.50	2,880.00	180.00	60.00	21.60		33,300.10

2,745.00	550.20	2,880.00	180.00	60.00	21.60		39,331.80
2,745.00	550.20	2,880.00	180.00	60.00	21.60		39,331.80

1,830.00	366.80	2,880.00	180.00	60.00	21.60		27,268.40
1,830.00	366.80	2,880.00	180.00	60.00	21.60		27,268.40

1,830.00	366.80	2,880.00	180.00	60.00	21.60		27,268.40
1,830.00	366.80	2,880.00	180.00	60.00	21.60		27,268.40

74,847.00	15,002.12	80,640.00	5,040.00	1,680.00	604.80		1,074,750.92
7,091.25	1,421.35	5,760.00	360.00	120.00	43.20		99,774.55
1,830.00	366.80	2,880.00	180.00	60.00	21.60		27,268.40
17,385.00	3,484.60	8,640.00	540.00	180.00	64.80		238,629.40
2,745.00	550.20	2,880.00	180.00	60.00	21.60		39,331.80
3,660.00	733.60	5,760.00	360.00	120.00	43.20		54,536.80
107,558.25	21,558.67	106,560.00	6,660.00	2,220.00	799.20		1,534,291.87

ents

Degree	BA		BA+15		BA+45 or MA			MA+15			MA+45		
Level I	II	I	II	I	II	III	I	II	III	I	II	III	
Experience													
0	30,000		30,025		30,050			30,100			30,150		
1	30,050		30,075		30,100			30,150			30,200		
2	30,100		30,125		30,150			30,200			30,250		
3	30,150	40,000	30,175	40,025	30,200	40,050		30,250	40,100		30,300	40,150	
4	30,200	40,050	30,225	40,075	30,250	40,100		30,300	40,150		30,350	40,200	
5	30,250	40,100	30,275	40,125	30,300	40,150		30,350	40,200		30,400	40,250	
6		40,150		40,175		40,200	50,000		40,250	50,025		40,300	50,050
7		40,200		40,225		40,250	50,050		40,300	50,075		40,350	50,100
8		40,250		40,275		40,300	50,100		40,350	50,125		40,400	50,150
9		40,300		40,325		40,350	50,150		40,400	50,175		40,450	50,200
10		40,350		40,375		40,400	50,200		40,450	50,225		40,500	50,250
11		40,400		40,425		40,450	50,250		40,500	50,275		40,550	50,300
12		40,450		40,475		40,500	50,300		40,550	50,325		40,600	50,350
13		40,500		40,525		40,550	50,350		40,600	50,375		40,650	50,400
14		40,550		40,575		40,600	50,400		40,650	50,425		40,700	50,450
15		40,600		40,625		40,650	50,450		40,700	50,475		40,750	50,500
16		40,650		40,675		40,700	50,500		40,750	50,525		40,800	50,550
17		40,700		40,725		40,750	50,550		40,800	50,575		40,850	50,600
18		40,750		40,775		40,800	50,600		40,850	50,625		40,900	50,650
19		40,800		40,825		40,850	50,650		40,900	50,675		40,950	50,700
20		40,850		40,875		40,900	50,700		40,950	50,725		41,000	50,750
21		40,900		40,925		40,950	50,750		41,000	50,775		41,050	50,800
22		40,950		40,975		41,000	50,800		41,050	50,825		41,100	50,850
23		41,000		41,025		41,050	50,850		41,100	50,875		41,150	50,900
24		41,050		41,075		41,100	50,900		41,150	50,925		41,200	50,950
25		41,100		41,125		41,150	50,950		41,200	50,975		41,250	51,000
26		41,150		41,175		41,200	51,000		41,250	51,025		41,300	51,050
27		41,200		41,225		41,250	51,050		41,300	51,075		41,350	51,100
28		41,250		41,275		41,300	51,100		41,350	51,125		41,400	51,150
29		41,300		41,325		41,350	51,150		41,400	51,175		41,450	51,200
30		41,350		41,375		41,400	51,200		41,450	51,225		41,500	51,250

NOTE: Teachers' annual step increase must result in at least the minimum salary schedule amounts for recognized years of service. Teachers above minimum salary schedule amounts for recognized years of service are not subject to step increases or cost of living increases unless otherwise authorized by law and/or the governing body. All salary increases are subject to budget availability.

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June 25, 2012

To Whom It May Concern

This letter is in support of StarShine Academy Lisa Law School of Peace and its founder, Trish McCarty.

I am a retired attorney licensed to practice law in California and New Mexico. Currently my work is pro bono with the Homeless Legal Clinic and the Homeless Court in Santa Fe. I am also on the Board of Directors of St. Elizabeth Shelter which is the longest running shelter system in Northern New Mexico outside of Albuquerque. And, I worked with my former husband William D. Lynch, to establish The William D Lynch Foundation for Children which was instrumental in implementing the Reading Recovery Program in the United States. In all of these organizations, we see the results of inadequate education.

I have known Trish Mc Carty for several years and have investigated StarShine Academy in Phoenix on my own and recently visited the new campus there. The superior quality of the StarShine way is palpable – several children came up to me, looked me in the eye, shook my hand, introduced themselves, told me which country they represented, and what they wanted to accomplish! Some showed me the flower gardens they had planted. One can see the pride and self confidence in each child's face – that each has hope. I visited the study lab that was equipped with the latest technology where students were working in groups and individually, completely engrossed in what they were studying. In the kitchen I saw healthy food boxes being prepared by a cheery, concerned woman who told me she has worked with StarShine for years and knows the students by name. This holistic approach to foster learning is remarkably successful – not one of these children will end up homeless or have a life of crime. Not one of these children will become a teenage parent or a drug addict. Not one of these children will commit suicide.

I cannot stress enough that we learned through the Lynch Foundation that most of the children who cannot read at grade level drop out of school and are lost. Let's give Santa Fe's children the tools for success by opening a StarShine Academy here.

Sincerely,

Donna J Lynch

Glenn Green Galleries

Post Office Box 1000 • Tesuque, New Mexico 87574 • Phone: 505 820 0008 • Fax: 505 820 0007
E-Mail: info@glenngreengalleries.com Web: www.glenngreen.com

June 27, 2012

To Whom It May Concern:

With this letter I would like to recommend the establishment of a StarShine Academy in the city of Santa Fe. I have been a resident and business owner here since 1979. My wife and I started an elementary school at one time and have spent much of our lives supporting and encouraging education in many forms for underserved children.

Based on my first hand knowledge and experience of StarShine's unique curriculum and great success in other communities, I heartily support the establishment of such a school in Santa Fe.

Sincerely,



Glenn A. Green

150 Washington Ave, Ste 301
Santa Fe, NM 87501
tel 505 982 2011
fax 505 933 7177
toll free 800 545 2092

**Morgan Stanley
Smith Barney**

To Whom It May Concern:

I would like to express my whole hearted support to bring a Starshine Academy Charter school to Santa Fe. Having lived here for decades and raised three children, I feel it is imperative that we do something about k-12 education. It is a national issue as everyone painfully knows, but I feel Santa Fe with its history of innovation would be a fertile ground for new ideas to bring k-12 into the 21st century.

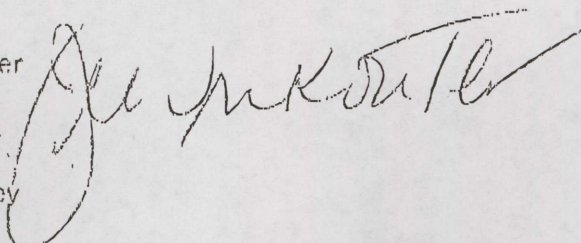
I implore you to support Starshine in Santa Fe as part of this change. In all my dealings with them, I have never seen a more dedicated group of people .

Sincerely,

Jill L Drinkwater

Vice President

Morgan Stanley



August 7, 2011

To Whom It May Concern:

I am both a community partner and long time fan of the StarShine Academy and firmly believe that their work is among the best schools in k-12 education. Our country needs more schools like StarShine Academy and would like to see them replicated in many more locations. I believe that their exemplary model deserves grant assistance and hope you will seriously consider and fund them

StarShine Academy has maintained exceptionally high accreditations nationally as well as internationally, even as they have worked in the some of the most impoverished neighborhoods. I have been to the school and seen their work firsthand. It is truly an amazing program with equally amazing results.

At StarShine the teachers work with each child until that child is successful, no matter how much time or energy it takes, even if it causes the school's data to fall behind "normal" expectations for that child's yearly progress. Their results have shown that in just two years of attendance at StarShine, their average student begins to learn at nearly **twice the rate** of other schools.

I am honored to write this letter of support for Trish McCarty and the lifeline she has created for so many at risk and special children through the StarShine Academy schools. Their theme of realizing dreams through education is one they live out each and every day.

From my perspective, you cannot invest your dollars in a more important project or one with greater returns!

Sincerely,



Eileen Rogers, President
Allegra



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June 26, 2012

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To Whom It May Concern;

This letter is in support of StarShine Academy Lisa Law School of Peace and its founder, Trish McCarty.

I am a retired administrator for the state of New Mexico Commodity Food Program; a federal program designed to enhance the diet of low income seniors, pregnant women, infants and children. Most recently I have focused my time working with the New Mexico based organization Farm to Table. The mission of Farm to Table is to promote locally based agriculture through education, community outreach and networking including the Farm to School and School Garden programs. I am currently the board chair.

Previously in my capacity as a parent, grandparent and concerned citizen I have been active in numerous school volunteer programs including homeroom parent; volunteer reading tutor; PTA, library volunteer coordinator to name a few. The most salient aspect of all of these activities for me is expressed in the words of the eminent American psychologist Carl Rogers- founder of student-centered learning- "we need to offer mixed models of learning for our children". StarShine is an excellent example of this thinking with emphasis on technology, gardening, the three R's and the arts. StarShine focuses on the student and how the student can best thrive in their environment. This approach helps to strengthen the student as they become productive adults.

It is my pleasure to have known Trish McCarty for several years. In that time I have followed with great interest the growth and development of StarShine Academy in Phoenix as well as the StarShine model nationally and internationally. StarShine Academy offers a model of education that enriches and helps to stabilize every aspect of a child's being. The focus of the StarShine model is designed to promote confident, productive, self-actualized citizens.

Santa Fe as a community will be well served with the model that StarShine Academy represents. Thank you for your consideration.

Sincerely,

Elizabeth Hetrick