

APPENDICES

TAOS INTERNATIONAL SCHOOL

APPENDIX A

SCOPE AND SEQUENCE

Age range	Language Arts Instructional materials: <i>Treasures (Tesoros)</i>			Alignment to Common Core Standards
	1.Oral Communication: Listening and Speaking Students will:	2. Written Communication: Reading and Writing Students will:	3.Visual Communication: Viewing and Presenting Students will:	
5-7	<ul style="list-style-type: none"> -Share thoughts, feelings, and opinions -Listen to others carefully and with sensitivity -Identify main events and relevant points -Anticipate and predict 	<ul style="list-style-type: none"> -Demonstrate awareness of characters and plot -Use reference books and dictionary independently -Write confidently, with developing legibility and fluency -Write for a variety of purposes -Use spelling patterns 	<ul style="list-style-type: none"> -Understand that signs and symbols carry meaning -Read and use text with different types of layout -Understand information presented by a range of visual media 	K-2 K. SL. 1-3,5,6 1-SL.1-3,5,6 2-SL. 1-3,5,6 W.1-8 L.1-6 R.1-10
7-9	<ul style="list-style-type: none"> -Use increasingly complex language confidently and creatively with increasing accuracy, detail, and range of vocabulary -Become aware of the use of oral language to articulate, organize and reflect on learning -Begin to communicate in Spanish 	<ul style="list-style-type: none"> -Read a variety of fiction and non-fiction books confidently, fluently, and independently -Understand and respond to the ideas, feelings, and attitudes expressed in reading materials -Develop fluency in writing and write independently with confidence -Use a wide and vivid vocabulary with supporting 	<ul style="list-style-type: none"> -Respond to viewing experiences orally and in writing -Interpret visual media and recognize the power of visual media -Learn how to make informed choices in their personal viewing experiences -Use a variety of materials to plan and create projects 	2-4 SL. 1-6 RL. 1-10 W. 1-10 L. 1-6

		<p>details</p> <ul style="list-style-type: none"> -Write for a range of purposes -Spell most high-frequency words accurately -Present their writing appropriately using a consistent, legible style 		
9-12	<ul style="list-style-type: none"> -Use speech to inform, entertain, and influence -Understand that oral language is a medium for learning -Interact confidently with others -Use a variety of linguistic structures and features of spoken language -Reflect on their communication approach to assess learning 	<ul style="list-style-type: none"> -Recognize and appreciate literary styles, forms and structures -Appreciate the structural and stylistic differences between non-fiction and fiction -Analyze details of plots and characterization -Identify and appreciate author's use of language -Locate and use a range of reference materials -Read for enjoyment and information -Write fluently and effectively for a range of purposes -Understand different types of writing -Show clear awareness of audience in their writing -Use relevant and appropriate supporting details -Use appropriate writing process independently 	<ul style="list-style-type: none"> -Respond to viewing experiences orally and in writing using specific vocabulary and terminology -Understand media elements and the effect of design on meaning of the visual -Identify stereotypes and the purpose of visual material -Recognize implications of commercial media 	<p>4-8</p> <p>SL. 1-6</p> <p>RL. 1-10</p> <p>W. 1-10</p> <p>L. 1-6</p>

		-Develop voice and style to personalize writing		
12-14	New Mexico Common Core Standards IBO Curriculum Guides Pending			

Age range	Mathematics					Alignment to State Common Core Standards
	Instructional materials: Everyday math K-6, Connected Math 7 th & 8th					
	1.Data Handling Statistics and Probability	2. Measurement	3. Shape and Space	4.Pattern and Function	5. Number. Measurement	
	Students will:	Students will:	Students Will:	Students Will:	Students will:	
5-7	-Sort, label, collect, display, and compare data -Discuss, identify, predict, and place outcomes in order of likelihood	-Estimate, measure, label, and compare using non-standard units -Read and write time to hour, half hour and quarter hour -Identify and	-Describe the properties of 3-D shapes -Find and explain symmetry -Give and follow directions using left, right, forward, and backward	-Describe, continue, create, and compare patterns -Identify commutative property -Model relationships in, and between,	-Read, write, estimate, count, compare, and order numbers to 1,000 -Read, write, model and understand addition and subtraction -Automatically use addition and	

		compare lengths of time (days, weeks, months)		addition and subtraction	subtraction facts to 10 -Explore multiplication and division -Use fraction names to describe part and whole relationships -Select and explain methods for solving a problem	
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Age range	Mathematics Instructional Materials: Everyday Math K-6, Connected Math 7 th & 8 th					Alignment to State Common Core Standards
	1.Data Handling Statistics and Probability Students will:	2. Measurement Students will:	3. Shape and Space Students Will:	4.Pattern and Function Students Will:	5. Number. Measurement Students will:	
7-9	<ul style="list-style-type: none"> -Discuss, compare, and create sets and subsets -Design, process and interpret data from a survey -Manipulate data in a database -Find, describe, and explain the mode in a set of data -Use probability to determine outcome of mathematically fair and unfair games 	<ul style="list-style-type: none"> -Estimate, measure, label and compare length, mass, time, and temperature -Determine appropriate tools and units of measurement -Estimate, measure, label, and compare perimeter and area -Model the addition and subtraction of money -Able to read and write time 	<ul style="list-style-type: none"> -Sort, describe, and model regular and irregular polygons -Combine and transfer 2-D shapes to create another shape -Identify lines and axes of reflective and rotational symmetry -Understand angles as a measure of rotation -Locate feature on a 	<ul style="list-style-type: none"> -Recognize, describe, and analyze patterns in number systems -Identify patterns and rules of multiplication and division -Model multiplication as an array -Use number patterns to solve problems 	<ul style="list-style-type: none"> -Read, write, estimate, count, compare, and order numbers to 1,000 extending understanding of the base 10 system to the thousands -Read, write, and model multiplication and division problems -Use and describe multiple strategies to solve addition, subtraction, multiplication, and division problems 	3-4 3-MD. 1-8 4-MD. 1-7 3. G. 1-2 4. G. 1-3 3. OA. 1-9 4. OA. 1-5 3. NBT. 1-3 4. NBT. 1-6 3. NF. 1-3 4. NF. 1-7

		to the minute and second	grid using coordinates		-Compare fractions using manipulatives fractional notation and mathematical vocabulary -Understand and model concept of equivalence to one	
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Age range	Mathematics Instructional materials: Everyday math K-6, Connected Math 7 th & 8th					Alignment to State Common Core Standards
	1.Data Handling Statistics and Probability Students will:	2. Measurement Students will:	3. Shape and Space Students Will:	4.Pattern and Function Students Will:	5. Number. Measurement Students will:	
9-12	-Collect, display, and interpret data in a variety of ways -Compare data displays -Create and manipulate an electronic database -Set up a spreadsheet -Find, describe and explain the range, mode, median, mean	-Estimate, measure, label and compare perimeter, area, and volume -Develop procedures for finding perimeter -Use the correct tool for any measurement with accuracy -Measure and construct angles in degrees using a protractor	-Use mathematical vocabulary of 2-D and 3-D shapes and angles -Classify, sort, and label triangles and quadrilaterals -Convert 2-D net into a 3-D shape -Find and use scale and ratio -Use language notation of bearing to describe	-Understand and use the relationship between four operations -Model and explain number patterns -Develop, explain, and model simple algebraic formulas -Model exponents as repeated multiplication -Understand and use	-Read, write, and model numbers to one million and beyond, extending the base 10 to the millions and thousandths -Read, write, model, compare and order fractions, decimals and percentages -Interchange fractions, decimal, percentages -Add and subtract fractions	<u>4-5th</u> MD. 1-5 G.1-4 GA. 1-3 NBT. 1-7 NF. 1-7 <u>6-7th</u> RP. 1-3 NS. 1-8 EE. 1-9 G. 1-6 SP. 1-8 <u>8th</u> 8. NS. 1-2 8. EE. 1.8 8. F. 1-5 8. G. 1-9 8.SP. 1-4

	<ul style="list-style-type: none"> -Use a numerical probability scale 0-1 or 0-100% -Determine theoretical probability of an event and explain why this might be different from the experimental probability 	<ul style="list-style-type: none"> -Construct and use 12-hour and 24 hour timetables and be able to use determine times worldwide 	<ul style="list-style-type: none"> position -Be able to read and plot coordinates in four quadrants 	<ul style="list-style-type: none"> exponents and roots as inverse functions 	<ul style="list-style-type: none"> with related denominators, simplify fractions and explore fractions using calculator -Add and subtract decimals -Find and use ratios -Read and write additions and subtraction of integers -Use exponential notation 	
12-14	Common Core Standards IBO Curriculum Guides Pending					

Age range	Science and Technology Instructional Materials: Center for Hands on Learning				Alignment to NM State Standards
	Science and technology is an integrated area of inquiry. The unique perspective provided by following the strands outlined below contributes to an understanding of human activity.				
	1. Living Things: The study of humans and other animals, plants, and the environment and the interactions between them.	2. Earth and Space: The study of the planet Earth and its relationship to the universe.	3. Materials and Matter: The study of the origins, properties, and uses of natural and human-made solids, liquids, and gases.	4. Forces and energy: The study of energy, its origins and transfer, and its effects.	
5-7	In this age range, students will develop their observational skills by using their senses to gather and record information, and will use their observations to identify patterns, make predictions and refine their ideas. They will explore the way objects and phenomena function, identify parts of a system and gain an understanding of cause and effect relationships. Students will examine change over varying time periods and recognize that more than one variable may affect change. They will be aware of different perspectives and ways of organizing the world and will show care and respect for themselves, other living things and the environment. Students will communicate their ideas or provide explanations using their own scientific experience.				Strands; Scientific Thinking and Practice, Content of Science, and Science and Society. K-8 Benchmarks I-III

7-9	In this age range, students will develop their observational skills by using their senses and selected observation tools. They will gather and record observed information in a number of ways, and reflect on these findings to identify patterns or connections, make predictions, and test and refine their ideas with increasing accuracy. Students will explore the way objects and phenomena function, identify parts of a system and gain an understanding of increasingly complex cause and effect relationships. They will examine change over time and recognize that change may be affected by one or more variables. They will be aware of different perspective and ways of organizing the world, and will be able to consider how these views and customs may have been formulated. Students will use their learning in science to plan positive and realistic action to improve their welfare and that of other living things and the environment. Students will communicate their ideas to provide explanations using their own scientific experience, and that of others.	Strands: Scientific Thinking and Practice, Content of Science and Science and Society K-8 Benchmarks I-III
9-12	In this age range, students will develop their observational skills by using their senses and selected observation tools. They will gather and record observed information in a number of ways, and reflect on these findings to identify patterns or connections, make predictions, and test and refine their ideas with increasing accuracy. Students will explore the way objects and phenomena function, identify parts of a system and gain an understanding of increasingly complex cause and effect relationships. They will examine change over time and recognize that change may be affected by one or more variables. They will be aware of different perspective and ways of organizing the world, and will be able to consider how these views and customs may have been formulated. Students will use their learning in science to plan positive and realistic action to improve their welfare and that of other living things and the environment. Students will communicate their ideas to provide explanations using their own scientific experience, and that of others.	Strands: Scientific Thinking and Practice, Content of Science and Science and Society K-8 Benchmarks I-III
12-14	Common Core Standards IBO Curriculum Guides Pending	

Age range	Physical Education and Health K-8				Alignment to NM State Standards
	1. Living Things: The study of humans and other animals, plants, and the environment and the interactions between them.	2. Earth and Space: The study of the planet Earth and its relationship to the universe.	3. Materials and Matter: The study of the origins, properties, and uses of natural and human-made solids, liquids, and gases.	4. Forces and energy: The study of energy, its origins and transfer, and its effects.	Partial. Complete alignment by end of 2013-14 SY

Age range	Social Studies Instructional Materials: Scott Foresman				Alignment to NM State Standards
	Social Studies embraces study of historical interactions among individuals, groups, institutions and the rich and diverse contributions that people of many backgrounds have made to our history and institutions. Social Studies offer students a variety of ways to think critically about key concepts-through reading, hands-on activities, and technology so they actively experience the world they live in.				
	1. History: The study of identifying important people and events in order to analyze significant patterns, relationships, themes, ideas, beliefs, and turning points in New Mexico, United States, and world history in order to understand the complexity of the human experience.	2. Geography: The study of how physical, natural, and cultural processes influence where people live, the ways in which people live, and how societies interact with one another and their environments.	3. Civics and Government: The study of ideals, rights, and responsibilities of citizenship and understanding the content and history of the founding documents of the United States with particular emphasis on the United States and New Mexico constitutions and how governments function at local, state, tribal, and national levels.	4. Economics: The study of basic economic principles and use of economic reasoning skills to analyze the impact of economic systems (including the market economy) on individuals, families, businesses, communities, and governments.	K-4 I-A, I-B, I-C, I-D, II-A, II-B, II-C, II-D, II-E, II-F, III-A, , III-B, III-C, III-D, IV-A, IV-B, IV-C, 5-8 I-A, I-B, I-C, I-D, II-A, II-B, II-C, II-D, II-E, II-F, III-A, III-B, III-C, III-D, IV-A, IV-B, IV-C,
5-9	In this age range, students will begin to learn historical content through exposure to the drama of the past. Students will recognize differences in understanding, examine how others think and feel, and encourage empathy, understanding, and respect for differing perspectives including one's own point of view. Students will be enhanced in understanding culture as it influences all disciplines.				
9-12	In this age range, students will learn about reasoning logically as they study history and social studies in greater detail. Students will attain the knowledge and skills they need in order to succeed in their studies and to function as informed, responsible citizens.				
12-14	New Mexico Common Core Standards IBO Curriculum Guides Pending				

APPENDIX B

GOVERNING DOCUMENTS

Taos International School Proposed Governing Council Bylaws

Article I- Governing Council

Section 1. Definition and Purpose

The governance of the Taos International School (TIS) will be vested in the Governing Board hereby referred to as the Governing Council (GC). The purpose of the Governing Council is to govern the School in accordance with the terms of its charter in compliance with the New Mexico Charter Schools Act, NMSA 1978 §§22-8B-2 (2006), *et seq.* as amended from time to time.

Section 2. Powers of the Governing Council

In addition to all powers conferred upon the Governing Council by New Mexico law, the GC shall have the power to:

- a. Perform any and all duties imposed on them collectively by State and Federal law, by the TIS Charter or these Bylaws;
- b. Develop educational and operational policies consistent with the school's mission statement;
- c. Adopt rules and policies pertaining to the administration of the GC and the school;
- d. Employ, supervise and annually evaluate the Head Administrator of TIS including annually deciding on the renewal of the Head Administrator's contract and annually establishing the Head Administrator's salary;
 1. The Governing Council shall delegate administrative and supervisory functions of the day-to-day operations of the school to the Head Administrator. The GC shall not be involved in the day-to-day operations of the school.
 2. The Governing Council shall delegate to the Head Administrator the authority to implement the approved charter and the school's policies and procedures, facilities plans, budget and such other directives and policies adopted by the GC. The Head Administrator shall be responsible for all matters pertaining to the school's affairs, including recruitment and supervision of school's Director. The Head Administrator shall approve the payment of proper bills for school expenditures. The Head Administrator shall maintain a copy of all GC-approved documents, including the school charter, minutes, agendas, bylaws, resolutions and policies.
- e. Establish for the remainder of the TIS staff, a compensation schedule to be employed by the Head Administrator in setting salaries annually for all teaching, administrative and support staff of TIS;
- f. Resolve problems that have escalated to the Governing Council according to policies, procedures and appropriate protocol; and review recommendations submitted by the Head Administrator and other GC consultants and advisors;
- g. Review, approve and monitor the implementation of the annual budget, of anticipated income, and expenditures; vote on the Budget Adjustment Requests (BARS) and direct preparation of the annual financial audit;

- h. Participate in organizing resource development efforts at the school, including fundraising, grant writing, volunteer recruitment and public relations campaigns;
- i. Develop both a long-term strategic plan and an annual work plan for the school to foster the attainment of its goals and objectives and to assure faithful compliance with the terms of the original charter granted by the New Mexico Public Education Department, including periodically reviewing that charter with an eye to possibly seeing revisions in it; and conduct those meetings in compliance with the requirements of the New Mexico Open Meetings Act, including public notice.
- j. Acquire, lease and dispose of property, both real and personal to the extent permissible by laws applicable to the public school;
- k. Initiate or defend lawsuits and take all necessary steps to protect School's interests;
- l. Authorize the repair and maintenance of all property belonging to School, or for which School is contractually responsible to maintain and repair, and /or delegate authority to the Head Administrator for repair and maintenance of School property;
- m. Enter into contracts consistent with the School approved budget for any service or activity that is required for TIS to carry out the educational program described in its charter and in accordance with the New Mexico Charter School act as amended, and/or delegate authority to the Head Administrator to enter into certain contracts;
- n. Accept or reject any charitable gift, grant, devise or bequest;
- o. Approve amendments to the charter prior to presentation to the authorizer for approval;
- p. Make application to the authorizer of the Public School Capital Outlay Council for capital outlay funds;
- q. Amend the Bylaws of the Governing Council from time to time consistent with the mission of the School by a majority vote of all members at any regular or special meeting;
- r. Promote a cooperative relationship with its charter authorizer; to function in accordance with the New Mexico Charter School Act and resolve any disputes which may arise between the Governing Council and the Public Education Department; and
- s. Reserve any other powers and duties as included in the charter and 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.* and the New Mexico Public School Code, Chapter 22 of the New Mexico Statutes.

Section 3. Governing Council Members

The Governing Council shall establish the number of members, which shall be set at least five and shall not be more than seven. Members shall be comprised of the community at large, with a focus on individuals who bring professional expertise that the GC has identified as desirable. Non-parent members shall be appointed and approved by the GC. All members shall serve for a two year term. Upon completion of that term, a member who wishes to continue serving may request another term from the other members of the Council. Such extensions must be approved by majority vote of the other GC members. No member may serve more than two, two-year terms. Each member shall serve until his or her successor is selected.

- a. Any member may be removed by the majority vote of the Governing Council whenever, in its sole and unfettered discretion, the school's best interests would be served thereby.
- b. Attendance at Governing Council meetings is mandatory. Any GC member missing two meetings in a row without prior notification may be dismissed from the GC. If a Council member cannot be physically present at a meeting for unavoidable conflict, he/she may

make arrangements to appear by telephone in accordance with the provisions of the Open Meetings Act.

- c. Any member may resign at any time by giving written notice to the Governing Council President or to the Secretary, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- d. A vacancy, other than a vacancy occurring by an expiration of a term, shall be filled by the Governing Council by the process identified above. Once the vacancy is filled, the term shall only be for the unexpired portion of the term of the member being replaced.

Section 4. Quorum

A simple majority of the current number of Governing Council members shall constitute a quorum. In the absence of a quorum, those members present may adjourn by the majority vote until a quorum is constituted.

Section 5. Salaries and reimbursements

A Governing Council member may not receive a salary from the School for services as a member. A member may be reimbursed with prior approval by the GC for travel, out-of-pocket and other expenses incurred while performing as a GC member on school business, in accordance with the New Mexico Mileage and Per Diem Act.

Section 6. Conflict of Interest

Public office is a trust created in the interest of the common good and for the benefit of the people. It is the intent of the Bylaws to maintain public confidence and prevent the use of public office for the private gain. Governing Council members shall disclose any known or potential conflicts of interest in writing to the GC prior to the time set for voting on any such transactions, and shall not vote on the matter or attempt to influence the decisions of the other GC members in voting on the matter. The written disclosures will be attached to the minutes of the meeting in which board action occurred relating to the matter disclosed. No GC member shall contract with the School or receive compensation from the School for services, other than reimbursement as set forth in Section 5 above.

Section 7. Liability Insurance for Governing Council

Except as may be otherwise provided for by State Law, the Governing Council may adopt a resolution authorizing the purchase of insurance on behalf of any agent on the Council (including Council members officers employees or other agents of the Council) against liabilities asserted against or insured by the agent in such capacity or arising out of the agents status as such, whether or not the GC would have the power to indemnify the agent against such liability under these bylaws or provisions of the law.

Section 8. Individual Member's Authority

A member of the Governing Council is a public officer, but has no power or authority individually. The charter vests power in the GC and not in its members individually. These powers must be exercised by the GC at public meetings, whether regular, special, or emergency meetings, with action duly recorded in its minutes.

Section 9. Binding Authority

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

ARTICLE II – OFFICERS

Section 1. Designation of Officers

The officers of the Governing Council shall consist of: President of the GC, Vice-President, Secretary, and Treasurer, all of whom shall be members. The officers shall be elected by the GC for a term of one year and, unless removed sooner, shall serve until their successors are duly elected.

Section 2. Qualifications

Any Governing Council member may serve as officer of this GC upon election to office by a majority of the Council members.

Section 3. Election and Term of Office

Officers shall be elected by the Governing Council at the first meeting of the year following the start of the school year.

Section 4. Duties of Governing Council President

The Governing Council President shall preside at all meetings of the GC. The President shall have the right, as other members of the GC, to make or second motions, to discuss questions, and to vote. The President may not act for or on behalf of the GC without prior specific authority from a majority of the GC to do so. All communications addressed to the President shall be considered by him/her for appropriate action, which consideration may include consulting with legal counsel, and consideration by the GC. The President shall sign legal documents as required by law and perform such other duties as may be prescribed by the GC. It is President's responsibility to ensure that GC members uphold their commitments/responsibilities to the school. The President, in collaboration with the Head Administrator, is responsible for compiling the topics for business to be placed on the GC agenda. Any member of the GC may offer items to be heard or discussed at any meeting of the GC.

Section 5. Duties of the Vice President:

The Vice-President shall perform the duties of the President in the absence of the President or at the request of the President. In the event a vacancy occurs in the presidency, the Vice-President will act in the capacity of the President until the office has been filled by a vote of the Governing Council membership.

Section 6. Duties of the Governing Council Secretary

The Secretary or the Secretary's designee shall issue Governing Council meeting notices and shall keep minutes, act as custodian of the school's records, seal and sign instruments as required, and make other reports, and perform such other duties as are incident to the office. The Secretary shall maintain a permanent archive of GC-approved minutes and agendas.

Section 7. Duties of the Governing Council Treasurer

The Treasurer shall have general supervision of the school's money and securities. The Treasurer shall supervise the maintenance of financial records and books, shall sign such instruments as required, and shall make such reports and perform such other duties as are incidental to the office. He/She shall attend the PED Spring Budget Workshop and/or any other financial regulatory training recommended by the Head Administrator or the Business Manager.

Section 8. Engagement of consultants or agents

The Governing Council may appoint or hire consultants and agents to perform duties on behalf of the GC and/or the School as the GC may prescribe.

Section 9. Vacancies among Officers

The Governing Council at its next regularly scheduled meeting shall fill any vacancy among the officers. An officer appointed to fill a vacancy shall serve for the unexpired terms of his predecessor in office.

ARTICLE III – MEETINGS

Section 1. Frequency and compliance of Governing Council meetings

The Governing Council shall meet in regular meetings four times a year. All meetings of the GC shall be held in accordance with the New Mexico Open Meetings Act (OMA) and in keeping with the GC's annual OMA resolution.

Section 2. Annual Work Session

The Governing Council shall hold an annual work session for the purpose of strategic planning or such other purpose as the GC shall designate. The annual GC work session shall normally be held in late May or June at such time and place as the GC President determines.

ARTICLE IV – COMMITTEES

Section 1. Establishment

The Governing Council may appoint such standing committees and/or ad hoc committees as it deems necessary for the effective governing of the school. Members of each Committee may be chosen from time to time by the GC and shall serve for such period of time as the GC shall from time to time determine. The specific composition of the Finance Committee, however, shall be governed by the provisions of paragraph below, -Finance/Audit Committee-

Section 2. Standing Committees

Each standing committee shall have a charge specific to its permitted activities and such charges shall be incorporated into the charter school policy manual. The function of any committee so established shall be fact-finding, deliberative, and advisory to the Governing Council. Committees shall not have authority to take legislative or administrative actions, nor to adopt policies for the school. Standing committees shall be made up on no more than one less than a quorum of the GC. The President shall be an ex officio member of each committee. The Head Administrator of the school shall be an ex officio member of each committee, except where his/her evaluation, tenure, and/or salary are to be deliberated. Standing committees shall be:

School Advisory Committee:

The Governing Council of TIS establishes the School Advisory Committee (SAC) as a committee of the GC in order to collect parent feedback on important issues facing the school community. The GC remains the body that is legally responsible for setting school and financial policies.

The SAC acts strictly in an advisory capacity to the School Director, with its agenda based on guidance from the GC, Head Administrator, and the school community. The SAC should submit any recommendations to the School Director at the time those recommendations are developed by the SAC. The GC may request reports or updates from the SAC periodically.

SAC recommendations of an operational nature (such as student drop-off times or creating a hand-me-down box) may be approved and implemented by the Head Administrator. SAC recommendations of a policy nature (such as curriculum, student confidentiality, or dress code) must be approved by the GC. If it is unclear whether a recommendation is of an operational or policy-related nature, it should be presented to the GC.

The SAC may advise on school programs, marketing, public relations, and community outreach. The SAC may also contribute to the development of the school's long-term strategic plan.

Enrichment Committee:

The Enrichment Committee will find volunteers and vendors interested in teaching a class to be part of the Taos International School Enrichment Program and refer interested parties to the Office Manager for the application process and approval, including background checks. Upon approval of the Head Administrator, the Enrichment Committee will coordinate and notify TIS families of the Enrichment Class schedule each quarter of the school year. The Enrichment Committee will assign students to appropriate classes and send confirmations to TIS families and Enrichment class teachers.

Facilities Committee:

The Facilities Committee shall develop and oversee the school's master plan for its site and facilities; implement policies to safeguard the existing facilities; monitor ongoing construction projects; and make recommendations for future construction projects.

Finance/Audit Committee:

The Finance Committee shall be comprised of the School Business Manager, a School Parent, Governing Council Treasurer, and Head Administrator and shall oversee the school's finances, develop the operational budget for presentation to the GC for the approval; evaluate the Head Administrator's compensation oversee the use of funds; review an annual audit; review and oversee the school's risk management policies and investments; and review and advise the GC on all matters affecting the school's financial condition.

Fundraising and Philanthropy Committee:

The Fundraising Committee will be responsible for organizing and facilitating events for TIS for the purpose of fundraising. The committee will work, coordinate and communicate with the GC, SAC, Room Parent Coordinators, and TIS staff on events that will help raise money for curriculum enhancements and bring the school community together. There will be documentation of funds

raised. The committee may also help with annual and planned giving, capital campaigns, and cultivation and stewardship donors.

Library Committee:

The Library Committee will be responsible for promoting the donation of library materials for the Taos International School within the community; using a library management system, inventory and organize library materials, including check-out / in of library materials.

Special Events Committee:

The Special Events Committee will be responsible for the planning and coordinating of Taos International School events with the goal of promoting a sense of community within TIS. Upon event approval of the School Director, responsibilities of the Special Events Committee include the coordinating of volunteers, event supplies (donations), venues, special guests, etc., as needed.

Examples of Special Events include: Start-of the Year Family Picnic, Tolerance Day, and World Teachers Day.

Uniform Committee:

The Uniform Committee will be responsible for acquiring community vendors for Taos International School families to purchase and embroider school uniforms, per the TIS Uniform Policy; set up program(s) for families in need of assistance to acquire proper school uniforms.

Yearbook Committee:

The Yearbook Committee will be responsible for the acquiring of vendors for the production of the Taos International School Yearbook, including photographer(s), printing, etc.; Design of the yearbook, including picture selection, written content, etc.; collection of funds from families for the purchase of yearbooks; distribution of yearbooks.

Section 3. Ad Hoc Committees

The Governing Council President, with the consent of the GC, may create additional committees and ad hoc committees and delegate tasks to such additional committees as appropriate. Each additional/ad hoc committee shall have a charge specific to its permitted activities and that charge shall include the date on which the committee is to present its final report to the GC and be dissolved. Members of ad hoc committees shall be drawn from those parents and staff of the school community who indicate interest in serving on the ad hoc committee and from such others as may be deemed appropriate by the GC.

Section 4. Committee chairpersons

Chairpersons for standing committees will report to the Governing Council at the request of the GC

Section 5. Resignations and Removal

Any member of a committee may, at any time, resign by giving written notice to the Chair or the Co-Chair and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any member of a committee may be removed by the School Director whenever in its judgment the best interests of the School would be served thereby.

Section 6. No Compensation

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

ARTICLE V – FACULTY

Section 1. Faculty engagement, supervision, and termination

The Head Administrator shall recruit, supervise, and recommend hiring and termination of faculty and staff. The faculty contracts shall be for one school year or less. The Head Administrator shall assign compensation based on a Governing Council-approved salary schedule and shall assign job descriptions for and annually assess the faculty staff.

Section 2. Direction of faculty

Faculty shall be subject to the Head Administrator's control and direction in all matters relating to their teaching duties and their personal conduct that affects the school's welfare.

ARTICLE VI – FISCAL YEAR AND AUDIT

The school's fiscal year shall begin on the first day of July and end on the last day of June of the following calendar year. The school's financial accounts shall be audited annually by a certified public accountant and in accordance with state law.

ARTICLE VII – MAINTENANCE OF RECORDS

The Governing Council shall task the Head Administrator to maintain:

- a. Minutes of all meetings of the Council and Council committees, indicating the time and place of such meetings, whether regular or special, how called, the notice given and the names of those present and the proceedings thereof;
- b. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements gains and losses;
- c. A copy of the TIS Charter and Bylaws amended to date, which shall be open to inspection at all reasonable times during office hours.
- d. Every Governing Council member shall have the right at any reasonable time and for purposes related to school business to inspect and copy all books, records and documents of every kind and to inspect the physical properties of TIS and shall have such other rights to inspect the books, records and properties of the school as may be required under the TIS Charter, other provisions of these bylaws and provisions of law, unless access to a specific record is otherwise restricted by law.

ARTICLE VIII – IDEMNIFICATION

To the fullest extent permitted under state law, the school shall indemnify any member or officer who is the subject of legal action because the person was a member or officer, including but not

limited to payment of settlement, judgment, attorney's fees and costs. The Governing Council may in its discretion indemnify other persons, subject to applicable laws.

PROPOSED SCHOOL ADVISORY COMMITTEE BYLAWS

FOR

TAOS INTERNATIONAL SCHOOL

Article I: Name

The name of this organization is the Taos International School Advisory Committee, and shall hereafter be referred to as SAC.

Article II: Purpose

Section 1: Primary Functions of SAC

The primary functions of the School Advisory Committee are:

- a. To recommend school policies to the Governing Council,
- b. To appropriate funds raised through the fundraising efforts of the school's other committees,
- c. To draft the school's Instructional Calendar and present to the Governing Council through the School Director,
- d. To assist in preparing and evaluating the school's long-term strategic plan,
- e. To advise the Governing Council through the School Director on school programs, marketing, public relations, and community outreach,
- f. Collect parent & community feedback on important issues facing the school community,
- g. To serve as the TIS School Health Advisory Council,
- h. To serve as the TIS Gifted Program Advisory Committee,
- i. To serve as the TIS Bilingual Advisory Committee
- j. To serve in an advisory capacity to the School Director.

Section 2: Ancillary Functions of the SAC

Other functions of the School Advisory Committee are:

- a. To participate in planning and monitoring of school buildings and grounds.
- b. To initiate activities or programs that generate greater cooperation between the community and the school.
- c. To assist in the development of educational goals and objectives.
- d. To recommend to the School Director various support services in the school.
- e. To review the budget before its presentation to the Governing Council by School Administration.
- f. To perform any functions prescribed by regulation of the School Director or the Governing Council.

Article III: Membership

Section 1: Representative Body

The School Director shall ensure that the membership shall be representative of the overall diversity of the community served by the school. It will also represent all grade levels in the school. In the event the School Director feels the SAC is not so represented, he/she may request new elections as described in section 4.

Section 2: Specific Membership

- a. For purposes of SAC membership, parents/guardians shall be defined as anyone who has a student currently enrolled at the school.
- b. The SAC shall include parents/guardians, teachers, and the School Director. A majority of the membership shall be non-staff.
- c. The SAC should strive to maintain at least one half of its parent/guardian membership from one school year to the next.
- d. Each grade level at the school will be represented by at least one parent/guardian member.
- e. The School Director shall be the only member of that school's administration who is member of the SAC.
- f. There should be at least one teacher member of the SAC.
- g. Membership in the SAC shall be limited to 10 voting members in total. Non-members are encouraged to attend meetings but may not vote.

Section 3: Election/Appointment of Members

- a. Parent/Guardian members of the SAC shall be elected by peers.
- b. The election of SAC members shall be conducted by the school administration during the first month of the school year.
- c. In the event of no parent/guardian being elected to represent a particular grade level, the School Director may appoint such a member.
- d. Staff members of the SAC shall be appointed by the School Director.
- e. Membership and current term of office for each SAC member will be noted in the meeting of the first meeting of the school year.

Section 4: Term of Membership

- a. Non-administrative staff members of the SAC shall serve a one-year term.
- b. Parent/Guardian members of the SAC shall serve a three-year term.
- c. Ideally, only one third of the membership will be newly-elected each year.

Section 5: Replacement of Member during a Term

Members not attending for two consecutive meetings, without an excused absence, will be replaced. Vacancies for parents/guardians will be filled by appointment by the School Director or by peer election, at the discretion of the School Director. Elections to fill vacant positions may be held as necessary throughout the year. Vacancies for staff members will be filled by appointment of School Director.

Article IV: Responsibilities

Section 1. The School Advisory Committees is a resource to the school and the school director. The term "advisory" is intended to mean inquiring, informing, suggesting, recommending, and evaluating.

Section 2. The School Advisory Committee, since it is advisory only, has the following limitations: 1) It may not dictate Governing Council or school policy, and 2) it must deal with issues rather than particular persons, whether they are administrators, teachers, students, citizens, or parents.

Article V: Officers

Section 1: Officers and their election

- a. The officers of the School Advisory Committee shall be a chairperson, a vice chairperson, and a secretary.
- b. All officers must be members of the SAC, and may not be school staff members or the School Director.
- c. These officers shall be elected by fellow SAC members, by written ballot, at the first meeting of SAC at the beginning of each school year.
- d. When possible the officers should not be newly-elected members of the SAC;
- e. Officers serve one-year, renewable terms.

Article VI: Roles of the School Director and SAC Members

Section 1: The School Director

- a. Serves as a resource to the SAC providing information regarding the local school education program
- b. Appoints all non-elected SAC members
- c. Maintains the appropriate statutory composition of the SAC
- d. Acts as an active resource
- e. Encourages leadership from within the council
- f. Assists in training members in leadership skills
- g. Arranges for presentations of interest to the SAC
- h. Keeps the SAC apprised of issues of the school, with the exception of specifics on personnel or student discipline issues.
- i. Develops, through positive actions, feelings of trust and understanding among SAC, community and staff
- j. Serves as the administrator in charge of the school with total responsibility to arrange all affairs of the school including general control and supervision of its employees

Section 2: The SAC Chairperson

- a. Works closely with the School Director and the SAC to plan each meeting and establish an agenda in time to notify the community of the purpose of each meeting;
- b. Calls the meetings to order, maintains, order, and sees that the meeting is properly adjourned;
- c. Instructs the secretary and other officers of their duties;
- d. Sees that minutes are taken, prepared, read, approved, and properly filed in the school
- e. Sees that business is ordered, considered, and carried out properly;
- f. Is an impartial, conscientious arbiter of discussion and debate, and insists on fairness in the actions and debate of the members;
- g. Ensures that consensus is reached in regards to decisions made by SAC;
- h. Manages the means of communication used by the SAC to share information regarding meeting times and agenda;
- i. Signs all letters, reports and other communication from the SAC.

Section 3: The Vice Chairperson

- a. Assists the Chairperson in all the duties described above.
- b. Acts as the Chairperson in his/her absence.

Section 4: The Secretary

- a. Keeps accurate and complete minutes;
- b. Provides a copy of the minutes to the School Director to be placed for public viewing in the school within 72 hours of the conclusion of a SAC meeting. Minutes are considered unofficial until ratified by the SAC at the following meeting.
- c. Keeps accurate records of council membership, their contact information, attendance, duties and special assignments
- d. Carries out other duties as assigned by the Chairperson or Vice Chairperson

Section 5: Parents/Guardian Members

- a. Serve as directly representatives for a particular grade level of the school.
- b. Act as committee members according to established procedures by making suggestions and recommendations representative of the views of parents, citizens, and organizations of the school community;
- c. Participate regularly in SAC meetings and carry out committee assignments;
- d. Become knowledgeable about personnel and material resources of the school and community and the school's education program;
- e. Act as resource persons for the SAC, especially in the solutions of community-related problems which affect the school and its students;
- f. Assist in obtaining community resources to aid the school's education program;
- g. Serve as a communication link between SAC, the community and the school;
- h. Participate in activities aimed at obtaining parent and community support and assistance for school related programs.

Section 6: School Staff Members:

- a. Acts as member of the SAC to represent the views and interests of the school staff;
- b. Participates regularly in SAC meetings and carry out SAC assignments;
- c. Makes available to the SAC specialized information about the educational programs, innovative idea, ad resources;
- d. Assists in identifying community resources which can aid in the school's educational programs;
- e. Serves as a communication link between the SAC and the school staff, and keep the staff informed of actions and activities of the SAC;
- f. Participates in efforts to encourage school staff support for goals and activities of the School Advisory Committee.

Article VII: Sub-Committees

- a. The SAC may create such sub-committees as necessary to carry on the work of the SAC;
- b. Membership of such sub-committees is not limited to voting SAC members. Members in sub-committees may be any parent/guardian, or staff member of the school.

Article VIII: Meetings

Section 1: Frequency of Meetings

- a. The SAC shall meet as often as necessary to perform its duties, but no fewer than four times per year. The first meeting shall be held in September of each year;
- b. Meetings shall be scheduled when parents and teachers can attend.
- c. All meetings shall be open to the public.

Section 2: Advance Notice of Meetings

- a. Three days written notice will be given to members concerning any item that will be voted on at the upcoming meeting.
- b. The agenda for any SAC meeting shall be publicly posted in the school office 72 hours in advance of such meeting.

Section 3: Quorum

- a. A quorum must be present to conduct business. A majority of the membership shall constitute a quorum. If a quorum is not present for a SAC meeting, the meeting must adjourn until a quorum can be present.
- b. Any meeting so adjourned may be rescheduled within 24 hours notice and may use the same agenda previously drafted and posted.

Section 4: Parliamentary Authority in Meeting

- a. Decisions made by the SAC will be made by the consensus of the entire SAC body. It is the duty of the Chairperson to be sure such consensus is met.
- b. In the event that consensus on a decision cannot be met, such an agenda item shall be tabled until the following meeting. At the following meeting the decision may be put to a vote of the voting members of the SAC, with a 70% super-majority required to pass.
- c. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the association in all cases in which they are applicable and in which they do not conflict with these bylaws.
- d. The chairperson has the option to appoint a member of SAC as a parliamentarian at any meeting deemed necessary.

Article IX: Ratification of Bylaws

- a. The bylaws of the SAC will be ratified by a simple majority of its members.

Article IX: Amendments to Bylaws

- a. These bylaws may be amended at any regular meeting of the SAC by a 70% super-majority of the membership.
- b. The amendment shall become effective immediately upon a passage.
- c. Record of amendments:

Date	Section amended (write new and section number if amendment is a new bylaw)	Original wording (write "none" if amendment is a new bylaw)	Changed to: (write "deleted" if amendment was a complete deletion of an existing bylaw)

APPENDIX C

HEAD ADMINISTRATOR JOB DESCRIPTION

Specific Duties and/or Responsibilities:

Education Program:

- Administers the development, coordination, maintenance, and evaluation of the educational program, including the International Baccalaureate Program and 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 Council 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 Governing Council.
- Assumes responsibility for the overall financial planning of the school and for the preparation of the annual budget, and submits it to the Council 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 Council.
- 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 school director, conducts parent information meetings relative to school's entrance (lottery) requirements.
- Assess facilities needs and recommends plans to Council.

Governing Council:

- Attends and participates in all meetings of the Council and its committees, except when excused by the Council's President.
- Takes prompt action to implement all directives of the Council.
- Advises the Council on the need for new and/or revised policies.
- Provides timely advice to the Council on the implication of changes in statutes or regulations affecting the school's programs.

- Informs and advises the Council about programs, practices, and problems of the school, and keeps the Council informed of the activities operating under the Council's authority.
- Prepares and submits to the Council recommendations relative to all matters requiring Council action, placing before the Council 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 Council policy.
- Acts as chief public relations agent for the school.
- Acts on own discretion if action is necessary in any matter not covered by Council policy, reports such action to the Council as soon as practicable, and recommends policy guidance in the future.

Personnel:

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

APPENDIX D

JOB DESCRIPTIONS OF LICENSED AND CERTIFIED STAFF

Business Manager

- Prepare and present an annual school budget to the Governing Council
- 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 with Procurement Officer and Governing Council 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 Head Administrator and School 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 School Director and Administrative Assistant in accordance with internal control policy
- With approval of Head Administrator, 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 TIS are in compliance with federal and state laws and procedures and the Public Education Department (PED)

- Must hold at least a Level 2 State of New Mexico Professional School Business Official License.
- Work Year: 12 months
- Reports to: Head Administrator

School Director Job Description

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 Council.
- Acts as a resource to teachers and head administrator in analyzing student achievement data.
- Performs all duties and responsibilities related to the school's special education program including the eduling 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 head administrator designates.
- Prepares and submits to head administrator for review needed Council policies, status reports, handbooks, grant applications, school's annual calendar, and other documents required for overall management of school.
- Serves upon assignment by the head administrator as a resource person to various parent and community groups and facilitates their positive involvement in the school.
- Accepts from the head administrator such of his/her responsibilities as the head Administrator 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 and/or International Baccalaureate 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.
- Work Year: 210 days
- Reports to: Head Administrator

EXCEPTIONAL PROGRAMS DIRECTOR

JOB DESCRIPTION

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

Management:

- 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: Head Administrator

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

- Valid New Mexico Teacher certification with Special Education Endorsement
- Experience as a classroom teacher preferred.
- Bilingual (Spanish/English) skills preferred.

BILINGUAL/IB DIRECTOR

JOB DESCRIPTION

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

- Valid New Mexico Teacher certification with Bilingual Endorsement
- Experience as a classroom teacher preferred

Management:

- 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 with International Baccalaureate Organization to complete necessary applications and to implement program components
- Provide teachers assistance in developing IB 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: Head Administrator

TEACHERS

JOB DESCRIPTION

- 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 TIS
- Utilize a diverse array of techniques and modalities in order to maximize a student's academic and personal outcomes
- 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 IB 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
- Bilingual Endorsed
- Work Year: 180 student days, 10 professional development days (190 total)
- Reports to: School Director

OFFICE MANAGER/CLERICAL

JOB DESCRIPTION

- Oversee and maintain office equipment and supplies
- Record and report staff absences and requests for leave
- Assist Business Manager 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
- Responsible for safeguarding and disbursement of petty cash funds
- Trained in using the Operating Budget Management System (OBS) for the purpose of providing assurance that the data of TIS are in compliance with federal and state laws and procedures and the Public Education Department (PED)
- 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: School Director

EDUCATIONAL ASSISTANT

JOB DESCRIPTION

- 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/IB education.
- Assist with clerical teacher duties
- Be flexible with assigned duties ó cover classes when needed
- Work with small groups at teacher discretion
- Holds a New Mexico Educational Assistant License
- Work Year: 185 days
- Reports to: Classroom Teacher

APPENDIX E

PROPOSED PERSONNEL POLICIES

A. Benefits

1. Bereavement Leave

Teachers will be provided with up to five (5) days leave due to a death in their immediate family without loss of salary. For purposes of bereavement leave only, the immediate family will include a spouse, child, child's spouse, parents, brother, sister, grandparents, grandchildren, aunts, uncles, nieces, nephews, grandchildren, and corresponding relatives of spouse.

2. Emergency Leave

Up to two (2) days of emergency leave may be granted without loss of salary to licensed personnel in situations defined as emergency under the following conditions:

- a. Fire
- b. Automobile accident
- c. Natural disaster (i.e. flood or landslide)
- d. Similar circumstances as approved by the employee's immediate supervisor

3. Family Medical, Personal (sick) or Disability Leave

It is the policy of Taos International School to comply with the requirements of the Family and Medical Leave Act of 1993 (the "Act"). This Act requires that a covered employer provide up to twelve (12) weeks of unpaid leave to eligible employees. "Eligible employees" are those employees who: (1) have been employed for at least one year by Taos International School; and (2) worked at least 1,250 hours during the previous twelve-month period; and (3) have requested leave for a reason covered by the Act.

a. Reasons for Leave

All eligible employees who meet the Act's requirements may be granted a total of twelve (12) weeks of unpaid family leave and paid personal (sick), vacation and personal leave combined (during any year as defined below) for the following reasons:

- (1) For the birth of a child and to care for such child, or placement with the employee for adoption or foster care of a child;
- (2) To care for a spouse, child or parent with a serious health condition;
- (3) For a serious health condition of the employee that makes the employee unable to perform his or her job functions.

The term "serious health condition" means an illness, injury, impairment or physical or mental condition which requires either inpatient care, or continuing treatment by a health care provider. A "serious health condition" does not cover short-term conditions for which treatment and recovery

are very brief. Such conditions would normally be covered by the Taos International School's sick leave policies.

The term "year" as used in this Policy shall mean a rolling 12-month period measured backward from the date an employee uses any leave.

b. Availability of Leave

In determining the availability of leave the school will consider the leave available to a person (whether paid or unpaid) by virtue of existing employment conditions. The intent of the School is to insure that each individual covered by the Act shall have the leave benefits available as a result of the law's requirements. It is not the intent of the school or this policy to provide leave benefits that exceed those authorized by rule, policy, or existing law as supplemented by the Act. Thus, an eligible employee must use any accrued paid vacation leave, personal leave, and sick leave for any part of the twelve (12) week period. It is the policy of the school that all paid non-Act leave will be used first.

An employee requesting leave for one of the reasons authorized by the Act will be entitled to the leave available by virtue of existing leave policies. In the event the application of these policies results in less leave than is required by the Act, an eligible individual will be entitled to such additional leave as is necessary to result in the minimum leave specified in the Act for covered individuals.

Where the employee's spouse is also employed by the school, the total number of work weeks of Act leave to which both spouses are entitled is limited to twelve (12) work weeks during a year if such leave is for the birth of a child or to care for a child or for placement for adoption or foster care of a child.

c. Application for Leave

An employee requesting leave must complete an "Application for Family or Medical Leave." The application must state the reason for the leave, the duration of the leave (if known), and the starting and ending dates of the leave. An application can be obtained from the school's office.

The application for leave must be submitted at least thirty (30) days before family or medical leave because of an expected birth or placement of a child, or because a planned medical treatment is to begin. If, for reasons beyond the employee's reasonable control, the leave is to begin in less than thirty (30) days, an employee must give notice the Head Administrator as soon as is practicable, ordinarily within one or two school days of when the employee learns of the need for leave.

d. The Effect of Leave on Benefits

During a period of family or medical leave, an employee will be retained on the school's medical insurance plan under the same conditions that applied before leave began. In order to continue medical insurance coverage, the employee must continue to make any contributions that he or she made to the plan before leave. Failure of the employee to pay his or her share of the medical

insurance premium may result in a loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the school for payment of health insurance premiums during the family or medical leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or due to circumstances beyond the employee's control.

The employee may not accrue any seniority or employment benefits that would have accrued if not for taking the leave. However, the employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

e. Failure to Return from Leave

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. Any termination, as a result of this provision, is subject to the same rights as a termination for cause. An employee, who requests an extension of family leave or medical leave due to the continuance, recurrence or onset of her or his own serious health condition, or the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the Head Administrator with a copy to the Governing Council. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

f. Forms

Forms related to this policy, including the application for leave and medical certification statements, are available in the school's office.

g. Special Provisions for FMLA Service Member Family Leave

(1) An eligible employee of the School may take up to twelve (12) workweeks of FMLA leave measured backward for each employee from the first time such employee uses leave under FMLA, without pay, because of any qualifying exigency, as the U.S. Secretary of Labor shall by regulation determine, arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation. (This provision is not in effect until the Secretary of Labor issues specific regulations defining "any qualifying exigency.")

(2) An eligible employee of the School may take up to twenty-six (26) workweeks of FMLA to care for a covered servicemember who is the spouse, son, daughter, parent, or next of kin of a covered servicemember. A "covered service member" is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The leave described to care for a covered service member shall only be available during a single twelve (12) month period.

(3) The aggregate number of workweeks of leave to which both the husband and wife working for the School may be entitled under covered service member family leave combined with leave as described in paragraph Q(a), above, shall be limited to twenty-six (26) workweeks during only one (1) twelve (12)-month period.

(4) An employee must provide at least thirty (30)-days notice before FMLA Service member Family Leave is to begin if the need for the leave is foreseeable. When thirty (30) notice is not practicable, notice must be given as soon as practicable.

(5) Certification of active military duty or call to active duty in support of a contingency operation for purpose of receiving FMLA Service member Family Leave shall be required under the same conditions as FMLA certification for other FMLA leave. In the case of continuation, recurrence, or onset of a serious health condition of the covered service member being cared for by an employee and the employee is unable to return to work, certification issued by the health care provider of the service member with the serious health condition shall be required to support the inability of the employee to return to work.

(6) All other provisions of the FMLA policy shall apply to the FMLA Service member Family Leave.

4. Health Insurance

Taos International School will provide Health, Dental and Vision insurance benefit packages through the New Mexico Public School Insurance Authority's provider. For full-time employees, the school will pay the percentage of insurance premium required by law. For part-time employees (24 hours per week or less), the benefit packages will be offered, and part-time employee will be responsible for payment of 100% of the insurance premium.

5. Jury Duty

Taos International School shall grant an employee leave for jury service or as a witness subpoenaed in a criminal, civil, or juvenile proceeding. The school shall pay the employee's full contract salary less the daily rate paid to the employee for serving as a juror or witness.

Leave for jury service may not be used when the employee is a plaintiff or defendant, except where special circumstances warrant such use. The employee must submit in writing a request for approval of such use of emergency leave to the Head Administrator presenting any special circumstances which are to be considered.

6. Salary Scale

Salary Schedules: See TIS Appendix L for copies of all salary schedules.

- a. All teachers shall be paid on the Taos International School salary schedule adopted annually by the Governing Council with said schedule to be developed according to degree qualifications, experience, and duties. The approved annual salary schedule shall apply

only for the year approved and employees should not use the salary schedule to project a salary in future school years.

- b. Teachers with extra duty assignments will be paid above the regular salary on a schedule set by the Governing Council.
- c. Teachers who work longer than the established school year will be paid above the regular salary scale.

7. Personal (Sick) Leave

At the beginning of each school year, each teacher shall be credited with ten (10) days of personal (sick) leave, the unused portion of which shall accumulate to a maximum of 30 days. The school will buy back unused personal leave following the close of school each school year. The buy-back rate will be \$100.00 per day, or \$50.00 per half day, of unused personal (sick) leave.

8. Personal (Sick) Leave Sharing

Sick Leave Bank

The intent of the Sick Leave Bank is to provide an employee additional sick leave when a prolonged and catastrophic illness or injury (excluding normal pregnancy) is incurred by the employee or a member of the employee's immediate family that requires hospitalization or home confinement and for which no other compensation will be received.

An employee may join the Sick Leave Bank through an initial, one-time contribution of two (2) sick leave days. Participation in the Sick Leave Bank is strictly voluntary.

All accrued sick leave, matching sick leave, personal leave and annual leave must be used before an employee is eligible to receive days from the Bank. Employee leave history will be reviewed as part of the application process.

New employees will be eligible to request days from the Sick Leave Bank after contributing the mandatory days and upon completion of twenty (20) contractual days. Employees are required to have long-term disability insurance.

A committee of School employees will regulate the Sick Leave Bank. The Sick Leave Bank Committee shall be composed of three (3) to five (5) School employees. A school nurse or a medical services provider will serve on the Committee as the medical advisor. The Sick Leave Bank Committee will review all requests for days and will return a decision within five (5) days of the Request Review. The Sick Leave Bank Committee must have a minimum of three (3) Committee members to review each Request Review.

A request for using days from the Sick Leave Bank must be submitted to the Sick Leave Bank Committee on a "Sick Leave Bank Request" form.

A maximum of twenty (20) days may be granted per request; however, subsequent requests may be made for additional days.

The Sick Leave Bank Committee will consider requests for the necessary days to fulfill mandatory waiting periods for worker's compensation and disability insurance if the employee is eligible for these benefits.

An employee utilizing the Sick Leave Bank will reimburse the Bank at the rate of three (3) days per year until the borrowed days have been returned or until employment is terminated.

An employee who is not satisfied with the decision of the School Sick Leave Bank Committee shall have the right to appeal the decision in writing by providing the Sick Leave Bank Committee additional information concerning facts that would change the original decision.

a. The Taos International School Governing Council establishes a leave sharing program for all school employees. The program shall permit school employees to donate personal (sick) leave to a fellow school employee who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or will cause the employee to exhaust all accumulated personal (sick) leave and that has caused or is likely to cause the employee to take leave without pay or to terminate employment.

b. As used in this section:

(1) "Relative of the employee" means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

(2) "Household members" means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term shall include foster children and legal wards even if they do not live in the household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune;

(3) "Severe" or "extraordinary" means serious, extreme or life-threatening; including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery there from; and

(4) "School employee" means a teacher or any full-time employee of the school. Whether an employee is a "full-time employee of the school" will be determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee.

c. A school employee may be eligible to receive shared leave pursuant to the following conditions:

(1) The Taos International School Governing Council determines that the employee meets the criteria described in this section; and

(2) The employee has abided by school policies regarding the use of personal (sick) leave.

d. A school employee may donate annual leave to another school employee only pursuant to the following conditions:

(1) The receiving employee has exhausted, or will exhaust, all personal (sick) leave earned due to an illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature, and involves the employee, a relative of the employee or household member;

(a) The condition has caused, or is likely to cause, the employee to go on leave

without pay or to terminate employment.

- (b) The Taos International School Governing Council permits the leave to be shared with an eligible employee;
- (c) The amount of leave to be donated is within the limits set by the Taos International School Governing Council; and
- (d) School employees may not donate excess personal (sick) leave that the donor would not be able to otherwise take.

e. An employee may receive up to twenty (20) donated days in any school year. An employee shall not be able to use more than 100 days of shared personal (sick) leave during total school employment.

f. The Governing Council shall require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

g. Donated personal (sick) leave will not be transferable between employees of different public schools.

h. The receiving employee shall be paid the regular rate of pay of the employee. The personal (sick) leave received will be designated as shared personal (sick) leave and be maintained separately from all other personal (sick) leave balances.

i. Any donated personal (sick) leave may only be used by the recipient for the purposes specified in this section.

j. All personal (sick) leave earned and available for use by the recipient must be used prior to using shared personal (sick) leave.

k. Any shared personal (sick) leave not used by the recipient during each occurrence as determined by the Governing Council shall be returned to the donor. The shared personal (sick) leave remaining will be divided among the donors on a prorated basis based on the original donated value and returned at its original donor value and reinstated to the annual leave balance of each donor.

l. All donated personal (sick) leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating personal (sick) leave for the purposes of the leave sharing program.

11. Teachers' Retirement

The Governing Council shall pay, as part of the Compensation Schedule, each teacher's contribution to the New Mexico Educational Retirement Association. Upon retirement, this contribution will be paid to each teacher as provided by legislation.

12. Vacation/Holiday Leave

It is recognized by the Taos International School Governing Council that time away from professional responsibilities enhances the individual's ability to function in that position of responsibility. As a result, licensed personnel employed on twelve-month contracts will qualify for all school holidays and ten working days of paid vacation leave each year. All vacation leave must be requested in writing and be approved by the Taos International School Governing Council. In addition:

- a. Vacation leave shall not be accumulative nor reimbursable for unused time.
- b. A person on leave-of-absence, suspension, lay-off, etc., will not accrue vacation leave.
- c. The year for calculating vacation leave will begin July 1. All vacation leave must be taken by June 30 of the following year or it will be lost. Any deviation must be approved in writing in advance by the Governing Council.
- d. The employee shall accrue vacation leave at the rate of .83 day per month beginning with the first day of the month if the employee begins duties on the first day of the month or the first day of the following month if the employee begins duties after the first day of the month.
- e. The Head Administrator may establish a vacation calendar and require that employees schedule their vacation in advance so as not to leave a program understaffed. No vacation in excess of ten days may be taken at one time without the Governing Council consent. The Governing Council shall have final approval authority for any vacation.

13. Accident or Injury

Any employee injured while in the course of employment must immediately notify his/her supervisor and the Head Administrator and complete a Notice of Accident Report and submit it to the Head Administrator.

If medical attention is necessary, the employee should seek treatment from a medical care provider of his/her choosing.

Taos International School maintains Worker's Compensation insurance pursuant to New Mexico law.

B. Code of Ethics

Taos International School employees will follow the New Mexico Code of Ethical Responsibility of the Education Profession, Pursuant to 6.60.9.8 NMAC, which is provided in the Employee Orientation Packet.

C. Communications Regarding Complaints against Teachers

A teacher shall be notified of a complaint filed against him/her and given an opportunity to respond to the complaint before formal disciplinary action is taken.

D. Contracts

Contracts for licensed employees of Taos International School will specify the annual salary to be paid.

E. At-Will Employment of Non-Licensed Employees

The Head Administrator has authority to select and employ all non-licensed employees who serve on an at-will basis until the third anniversary of continuous employment. At the recommendation of the Head Administrator, the Council has the authority to terminate all non-licensed employees who have been employed for less than three consecutive years on an at-will basis by Taos International School for less than three consecutive years. The Head Administrator has authority to suspend a non-licensed employee with pay. An employee with three or more consecutive years of employment with the School recommended for suspension without pay shall be granted due process in accordance with the provisions of § 22-10A-24 NMSA 1978. An at-will employee with less than three consecutive years of employment with the School may be offered a suspension without pay in lieu of termination.

F. Discipline of Teachers

The following procedures shall be followed by Taos International School Governing Council in supervising and correcting unsatisfactory work performance of licensed school personnel before serving them with notice of intent to discharge.

1. Two or more conferences shall have been held with licensed school personnel charged with unsatisfactory work performance by the Head Administrator before notice of intent to discharge is served upon him or her. For purposes of this policy, the conference at which the supervisor first identifies unsatisfactory work performance shall be counted as one of the required conferences. Sufficient time shall have elapsed between the conferences to allow the licensed school personnel to correct the unsatisfactory work performance and to have been observed for an adequate time in the discharge of his or her duties.

2. A written record of all conferences shall be made, specifying the areas of uncorrected unsatisfactory work performance, all action suggested by the school which might improve such performance, and all improvements made. Each written record shall be signed by all parties to the conference. In the event of a refusal to sign, a notation shall be made of the refusal. A copy of each record shall be given to the person charged with unsatisfactory work performance. The Governing Council shall retain a copy of the record to be introduced at any hearing for the person charged with unsatisfactory work performance, pursuant to 6.69.2 NMAC.

G. Notice of Re-Employment and Termination

On or before the fourteenth calendar day prior the last day of the school year of the existing employment contract, the Governing Council or Head Administrator shall serve written notice of re-employment or termination on each licensed school instructor employed by the school. A notice of re-employment shall be an offer of employment for the ensuing school year. A notice of termination shall be a notice of intention not to re-employ for the ensuing school year. Failure of the Governing Council to serve a written notice of re-employment or termination on a licensed school instructor shall be construed to mean that notice of re-employment has been served upon the person for the

ensuing school year according to the terms of the existing employment contract but subject to any additional compensation allowed other licensed school instructors of like qualifications and experience employed by Taos International School. Nothing in this section shall be construed to mean that failure of the Governing Council to serve a written notice of re-employment or termination shall automatically extend a licensed school instructor's employment contract for a period in excess of one (1) school year.

H. Re-Employment

1. Each licensed school instructor shall deliver to the Governing Council a written acceptance or rejection of re-employment for the ensuing school year within fifteen (15) days from the following:

- the date written notice of re-employment is served upon the person; or
- the last day of the school year when no written notice of re-employment or termination is served upon the person on or before the last day of the school year.

2. Delivery of the written acceptance of re-employment by a licensed school instructor creates a binding employment contract between the licensed school instructor and the Governing Council until the parties enter into a written employment contract, which shall be executed by the parties not later than ten (10) days before the first day of a school year.

I. Termination of Employee Procedures

1. Because licensed employees have different rights under the law than non-licensed employees, it is important to distinguish between these two categories when reviewing the following rights of employees.

2. For a licensed employee **“terminate”** means not re-employing him/her for the ensuing school year. For a non-licensed employee, **“terminate”** means severing the employment relationship at any time. Under the law, licensed and non-licensed employees with less than three years of consecutive service may be terminated for any reason not prohibited by law; no just cause is required.

3. For a licensed employee **“discharge”** means severing the employment relationship prior to the expiration of the current employment contract. The procedures in section I., and J., apply only to **terminations**. For the procedures regarding **discharge**, please refer to section L., below.

4. The Governing Council may terminate an employee with fewer than three years of consecutive service for any reason it deems sufficient in the best interests of Taos International School.

5. Before terminating a non-licensed employee with less than three years of service, the Governing Council shall serve the employee with a written notice of termination. No grounds for termination will be stated upon the notice.

6. If the employee requests the reasons for the termination, the Head Administrator must provide the reason for the decision to terminate to the employee in writing within ten (10) working days of the request. These reasons will be maintained confidential by the School administration and the Governing Council.
7. An employee with less than three years of consecutive service has no right to appeal the termination decision to the school authorities.
8. Licensed and non-licensed employees who have three years or more of consecutive service may only be terminated for just cause.
9. Before terminating an employee with more than three years of service, the Governing Council shall serve the employee with a written notice of termination in accordance with State law.
10. An employee who has been employed by Taos International School for three consecutive years and who receives a notice of termination may request an opportunity to make a statement in person to the Governing Council on the decision to terminate him/her by submitting a written request to the Head Administrator within five (5) working days from the date written notice of termination is served upon him/her.
11. The employee may also request in writing the reasons for the action to terminate him/her. The Head Administrator shall provide specific written reasons for the decision to terminate to the employee within five (5) working days from the date the written request from the employee is received by the Head Administrator. The reasons for termination will be kept confidential, and neither the Head Administrator nor the Governing Council shall publicly disclose its reasons for termination.
12. The employee's request to make a statement to the Governing Council on the decision to terminate him/her shall be granted if s/he responds to the Head Administrator's written reasons by submitting a written statement to the Head Administrator with the following: 1) statement of the grounds upon which the employee believes that the decision was without just cause and 2) a statement of the facts that the employee believes support his/her position. This written statement must be submitted within ten working days from the date the employee receives the written reasons from the Governing Council. *See, NMSA 1978, Section 22-10A-24.*
13. The Governing Council shall meet to hear the employee's statement in no less than five or more than fifteen working days after the Council receives the statement. The hearing shall be conducted informally in accordance with the provisions of the Open Meetings Act [Chapter 10, Article 15 NMSA 1978]. The employee and the Head Administrator may each be accompanied by a person of his/her choice.
14. Procedures for an employee's hearing before the Governing Council:
 - (a) The Head Administrator or his/her representative shall present the factual basis for the determination that just cause exists for the termination of the employee (limited to those reasons provided to the employee in the written notice).
 - (b) The employee shall present his/her contentions (limited to those grounds included in his/her prior written statement).

- (c) The Governing Council, the Head Administrator, or their representative may offer rebuttal testimony.
- (d) All witnesses may be questioned by the Governing Council, the employee or his/her representative and the Head Administrator or his/her representative.
- (e) The Governing Council may consider only evidence presented at the hearing.
- (f) The rules of evidence do not apply. The Governing Council shall consider only evidence which it considers to be reliable.
- (g) No record shall be made of the hearing.
- (h) The Governing Council shall prepare a written decision either upholding or reversing the termination, or requesting additional information.
- (i) The Governing Council shall provide a copy of its decision to the employee and the Head Administrator in writing within five (5) working days from the conclusion of the hearing.

J. Appeal of Decision of Governing Council

1. An employee may appeal a decision of the Governing Council to an independent arbitrator by submitting a written appeal to the Head Administrator. A written appeal shall be submitted to Head Administrator within five (5) working days from the receipt of the Governing Council's written decision or the refusal of the Council to grant a hearing. The appeal shall specify the grounds on which it is contended that the decision was impermissible, and include a statement of facts supporting the contentions. Failure of the employee to submit a timely appeal, or a statement of factual grounds with the appeal shall disqualify him/her for any appeal, and render the Governing Council's decision final.
2. Appeals will be conducted according to NMSA 1978, §22-10A-25.
3. Taos International School shall file a record with the Public Education Department of all termination and all actions arising from terminations annually.

K. Exceptions to Termination Procedures

The preceding sections G., H., I., and J. do not apply to a licensed school instructor employed to fill the position of a licensed school instructor who is entering military service, a person who is employed as a licensed school administrator, or a non-licensed school employee employed to perform primarily district-wide management functions.

L. Discharge Hearing

1. As used in this manual, "discharge" means the act of severing the employment relationship with a licensed school employee prior to the expiration of the current employment contract.
2. The Taos International School Governing Council may discharge a licensed school employee only for just cause.
3. The Head Administrator shall prepare a written Notice of Intent to Recommend Discharge, with the reasons stated upon which the recommendation is based. The Notice of Intent to Discharge will advise the employee of his/her right to request a hearing before the Governing Council on the discharge recommendation, and state the manner in which the request is to be made. The Notice of Intent to Recommend Discharge will advise the

employee that such a request must be received within five (5) working days of the receipt of the Notice, or the right to a hearing will be deemed waived.

4. The Head Administrator shall have the Notice of Intent to Recommend Discharge personally delivered to the employee. If the employee is not available to accept the hand delivery of the Notice of Intent to Recommend Discharge, the Notice may be left with an adult member of the employee's household, and ***in addition***, a copy of the Notice must be mailed to the employee at his/her last known mailing address. The person who delivered the notice must complete a sworn Certificate of Service which states the date, time, person and location to/at which the notice was delivered.
5. A licensed school employee who receives a notice of intent to recommend discharge may exercise his/her right to a hearing before the Governing Council by giving the Head Administrator written notice of that election within five (5) working days of his/her receipt of the notice to recommend discharge.
6. The Governing Council shall hold a discharge hearing in compliance with NMSA 1978, §22-10A-27.

M. Appeals of Discharge Decisions of the Governing Council

1. A licensed school employee aggrieved by a decision of the Governing Council to discharge him/her after a discharge hearing may appeal the decision to an independent arbitrator. A written notice of appeal shall be submitted to the Head Administrator within five (5) working days from the receipt of the copy of the written decision of the Governing Council.
2. The Governing Council and the licensed school employee shall meet within ten (10) calendar days from the receipt of the notice of appeal and select an independent arbitrator to conduct the appeal, or, in the event the parties fail to agree on an independent arbitrator, they shall request the presiding judge in the Albuquerque judicial district to select the independent arbitrator. The presiding judge shall select the independent arbitrator within five (5) working days from the date of the parties' request, pursuant to NMSA 1978, §22-10A-28.
3. The arbitration hearing will be conducted pursuant to NMSA 1978, §22-10A-28.
4. The independent arbitrator's fees and other expenses incurred in the conduct of the arbitration shall be assigned at the discretion of the independent arbitrator.

N. Background Check

Pursuant to the New Mexico School Personnel Act 22-10A-5 NMSA 1978, Taos International School may conduct work history, education history and or reference investigations on each candidate recommended for hire, including but not limited to, permanent full-time and part-time employees, substitutes, temporaries and volunteers. Each candidate will be subject to a criminal background investigation, including mandatory fingerprinting, at the candidate's expense, as a condition of further consideration for employment.

Any offer of employment is contingent upon the satisfactory completion of all background investigations. Conviction of a crime shall not automatically bar an applicant from obtaining

employment with Taos International School, but pursuant to the Criminal Offender Employment Act, 28-2-1 through 28-2-6 NMSA 1978, may be the basis for refusing employment.

Criminal background checks, as described above, shall also be conducted upon each contractor or contractor's employee, at the expense of the contractor or contractor's employee, if the contractor or contractor's employee has unsupervised access to students. In such cases, contracts shall be subject to the satisfactory completion of background checks.

With regard to existing employees, Taos International School may conduct equivalent background investigations if Taos International School becomes aware of facts, circumstances or conduct giving rise to a reasonable suspicion that the employee has a history which, if substantiated, may adversely affect his/her fitness to continue in employment with Taos International School.

If the applicant for employment meets all other criteria for employment in the school, the applicant may be employed on a temporary basis for up to ninety (90) days pending receipt of the felony records search results. If the applicant is offered permanent employment following the review of the records search, the search fee, if any, will be reimbursed up to a maximum of \$40.00.

O. Leave Without Pay

A day's pay may be deducted for all leave which does not meet TIS Governing Council approved guidelines. Such leave includes, but is not limited to, sick, personal business, bereavement and emergency leave. All such leave must be approved in advance by the Head Administrator.

A letter of explanation must be submitted to the Head Administrator for approval.

P. Payroll Deductions

Payroll deductions are made for the following:

1. NMSDI and Medicaid (formerly FICA) tax on the basis of the current effective percentage. The school will match with the same percentage to the Federal government.
2. Federal income tax as calculated by the computer on the actual current Federal rate according to the employee's declared number of tax exemptions and single or married notation on his/her currently filed W-4 tax information card.
3. State income tax as calculated by the computer on the current required withholding scale by the State of New Mexico according to the employee's declared number of exemptions and single or married notation on the W-4 form.
4. New Mexico teachers' retirement at the applicable rate of gross wages.
5. Tax sheltered annuities as stated on the required file copy of the employees contract and according to the monthly billing of the employees annuity company.
6. Health, dental, and vision insurance program, if any, of the school adopted plan, if applicable.
7. Cancer, intensive care, disability and term-life insurance, if applicable.

The school will implement a direct deposit plan. Staff members may select this option if they so choose.

Q. Personnel Files

The teacher's official file shall be maintained in the school's office. Material that may adversely affect a teacher's employment status may not be placed in the teacher's official file until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher shall have the right, within ten (10) working days, to affix a written response to said material. Documentation must be made a part of the official file in order for it to be used in an action that adversely affects a teacher's employment status.

A teacher may review the contents of his/her official file during normal business hours, but not during the duty time of the teacher. The teacher is entitled to receive a copy of any documents contained therein with the teacher paying the cost of reproduction.

R. Personnel Selection

The goal of the personnel selection process is to recruit and select that individual who will best fit an available position. In doing so, such criteria as educational background, training and preparation, experience, personal characteristics, references, interview, and general background will be considered in making selection decisions. Taos International School will adhere to federal and state regulations regarding equal employment opportunity and will not discriminate on the basis of race, color, religion, age, sex, national origin, ancestry, physical or mental handicap, or serious medical condition. All school personnel concerned with recruitment, hiring, training, assignments, promotions, transfer, compensation, dismissal, and other employment practices are expected to govern their personnel actions and procedures within the intent of Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Act of 1972, the New Mexico Human Rights Act and all additional laws, orders, and regulations applicable to the employment policies of Taos International School.

All applications for employment shall be made in writing on the appropriate application form. Additional information may be requested of an applicant.

All nominations for positions shall be made to the Governing Council by the Head Administrator. No employment action is completed and official until the Governing Council has approved the nomination at a Council meeting. The Governing Council does authorize the Head Administrator or his/her designee to employ on a temporary basis subject to final Governing Council approval.

The Head Administrator or his/her designee shall be responsible for assignment of personnel.

S. Professional Development

The Taos International School Governing Council recognizes that staff members should continue to improve their competencies during their service. It expects the Head Administrator to promote opportunities for staff development and for staff members to take advantage of them. To the extent feasible, the Head Administrator will establish procedures by which staff members can receive proper recognition for professional development.

All professional development will reflect the mission, goals and objectives of Taos International School. The school will actively seek resources for improvement of professional development

opportunities for the Head Administrator and staff through all means available. The school will actively seek funds for improvement of teaching and learning through high quality professional development activities in core academic subjects through all means available, including but not limited grants, operational funds, and professional development opportunities available free of charge.

All full-time teachers will have a professional development plan created in collaboration with the Head Administrator. The Head Administrator will have a professional development plan created in collaboration with the Governing Council and from feedback from the school community.

At Taos International School, daily group planning time gives teachers formal and informal opportunities to review, revise, propose curriculum activities, and to develop the teamwork critical to the success of the educational program at Taos International School.

Wednesdays Early Release

Students will be dismissed at 2:30PM on Wednesdays. From 2:30-4:30 PM staff will hold general meetings and/or grade level meetings for the purpose of:

- examining student work and select student exemplars
- reviewing International Baccalaureate Organization authorization requirements
- conducting lesson study and other methods to improve instructional strategies and curriculum
- conducting grade level meetings to address issues related to instruction and vertical articulation of curriculum
- planning lessons and units
- discussing articles and other professional readings

T. Reduction in Force

When the decision to reduce the number of licensed staff has been made, reductions will be made as follows:

1. All reductions will be made in accordance with New Mexico Statutes and applicable case law.
2. Normal attrition resulting from retirements and resignations will be first considered when reduction in licensed staff is necessary.
3. Probationary teachers with less than three years of continuous service with the School will be released before career teachers who are legally licensed, or will become legally licensed by July 30, of the current year, and have three or more years of continuous service with the School.
4. Probationary teachers will be released according to the following terms:
 - a. Seniority in the school.
 - b. Length of service in current assignment.
 - c. Recommendation of the Head Administrator.

5. If normal attrition and the release of probationary teachers does not sufficiently reduce the licensed staff, the following items will be implemented in the reduction process in the order they are listed:

- a. Seniority in the school.
- b. Length of service in current assignment.
- c. Recommendation of the Head Administrator.

6. If a teacher whose position has been eliminated refuses the offer of a position for which he/she qualifies, he/she will be discharged or terminated.

U. Staff Evaluation

The development of strong, competent licensed and support staff employees, and the maintenance of high moral among said staff are major objectives of the Taos International School Governing Council. The Trustees believe that a program of continuous evaluation is necessary to meet its requirements.

The Taos International School Governing Council will be responsible for the dissemination of a copy of the evaluation policy, and any and all changes, additions, or deletions subsequently made therein, to all personnel within the school.

V. Teacher Evaluation

The performance of all licensed staff members will be evaluated based upon the minimum criteria established by the State and school added criteria. Each evaluation shall be based upon the evaluator's actual observation of the person being evaluated while performing his/her job function. The Head Administrator will be evaluated by the Governing Council; and teachers and other non-administrative staff will be evaluated by the Head Administrator, as provided by law.

Evaluation reports will be completed on an approved evaluation form. This evaluation will be followed by a conference between the evaluator and staff member. If the evaluator recommends a plan for improvement, a plan will be developed by the evaluator and staff member and will include a statement indicating how and by what time the improvement will be made. The staff member shall have the right to file an exception to the evaluation report within ten (10) days of the conference. This exception shall become a part of the report, and all shall be filed in the staff member's personnel file. The file shall be accessible to the staff member, the Governing Council, the evaluator, administrative staff to which the staff member applies for employment, and those others designated in writing by the staff member.

Probationary staff members with less than three years of continuous service to the School will be evaluated at least twice annually, once prior to November 15 and once prior to March 10 of each year, and career teachers with more than three years of continuous service to the School to be evaluated at least once annually, prior to March 31, by the Head Administrator in accordance with the Governing Council evaluation policy. The Head Administrator will be evaluated at least once annually by the Governing Council, prior to April 15 of each year.

W. Teacher Position Description

While the teacher should be knowledgeable in a particular subject area, he or she should also be a generalist who understands the developmental learning stages of students as well as how to implement project based learning with state of the art technology. In concert with this philosophy, teachers will participate in: Intensive staff development, shared planning time for instructors and collaborative relationships/team approach with colleagues, students, and community partners

Qualifications:

- Preferably a masters degree and licensed in the content area of teaching assignment
- Teaching experience, preferably a minimum of three years
- Strong subject-matter knowledge with the sensibility of a generalist
- Strong communication skills
- Bilingually endorsed
- Understanding of scientific inquiry
- Understanding of quantitative reasoning
- Understanding of historical knowledge and perspective
- Cultural understanding
- Technological proficiency
- Commitment to community: students, peers, families, work partners, etc.
- Promoter of the Habits of Mind: Perspective, Evidence, Relevance, Connection, Supposition
- The ideal teacher candidate would have experience with:
 - Global Curriculum such as International Baccalaureate
 - Project-based learning
 - Marzano's Classroom Strategies that Work
 - Socratic practice
 - team planning and teaching
 - advisory program to build self-esteem, and conflict resolution, listening and study skills among advisees
 - creating relevance between academic work and the real world
 - best practices in assessment with knowledge of digital portfolios, exhibitions, rubrics, etc.
 - student internships
 - academic competitions and fairs
 - independent senior projects
 - incorporating art and design principles into units of study
 - incorporating issues related to ethics and responsibility into units of study

1. Curricular and Instructional Responsibilities

- Direct instruction of students, including planning instruction, setting goals; implementing curriculum;
- Communicating standards, achievements and deficiencies to students and parents in a diplomatic and timely manner

- Teaching good study habits
- Monitoring and assessing academic progress;
- Working with students, specialists, parents and administrators to develop individual education
- Planning independent study programs and academic remediation processes;
- Maintaining complete and accurate student academic and disciplinary records
- Ordering and maintaining appropriate levels of textbooks, instructional materials and equipment
- Maintaining safe and orderly classrooms;
- Cooperating with the Head Administrator, all other employees, classroom assistants, parents and community members in their common endeavor to educate TIS students
- Setting an example of intellectual curiosity, critical thinking, self-motivation and self-discipline for students;
- Modeling competence, honesty, personal responsibility and respect for others in every aspect of the job.
- Applying backward planning strategies
- Aligning student needs with State Common Core Standards
- Writing interdisciplinary curriculum units around an essential question.
- Writing units that are linked directly to assessments and practical application in the real world.
- Conducting Action Research

X. Teacher Standards of Performance and Conduct

Taos International School employees will follow the New Mexico Standards of Professional Conduct, pursuant to 6.60.9.9 NMAC, which is provided in the Employee Orientation Packet.

Y. Transcripts and Certification

Each teacher or licensed personnel is required to have an official transcript of all college work and a valid New Mexico Teacher Certificate in the field and subjects in which he or she is teaching on file in the school office before coming to work for Taos International School.

In order for licensed personnel to be eligible for a salary increase based upon acquisition of higher education credits, the licensed person must submit an official transcript from the accredited higher education institute to the school.

In order for licensed personnel to be eligible for a salary increase based upon acquisition of a higher degree, the licensed person must submit an official transcript from the accredited higher education institute to the Licensure Unit of the NMPED. When the Licensure Unit updates the certified person's license, the new certificate must be presented to the Head Administrator to be paid at a higher salary.

III. POLICIES RELATING TO WORKING CONDITIONS

A. Duty Free Lunch

The School Director, with input from teachers, shall establish a lunch duty schedule based on the supervision needs of the school.

1. Teachers will be provided a duty-free lunch time.
2. Duty-free lunch time shall be scheduled in addition to planning time.
3. Teachers may be allowed to leave the building during their lunch period upon notification to the office.

B. Duty Schedule

With input from the teachers, duty will be assigned in an equitable manner by the Head Administrator. The administration will strive to ensure timely notice of duties to teachers.

C. Safety Program

Philosophy.

The Taos International School Governing Council will believe that all workers are entitled to a safe workplace. The safety of employees, students, patrons, and the general public is of paramount importance. It is the desire of the Taos International School's Council and administration to provide safe and healthy working conditions, safe equipment, and proper materials and to establish and insist upon safe methods and practices at all times by all employees. Accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intent of the school to comply with all safety and health laws and ordinances relating to the operation of the school. It is the objective of the Taos International School to implement a safety and health program that will reduce the possibility of accident occurrence and occupationally related illness. The Council and administration believe that most accidents are preventable.

Responsibility.

The Head Administrator shall appoint a staff member to serve as Safety Officer for the school and coordinate the safety program. In addition, a Safety Committee composed of the Safety Officer, a student representative, a parent, Head Administrator, and local safety professionals, such as police or fire department officers, will be invited as needed to assist in the coordination of the safety program.

While the Safety Officer is responsible for the coordination of the school system's safety program, the Head Administrator is responsible for the general safety and well-being of employees, students, patrons, and the general public when at the school site. This responsibility includes an on-going program to identify and eliminate hazards at the site. The Head Administrator should appoint

specific employees from different areas or departments to report hazards and dangerous practices that could lead to accidental injury. Cooperation in detecting hazards, reporting dangerous conditions, and controlling workplace hazards is incumbent on every employee. The Head Administrator should be informed immediately of any situation beyond the ability or authority of the employee to correct.

To the greatest degree possible, the Head Administrator will provide all mechanical and physical protection required for personal safety and health, but each employee is responsible for conducting their work in a safe manner. Each employee is obligated to protect him/herself and others from accidents in the course of their employment. It is important that safety rules be followed, that safeguards and safety equipment be used, and that safety be made a part of the job. Employees have a duty to report hazards and dangerous practices to the Head Administrator.

Identification and Elimination of Hazards

The identification and elimination of hazards is an ongoing process. Hazards will be identified and eliminated through regular safety inspections by the Head Administrator and the Safety Officer.

The school will provide proper equipment and require the proper use of safety appliances, such as seat belts, safety glasses, face shields, gloves, etc.

Employees are required to report any safety hazards to the Safety Officer and the Head Administrator.

Safety rules will be reviewed periodically and changed to meet current safety requirements. New materials and equipment may call for new safety rules or procedures. Input from the employees doing the actual work will be solicited when reviewing safety rules or procedures.

Record Keeping

A record of all safety inspections will be kept at the school site and be maintained by the Safety Officer. Records will be maintained on each accident, injury or occupationally related illness requiring medical treatment in accordance with the requirements of the Occupational Safety and Health Act (OSHA).

Medical and First-Aid System

Taos International School will provide first-aid kits to each classroom to help meet the emergency medical needs of individuals injured at the site. It is every employee's responsibility to know the location of the first-aid kit. The school will designate first-aid providers as needed to administer first aid. All first-aid providers will receive training and be responsible for the coordination of the school's first-aid system. In the event of an emergency, contact the Head Administrator, the Safety Officer, or other individual designated by the School Safety Committee. All student and employee accidents must be reported to the Head Administrator's Office as soon as practicable.

The School will implement a Blood borne Pathogens Control Plan to protect employees from the health hazards of blood borne pathogens and to provide appropriate treatment and counseling should an employee be exposed to these pathogens.

School Safety Plan

A Safe School Plan will be furnished to each employee so that all employees will become familiar with the school's prevention of and intervention policies and procedures regarding threats to school safety.

D. Work Schedules

Teachers must be on duty by 8:15 a.m. and remain on duty until at least 4:45 p.m. Teachers are expected to remain in their rooms during the time after school in order to be accessible to students and parents and remain longer than 10 minutes, if necessary.

IV. GENERAL POLICIES

A. Agenda of Council Meetings

The school shall make available to the Taos International School community a copy of the agenda prior to any meeting of the Governing Council. The packet of information provided to Trustees, excluding sensitive information, shall be made available to those attending the meeting of the Taos International School Governing Council.

B. Assault and Battery on School Employee

The Taos International School Governing Council is committed to providing a safe working environment for the employees of the School. Any school employee, upon whom an assault, battery, assault and battery, or aggravated battery or aggravated assault and battery is committed while in the performance of any duties as a school employee shall notify either the Head Administrator, who will refer the incident to the appropriate law enforcement authority. The Head Administrator shall notify the State Department of Education of all incidents of assault and battery and final disposition of each incident for the previous year in the annual School Report Card.

Taos International School will post in a prominent place a notice having the following language:

“FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE.”

C. Blood borne Pathogens Control Plan

It is the philosophy of the Taos International School to provide a safe work place for our employees. Safe work practices are promoted to minimize the incidence of illness and injury to our employees. In keeping with this philosophy, and in meeting the requirements of OSHA Blood borne Pathogens Standard (29 CFR 1910.1030), the following Blood borne Pathogens Control Plan will be implemented at Taos International School.

The School Safety Committee will develop a Blood borne Pathogens Control Plan to protect employees from the health hazards of blood borne pathogens and to provide appropriate treatment and counseling should an employee be exposed to these pathogens. Through this plan, employees will be made aware of the risk of exposure to blood borne pathogens and the methods that can be used to protect themselves from such exposure.

D. Computer, Network, and Internet

1. Purpose

The intent of this regulation is to provide employees with general requirements for utilizing Taos International School computers, networks and Internet services.

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Head Administrator.

Failure to comply with the Council policy and/or other established regulation governing computer use may result in disciplinary action, up to and including discharge. Illegal uses of computers may also result in referral to law enforcement authorities.

2. Personnel Affected

All employees and other users

3. Acceptable Use

Employee access to Taos International School computers, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with educational mission, curriculum and instructional goals. General rules and expectations for professional behavior and communication apply to use of Taos International School computers, networks and Internet services.

The level of access that employees have to school computers, networks and Internet services is based upon specific employee job requirements and needs.

Employees are to utilize school computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

4. Prohibited Use

The employee is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts. General examples of unacceptable uses, which are expressly prohibited, include but are not limited to the following:

- a. Any use that is illegal or in violation of other Council policies, including harassing, discriminatory or threatening communications and behavior, violating of copyright laws, etc.;
- b. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
- c. Any inappropriate communications with students or minors;
- d. Any use for private financial gain, or commercial, advertising or solicitation purposes;
- e. Any use as a forum for communicating by e-mail or any other medium with other users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-educational related organization, whether for-profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students, and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the Head Administrator;
- f. Any communication that represents personal views as those of Taos International School or that could be misinterpreted as such;
- g. Downloading or loading software or applications without permission from the system administrator;
- h. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
- i. Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the system administrator or Head Administrator;
- j. Any malicious use or disruption of computer, networks and Internet services or breach of security features;
- k. Any misuse or damage to computer equipment;
 - l. Misuse of the computer passwords or accounts (employee or other user);
- m. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
- n. Any attempt to access unauthorized sites;
- o. Failing to report a known breach of computer security to the system administrator;
- p. Using school computers, networks, and Internet services after such access had been denied or revoked;
- q. Any attempt to delete, erase or otherwise conceal any information stored on a computer that violates these rules.
- r. Using the Taos International School web pages to provide personal information or provide access to personal pages on school servers.

5. No Expectation of Privacy

Taos International School retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. Taos International School reserves the right to

monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy regarding their use of school computers, including e-mail messages, web pages and stored files.

6. Confidentiality of Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

7. Staff Responsible to Students

Teachers, staff members and volunteers who utilize school computers for instructional purposes with students have the responsibility to monitor and supervise such use. Teachers, staff members and volunteers are expected to be familiar with Taos International School policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the Head Administrator.

8. Compensation for Losses, Costs and/or Damages

The employees shall be responsible for any losses, costs or damages incurred by Taos International School related to violations of Policy and/or these rules.

9. No Responsibility for Unauthorized Charges, Costs, or Illegal Use

Taos International School assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Discipline and Control of Students

All members of Taos International School can expect to be treated with respect and dignity. Students are also expected to behave in a manner which fosters and deserves mutual respect and dignity. Behavior which may be detrimental or injurious to self or others cannot be tolerated. Although the school can be viewed as in *õlolo* parentisõ (in place of the parent), we believe that a well-disciplined school is the result of the cooperation between school and home. Parents, teachers, and school administration must make a concerted effort to foster the development of manners, self-control, and respect for authority in the children entrusted to our care. We encourage parents to become actively involved in the discipline of their children. Students may look to the school personnel for help and protection. Students should be aware that supervision of conduct is a responsibility of the teaching staff. Failure on the part of the student to follow instructions of any member of the staff may result in disciplinary action. Teachers have authority over TIS students at all times during the school day and at all school sponsored activities.

Taos International School's Student Handbook will include policies and procedures regarding:

- Student Attendance
- Truancy
- Expectations for Classroom Behavior
- Students Misbehaving in School
- Class Misconduct Resulting in Out-of-School Suspension
- Misconduct Resulting in Expulsion
- Procedures for Detentions and Short-Term Suspensions
- Procedures for Long-Term Suspension and Expulsion
- Disciplinary Considerations for Special Education Students
-

1. Rights of All Students and Families

Without any equivocation, Taos International School will defend the student's right to attend a safe and orderly school. Additionally, students and their families can expect the following:

- a. due process;
- b. fair and equal treatment from the school;
- c. have all rules and codes of conduct suitably explained to them;
- d. have all behavioral incidents suitably explained to them;
- e. have all disciplinary actions suitably explained to them;
- f. appeal long-term suspensions (10 or more days) and expulsions made by the school to the school's Governing Council; and
- g. be kept apprised of behavioral performance through progress reports, report cards, and as-needed meetings with teachers or the Head Administrator.

F. Drug and Alcohol Testing

1. Policy Statement

The abuse of drugs and alcohol is a serious threat to both the school and its employees. Management and employees are equally responsible for maintaining a safe and healthy working environment. For that reason, the school has adopted these policies:

- The possession, use, sale or distribution of alcohol, unauthorized or illegal drugs or the misuse of any legal drugs on school premises or while on school business is prohibited and will constitute grounds for discharge or termination in accordance with the School policies and state law.
- Any employee under the influence of drugs (illegal or not) or alcohol which impairs judgment, performance or behavior while on school premises or while on school business will be subject to discipline, including discharge or termination in accordance with the School policies and state law.
- Each employee is responsible for promptly reporting to school health personnel any use of prescribed drugs which may affect the employee's judgment, performance or behavior.

The school will establish such procedures as it finds necessary to effectively enforce this policy. That may include a requirement that employees cooperate in personal testing or facility searches when there is individualized, reasonable suspicion to believe drugs or alcohol are present, when

their performance is impaired or when their behavior is erratic. Refusing to cooperate with these procedures may be cause for disciplinary action, including discharge or termination in accordance with School policies and state law. The school strongly urges employees to use community health and counseling facilities for help with alcohol or drug problems. It is each employee's responsibility to seek assistance before the problem affects judgment, performance, or behavior.

G. Drug-Free Workplace Statement

Taos International School will maintain a drug-free workplace.

In accordance with federal law and the Drug-Free Workplace Act, Taos International School will adopt the following policies:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the school's workplaces.
2. An employee must notify the school administration in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
3. The school will notify the appropriate federal agencies within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.
4. All employees will sign a Drug-Free Workplace Agreement upon hire.

H. Employee Travel

It will be recognized by the Governing Council that reimbursable travel by school employees is necessary for the effective functioning of the school. The Trustees wish to encourage the continued professional development of its employees and to provide for the expenses of those who are conducting official business of the School. The following policy provisions will regulate reimbursement for such activities:

1. Requests for transportation and other personal reimbursement related to travel expense shall be submitted to the Head Administrator for his/her approval prior to the actual expenditure. (Request for Professional or Educational Leave).
2. Claims for reimbursement shall include itemized expenses and receipts. Credit card receipts and cancelled checks are insufficient. Travel expenses claims must be submitted as soon as possible and before ninety (90) days from the date of travel.
3. Expenses shall be limited to State approved Mileage and Per Diem rates. See 2.42.2 NMAC. Air travel reimbursement shall be only at standard or economy rates. Reimbursement for travel shall be for the most economical means available. The Governing Council may adjust these rates to accommodate those employees conducting official business for the school.
4. School employees approved for a specific event shall ride in one vehicle when possible.
5. This policy shall provide for in-district travel as well as out-of-district travel as long as each trip is approved and recorded. All travel must be strictly for school approved

business such as supervision of school-related events, attendance at professional meetings, and other approved school business.

I. Fair Labor Standards Act

In compliance with the Fair Labor Standards Act, the school shall post information as disseminated by the U.S. Department of Labor. The following lists the classes of school employees determined to be exempt employees under the Fair Labor Standards Act:

Exempt.

- Superintendent/Head Administrator (executive)
- Assistant Superintendent/Assistant Head Administrator (executive)
- Business Manager/Treasurer (professional)
- Principals (professional)
- Counselors (professional)
- Librarians (professional)
- Teachers (professional)
- School Nurse (professional)
- Directors: Special Education (professional)
- Adult Education (professional)
- Indian Education (professional)
- Child Nutrition (professional)
- Athletics (professional/licensed)
- Educational Programs (professional)

J. Hazards / Crisis Response Policy

Taos International School will be committed to providing each of its employees a safe and healthy work environment. To this end, TIS will develop a crisis policy and procedure for staff and students to follow in the event of a crisis. The policy designates the Head Administrator as the central communications director. The Head Administrator will have the overall responsibility for coordinating the crisis response team.

K. Non-Discrimination, Sexual Harassment, Disability Accommodations, and Grievance Procedures

It will be the policy of the Governing Council of Taos International School that no otherwise qualified person shall, solely by reason of his/her physical or mental disability or serious medical condition, race, religion, color, sex, national origin or ancestry, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of Taos International School.

Sexual harassment is expressly prohibited.

Notice of this policy shall be posted in the school, disseminated to the general public, published in any School statement regarding the availability of employment positions, and in personnel handbooks.

As used in this policy and any implementing procedures, "person with a disability" means a person who has, or had, or is regarded, or was regarded as having, a physical or mental impairment that substantially limits one or more of a person's major life activities.

Equal opportunity is assured to qualified individuals regardless of their race, religion, color, sex, disability, national origin or ancestry. This policy addresses all aspects of employment including recruitment, hiring, and assignment of duties, promotion, compensation, training, and termination.

No employee or candidate for employment shall be discriminated against on the basis of a disabling condition that is not directly related to the essential function of the position he or she holds or for which he/she applied.

The school will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodations would impose an undue hardship on the operation of this school.

For the purposes of this policy, the term "reasonable accommodations" shall mean making existing facilities used by employees accessible to and usable by individuals with disabilities; job restructuring; part-time or modified work schedules; reassignment to a vacant position; acquisition or modification of equipment; modifications of examinations and training; the provision of qualified readers or interpreters; and other similar and reasonable accommodations.

In determining whether an accommodation would impose an undue hardship, the school will consider:

1. the nature and cost of the accommodations needed;
2. the overall financial resources available to the school;
3. the number and nature of employees at the school.

Inquiries concerning application of this policy may be referred to the Head Administrator, designated as Civil Rights Compliance Officer, who can be reached at the Taos International School office.

1. Reporting Harassment or Discrimination

Any person who believes he/she has been subject to harassment or discrimination must notify his/her supervisor, or, if the alleged perpetrator is the supervisor, the School Counselor.

2. Grievance Procedures

In accordance with the policy of the Governing Council against discrimination or sexual harassment, the following governs the processing of related complaints in this school:

- a. Any member of this school who wishes to file a grievance against another member of the school may file a complaint with the Head Administrator, or if the alleged

incident is directed to the Head Administrator, to the Governing Council. The grievance shall be in writing, shall set forth the circumstances of the incident, identify the member(s) involved and set forth the remedial action sought. Such complaint should be submitted within ten (10) days of the alleged incident, unless there is justifiable reason for submitting a grievance beyond the ten (10) day requirement.

- b. The Head Administrator (or Governing Council, if the allegation is against the Head Administrator) shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
- c. The investigator shall make every effort to complete the investigation within twenty (20) days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be furnished to the grievant no later than thirty (30) days after the complaint is submitted.
- d. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the Head Administrator or Governing Council, the grievant may request a hearing by a grievance committee which is to be formed by a member of the Governing Council, and composed of a parent, administrator, and licensed staff members. This request shall be made in writing to the Head Administrator within ten (10) days after receiving the results of the investigation.
- e. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty (20) days from the date of the request.
- f. Both the grievant and the person(s) against whom the complaint was made may be represented by legal counsel at the hearing.
- g. Within ten (10) days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to the Head Administrator.
- h. The Head Administrator shall, within five (5) days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented. The Head Administrator may also conduct whatever investigation is necessary.
- i. Upon receipt of the Head Administrator's report, the grievant may file a written appeal with the Governing Council. The Governing Council shall, within thirty (30) days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.
- j. No retaliation will be permitted against a grievant who files a complaint with the school.
- k. The Head Administrator will take reasonable actions to protect student, staff and the complainant from the alleged violator of this policy pending the conclusion of the investigation.
- l. Complaints based on employment contract termination or discharge must be pursued in accordance with the termination or discharge procedures set forth previously in this handbook.

L. Child Abuse-Neglect Reporting

School teachers and officials have a duty under New Mexico law to report suspected child abuse or neglect to the police or to the Children Youth and Families Department. Abuse includes physical,

emotional, psychological, or sexual abuse. Neglect includes lack of proper parental care and control, subsistence, education and health care necessary for the child's well-being. Any person reporting suspected child abuse or neglect in good faith is immune from liability. Any person required to report, but failing to do so, is subject to criminal prosecution.

Where there is a reasonable suspicion of child abuse or neglect, employees and officials must:

1. Call in a report to the Children, Youth and Families Department 24-hour report line at (505) 841-6100; and
2. Notify the Head Administrator.

M. Reporting of Inappropriate Contact with Students

Persons who have reason to believe that any Taos International School personnel have engaged in inappropriate contact with any student, whether on or off school property, including sexual touching, romantic or sexual relations, must immediately report that information in writing to the Head Administrator.

N. Open Communications Policy

It is the belief of the licensed staff of the Taos International School that open and clear communications are essential for the optimum performance of the organization. As a result, each licensed staff member is encouraged to communicate concerns over policy management to the Head Administrator. If the situation is not reconciled, then the individual should communicate that concern to the Governing Council.

O. Head Administrator's Support of Teachers

The Head Administrator is expected, unless extenuating circumstances exist, to communicate within a reasonable period of time the nature of any parental contacts to the teacher whose performance is in question and provide the appropriate support.

P. Release of Public Information

The Head Administrator, as a representative of the school, is given the responsibility of informing the public as to the purpose, goals, methods, progress and needs of the school, the instructional program and financial status of the school. Accuracy, reliability and leadership in this area will develop confidence and understanding, thereby creating better relationships between the school and the community. All school personnel are responsible for good public relations.

Therefore, all written notices, reports, bulletins, newsletters, and matters, whether verbal or written, intended for public information, pertaining to students, personnel, operation, facilities or status are to be submitted to the Head Administrator prior to release. Care will be exercised by school personnel hereby authorized to release information to insure that those requirements established by law or Council policy pertaining to the Family Education Rights and Privacy Act and the New Mexico Inspection of Public Records Act are followed.

Non-school originated material of commercial, political or religious nature shall not be disseminated. Notices from community organizations, such as Youth Symphony Orchestra, Boy Scouts, PTA, etc., that directly affect the students of the school may, in the discretion of the Head Administrator, be forwarded to parents via the students.

This policy is not intended to interfere with the responsibility of school personnel to communicate directly with the parents or legal guardian of a particular student on matters pertaining to such student. It is intended to insure that prompt, reliable and accurate information is provided to parents and patrons of this school as well as the general public.

Q. Reporting Students under the Influence

Any employee who has reasonable cause to suspect that a student may be under the influence of or in the possession of alcoholic beverages, intoxicating substances, or illegal substances shall immediately notify the Head Administrator or his/her designee.

The Head Administrator shall determine whether individualized reasonable suspicion exists for a search of the student, notification of the student's parents or legal guardian, and notification of law enforcement.

R. Safe School Committees

Due to the growing concern of safety and the threat of violence in the public schools, the Taos International School Governing Council will enact certain policies to assist in combating this rising problem. This policy will implement the policies for the establishment and operation of safe school committees in this school as follows:

1. No later than October 1 of each school year, the Head Administrator shall establish a Safe School Committee to be composed of the School Safety Officer and at least six members, with an equal number of teachers, parents and students. All members of each Safe School Committee shall serve until the following June 30, unless earlier removed from the Committee by the Head Administrator for any reason. The Head Administrator who appoints the Safe School Committee members shall advise the Governing Council, in writing, of the names, addresses and phone numbers of the committee members. In case of a resignation, death or removal of any committee member, the Head Administrator shall immediately appoint a successor committee member so as to maintain the composition of the committee as set forth above. Committee members are eligible to serve consecutive terms.
2. Each Safe School Committee shall study and make recommendations, in writing, to the Head Administrator regarding: unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues to promote the maintenance of a safe school.
3. Each Safe School Committee shall meet as often as necessary and at least once each semester. Each Safe School Committee shall appoint its committee chairperson who shall maintain written minutes of each meeting. The committee

chairperson will be responsible for notifying all committee members of meetings, preparing agendas for each meeting, and posting such agendas in the Head Administrator's office for a reasonable period prior to the date and time of each meeting. All agendas, minutes and other documents related to each Safe School Committee shall be retained by the Head Administrator.

4. Prior to the last day of school of each school year, each Safe School Committee shall make a written report to the Head Administrator. The Head Administrator shall transmit a copy of the report to the Governing Council. The Governing Council shall maintain the reports in the records of the School and shall transmit a copy of each Safe School Committee report for public inspection.

S. School-Community Relations

It will be the policy of the Taos International School Governing Council to have an open and honest relationship with the press, parents, students, employees, and community. We want to keep the community informed of the progress and problems of our school through open informative communication with the public. At the same time, input from parents and community is appreciated and solicited.

Good public relations are the responsibility of the entire licensed and non-licensed staff. Every employee is expected to feel a responsibility for the development of good relations with the public. Public confidence and good will can be gained when employees are considerate, courteous, friendly, and understanding.

The Council and staff of Taos International School will believe that parent/community interest and input are necessary for optimal functioning of the schools. It is our conviction that students learn best when their parents are involved in their education. Businesses are encouraged to release employees for parent/teacher conferences.

T. Selling, Merchandising, and Supplemental Occupations

The selling or merchandising of materials used in the educational program by our local teachers within the school may create problems for the employee and prove embarrassing to the Governing Council and the school. Such merchandising or selling should be engaged in judiciously, if at all, with the full understanding that the best interests of the school will take precedence in any interpretation of this policy.

Supplemental occupations, if engaged in by school employees, must not encroach upon the time the employee owes to the school.

U. Smoking Policy

The Governing Council recognizes that tobacco use has been shown to be linked to illnesses and disability and tobacco use is particularly addictive to children and youth.

Students will not be permitted to use tobacco products of any kind on or in any school property while in attendance at a school-sponsored event, or while in transport to or from school or a school event in school-authorized vehicles.

The following policy will be adopted for patrons, employees and other adults. No individual shall be allowed to use tobacco products in any educational facility or grounds during the hours of 7:00 a.m. to 4:00 p.m. when school is in session or at other hours when a class, activity, or program for students is in session. In addition, the use of any tobacco products is prohibited in buildings and school-authorized vehicles at all times. The administration may designate smoking areas outside the buildings for use by adults during certain activities including athletic events.

1. **Definitions:** "School property" is defined as all property owned, leased, rented or otherwise used by the school, including but not limited to the following:

- a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
- b. All school grounds over which the school exercises control including areas surrounding any building, athletic fields, recreation areas and parking areas.
- c. All vehicles used by the school for transporting students, staff, visitors or other persons.

2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking or both.

3. "Use" is defined as lighting, chewing, inhaling or smoking any tobacco as defined within this policy.

V. Substitute Teachers

The approved list of substitute teachers for Taos International School will be maintained in the school office. The Head Administrator or his/her designee shall call and arrange for a substitute teacher when a teacher needs to be absent. Plans and assignments in the best possible form should be provided for the substitute teacher.

The substitute is paid by the school if it is within allowable sick or personal leave, bereavement leave or approved attendance at a professional meeting; otherwise, it will be deducted from the teacher's salary. Delegates of organizations other than school organizations will have to look to such other organizations to pay the deductions for their substitute teachers. The school budget will not permit payment of substitute pay when a teacher is absent representing a non-school organization.

Substitute Teacher Pay

The Taos International School Governing Council will annually approve a pay schedule for substitute teachers.

W. Staff Dress Code

Teachers will subscribe to a professional dress code. The Staff Dress Code will be determined at the beginning of each year.

X. Wireless Telecommunication Devices

It will be the policy of the Governing Council that a student may possess a wireless telecommunication device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school only upon prior written consent of both the student's parent or guardian, and the Head Administrator.

Wireless communication devices are not to be visible or heard and not to be used on school premises during the school day. With prior written consent a student may use a wireless communication device at the discretion of authorized school personnel while in transit under the authority of the school or while attending any school function sponsored or authorized by the school.

Students who violate this policy will be disciplined according to the school's discipline policies.

V. INSTRUCTIONAL POLICIES AND INFORMATION

A. Counseling and Guidance Program

The School Counselor shall provide a good program of counseling and guidance for all students and provide a testing program which meets the needs of the students and the needs of the Federal programs and other programs of our schools. S/he will also work in close collaboration with the Internship Coordinator.

B. Cumulative Records

Accurate and complete cumulative records of all our students will be maintained through grade 12. The school counselor shall keep these records and will call on teachers to cooperate in providing important information for these records.

C. Extra-Curricular Activities and Academics

Taos International School will strive to provide for all students a comprehensive program to aid in the development of favorable habits, attitudes, and skills that will prepare students for a productive life beyond their experience at Taos International School. All extra-curricular activities should be a part of this comprehensive program and support the academic goals of the educational program.

Students learn a great deal from their participation in extra-curricular activities. Lessons in sportsmanship, teamwork, discipline and competition help the individual students develop more completely.

Extra-curricular activities which extend beyond the school day should always be in conformity with the general goals of the school. At no time should the extra-curricular program make the academic program secondary in emphasis. The program should constantly strive for the development of well-rounded individuals, capable of taking their place in society as productive citizens.

D. Grade Books and Other Records

Grade books and other records document the details which are important in a teacher's work and must be done neatly, correctly, and on schedule as required.

E. Lesson Plans

Lesson plans are an important part of providing effective instruction and are essential if our substitutes are to provide meaningful classroom work. The Head Administrator will work with teachers with effective planning. Lesson plans are used as one of the minimum criteria for effective teaching performance.

F. Inclusion

Taos International School is committed to educating special education students in general education settings to the greatest extent possible. All licensed personnel will support the implementation of programs to meet the needs of special students as indicated on students' IEP.

G. Mid-Quarter Progress Reports

The educational program of the school functions most effectively when parents and teachers work together to promote student learning. The purpose of the Progress Report is to communicate with the parents and keep them informed. Progress reports will be sent to the parents of each student during the fifth week of the Quarter. The reports will be taken home by the student, signed by the parent, and returned to the teacher. Parents will be informed through the media and school announcements about the progress reports and the date they will be sent home.

The progress report will include:

1. Skills checklist and/or percentage grade
2. Class behavior
3. Use of class time
4. Completion of assignments

Recommendations will be made as needed regarding:

1. More effort at home
2. After-school help
3. Tutoring
4. Conference with the teacher
5. Other suggestions

In addition to these mid quarter progress reports, teachers will inform parents, at any time, if a student is failing, or if a significant decline in the student's grade(s) occurs.

H. Retention and Promotion of Students

Decisions regarding retention and promotion of students are the responsibility of the Taos International School Administration, teachers, and parent/guardians. When considering retention of a student, the school will involve the parent(s), teacher(s), counselor, and Head Administrator. Whenever a teacher or teachers recommend that a student not pass a grade level, the parent or

guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the school's appeal process. The appeal process will begin with a written appeal to the Head Administrator. The Head Administrator will convene a committee consisting of at least one teacher of the student, the counselor, and the School Director. This committee will consider grades, attendance, achievement, effort, parental input, and other factors relevant to the decision. The Head Administrator will provide a written response indicating the committee's decision to the parent.

If the parent disagrees with this committee's recommendation, the parent can appeal directly to the Governing Council who will hear the appeal at its next regularly scheduled meeting or at a special meeting if the Members so desire. The decision of the Governing Council shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Council.

I. Information Management

Taos International School will establish and maintain as soon as feasible an Internet based interactive community network between schools, parent, teacher, and administrators.

J. Student Fees

New Mexico statute states that no fees can be charged to the student except replacement costs of lost texts and instructional materials. All texts will be provided by the school with operating funds or through fund raising efforts.

K. Unattended Classrooms

Teachers are to be with their students at all times and not leave their class unattended. While students are on Taos International School grounds, they must always have an assigned supervisor.

L. Uniform Grading Scale

A standards-based grading scale will be employed by Taos International School.

VI. PURCHASING PROCEDURES.

A. Activity Fund Purchases

All activity fund expenditures must be for Governing Council approved purposes and must be preceded by a requisition which must be approved by the Head Administrator. Upon approval, the requisition is returned to the sponsor for processing. When goods or services are received, an invoice must then be signed for approval for payment and sent to the business office. The school will not be liable for unapproved purchases made by staff or students.

B. Instructional Supplies and Equipment

Instructional supplies will be purchased annually. Only essential items will be purchased until spring when major orders are placed for the coming school year.

Please process your requests for needed classroom materials but be prepared to justify your requests to your Head Administrator if asked. Plan your orders carefully and make sure you get the best price (some companies charge extra for small orders). Supplies can sometimes be purchased locally without added shipping charges or from one of our major suppliers at a discount.

School business policy states: For purchases to be made and paid by the school, you must follow the proper purchasing procedures. A REQUISITION must be prepared for each order or contracted service. Procedures are printed on the requisition form. After the requisition is approved by the Head Administrator and the Governing Council (for purchases over \$1000), a purchase order will be processed and mailed to the vendor or given to you if you wish to pick up your merchandise.

Do not pick up purchases without a purchase order in hand. Purchases made without an approved purchase order will be considered unapproved purchases for which you, not the school, will be liable. We must follow the New Mexico school finance regulations if payment is made with public funds. You will receive a copy of the purchase order when it is processed. You should hold the purchase order until you receive the merchandise, then sign it and return it to the Business Office so that Accounts Payable will know that the merchandise has been received and can make payment to the vendor. If you personally pick up your merchandise, please make sure you get a sales ticket, or invoice and return it to the Business Office.

The school budget will have specific allocations for each subject and/or grade. If you will be responsible for coding your requisitions, then the Head Administrator and Business Office can responsibly monitor expenditures.

APPENDIX F

PROPOSED STUDENT DISCIPLINE POLICY

High standards for academics, high standards for behavior.

Zero Tolerance

Taos International School (TIS) 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.

School-Wide Behavior

Upon entering the school, all students must follow certain rules and procedures. Students should understand that these rules/procedures must be in place in order to establish an effective learning environment. Teachers will communicate these rules to the children as part of their beginning-of-the-year activities. School-wide rules include the following.

- No toys or electronic devices (e.g. ipods, mp3s, electronic games, etc.) are to be brought to school. If such a device is brought to school for whatever reason, it must remain in the student's backpack the entire day. Violation of this rule will result in confiscation of the item. Parents may retrieve the item from the teacher, administration, or office staff after school.
- Cell phones are permissible so long as the ringer is turned off, and the device is stored in the student's backpack. Use of cell phones during school hours is for life-threatening emergencies only. However, cell phones may be used after 3:30 PM or 4:30 PM for regular use. If a child needs to use the phone during instructional hours, the student is required to obtain permission from a staff member to use one of the school phones.
- Students must know that there is no gum chewing or eating in the school, except when eating in classrooms during the lunch period/recess or during a special event.
- Students are dismissed at the discretion of their teacher. No student should leave his or her class until permission has been given by the classroom instructor.
- Students may not run in the hallways.

Description of Disciplinary Consequences

The purpose of disciplinary action at TIS is to ensure that both individual students and the TIS community stay focused on growth and learning. Prompt resolution of the problem or issues is expected. Discipline may include a warning to the student parent notification, and a written commitment by the student to improve his/her behavior and/or performance. In addition, depending

on the nature of the infraction and the student's past performance, any or all of the following consequences may be appropriate.

- Academic Consequences: Infractions that are primarily academic in nature, such as non-participation in class or completing a project late may result in students receiving a lower grade.
- Service Learning Opportunity (SLO) or In-Service Detention: A student may be assigned a detention time, such as an in-service detention to be served during lunch whereby the student performs a service to the school (cleaning desks or other such duty).
- Suspension: A student may be suspended from school for one to three (1-3) days, if deemed necessary. Academic make-up work is required. For upper elementary students, return to school is contingent upon submission of a written essay addressing the issue at hand and stating how the student intends to move forward.
- Expulsion: Although extremely rare, after a proper investigation and hearing, a student may be expelled from TIS.
 - When the student's behavior renders it appropriate.
 - When the student has demonstrated she/he does not value his/her place at the school.
 - When expulsion is in the greater interest of the school community.

Below is a description of school-related disciplinary offenses for which a student may be subject to in-service detention, out- of-school suspension, or expulsion. A school-related disciplinary offense refers to the violation of this code occurring:

- While the student is on school grounds.
- During a school-sponsored activity; or
- While walking to or from school, waiting for or riding on school-provided transportation, or waiting for or riding on public transportation to and from school.

Misconduct Resulting in Expulsion

When the safety of the school community is threatened by a student's serious misconduct, the student is expelled.

Students who bring weapons or "look-a-likes" of any sort to school, use weapons at any time, or have weapons on them or their property will be expelled for one year. The School Director will report possession of firearms on school premises to law enforcement and to the Children, Youth & Families Department. NMSA 1978, 32A-2-33

- Selling or Transferring Drugs or Alcohol.
- Students found selling or giving drugs or alcohol to others will be expelled.
- Students who set fires will be expelled.
- Using or Possessing a Weapon

Immediate Removal

Students whose presence poses a continuing danger to persons or property or an ongoing threat of interfering with the educational process may be immediately removed from school, subject to the following rules:

- A rudimentary hearing, as required for temporary suspension, will follow as soon as possible.
- Students will be reinstated after no more than one school day unless within that time a temporary suspension is also imposed after the required rudimentary hearing. In such circumstances, a single hearing will support both the immediate removal and a temporary suspension imposed in connection with the same incident(s).
- TIS will exert reasonable efforts to inform the student's parent of the charges against the student and the action taken as soon as practicable. If the school has not communicated with the parent by telephone or in person by the end of the school day following the immediate removal, the school shall on that day mail a written notice with the required information to the parent's address of record.

Short Term Suspension

A short-term suspension is an out-of-school suspension of nine(9) days or less.

A student facing short-term suspension, in-school suspension or detention shall first be informed of the charges against him or her and, if (s/he denies them, shall be told what evidence supports the charge(s) and be given an opportunity to present his or her version of the facts. The following rules apply:

- Unless the School Director or his/her designee decide a delay is essential to permit a fuller exploration of the facts, this discussion between the School Administrator and the student may take place, within minutes after the alleged misconduct has occurred.
- A student who denies a charge of misconduct shall be told what act(s) s/he is accused of committing, shall be given an explanation of the evidence supporting the accusation(s) and shall then be given the opportunity to explain his or her version of the facts. The administrative authority is not required to divulge the identity of informants, although s/he should not withhold such information without good cause. (S/he is required to disclose the substance of all evidence on which s/he proposes to base a decision in the matter.
- The TIS administration is not required to allow the student to secure counsel, to confront or cross-examine witnesses supporting the charge(s), or to call witnesses to verify the student's version of the incident. However, the administrative authority may do so at his/her discretion to achieve fairness.

If the School Director determines the charges are not supported by the facts, TIS will exercise reasonable efforts to inform the student's parent of the charges against the student and their possible or actual consequence as soon as practicable. If the school has not communicated with the parent by telephone or in person by the end of the first full day of suspension, the school shall on that day mail a written notice with the required information to the parent at the address listed with the school. If the School Director determines the charges are supported, he/she imposes discipline commensurate with the offense.

Procedures for Detentions and Short-Term Suspensions

The right to a public education is not absolute; it may be taken away, temporarily or permanently, for violations of school rules. The procedures that follow apply only to disciplinary detentions,

suspensions and expulsions. (They do not apply to dis-enrollment of students who fail to meet immunization, age, residence or other requirements for valid enrollment, nor to the removal from school membership reports of students who have been absent from school for ten (10) consecutive school days in accordance with Subsection B of Section 22-8-2 NMSA 1978.)

Post-Suspension Placement of Students

Any student suspended from school shall be delivered directly by a school official to the student's parent(s), legal guardian or an adult designated by the parent(s) or the legal guardian, or kept on school grounds until the usual end of the school day.

Corporal Punishment

Corporal punishment is prohibited at Taos International School.

Student with Disabilities

Special education students are not immune from the Taos International School's (TIS) disciplinary process once placement procedures are properly followed. Since the exclusion of a student with a disability from his/her education program for more than a total of ten (10) days during a school year may constitute a significant change in placement, the following considerations must be addressed:

- When considering long-term suspension or expulsion, an Individualized Education Program (IEP) Team must first determine whether the behavior of concern is a manifestation of the student's disability.
- To determine if the conduct in question is or is not a manifestation of the student's disability, the IEP Team must determine:
 - If the conduct in question was a direct result of the local educational agency's failure to implement the IEP, or
 - If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability.
- If the IEP Team determines that the behavior is related to the student's disability then no further disciplinary proceeding shall occur. Recommendations: Review IEP, add services and support, develop update FBA/BIP, and or change services if appropriate.
- If the IEP Team determines that the behavior is not a manifestation of the student's disability, disciplinary actions may be taken in accordance with the procedures in this handbook.
- Should the disciplinary procedures include long-term suspension or expulsion, TIS must continue to provide educational services, including access to the general education academic curriculum, as determined in the IEP.
- Any suspension that excludes a student from his/her IEP services must be counted when calculating the total number of suspension days (up to 10 cumulative days or beyond the 10 days may constitute a change of placement).
- The decision to change a student from his/her IEP placement must be made on an individual basis (AES, IAES).

- Procedural safeguards outlined in the New Mexico Department of Education Standards for Excellence in the Compliance Manual, insure that parental due process rights are afforded.
- TIS will follow the federal guidelines regarding the provision of educational continuation services for suspended special education students.
- Special education students are entitled to a due process hearing.

Disciplinary consideration for Students under Section 504

Students with 504 accommodations are not immune from the Taos International School's disciplinary process once identification and placement procedures are properly followed. Students with 504 accommodations being considered for removal from school for 10 or more days must receive a manifestation determination review prior to action. The committee must determine if the conduct in question was caused by or had a direct and substantial relationship to the student's disability. If yes, was the conduct in question the direct result of the school's failure to implement the student's 504 plan? If the behavior is a manifestation of the disability, any disciplinary recommendation for a change of placement should be withdrawn. If the behavior is not a manifestation of the disability, the student may be disciplined in the same manner as non-disabled students.

APPENDIX G

PROPOSED CONFLICT OF INTEREST POLICY

PURPOSE

The Governing Council of Taos International School will be dedicated to transparency in financial operations. It is therefore in the interest of the Council to actively prohibit the practice of nepotism, or other practices of favoritism for employees or relatives of employees that result in personal or financial gain for those individuals. The Council feels instances are conflicts of interest, and therefore adopts this policy.

SCOPE

This policy applies to all individuals that are employees, Governing Council members, or relatives of either.

REFERENCES/RELATED PROCEDURES

Not Applicable

RESPONSIBILITIES

It is the responsibility of school administration to prohibit instances of real or apparent conflicts of interest.

DEFINITIONS

Not Applicable

POLICY

Any Governing Council member or employee of Taos International School (TIS) who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to TIS shall make known that interest in the official records of the school and shall refrain from voting upon or otherwise participating in any manner as a Governing Council member or employee in such contract, sale, or purchase.

Any Governing Council member or employee who has, or whose relative has a substantial interest in any financial decision of TIS shall make known such interest in the official records of the school and shall refrain from participating in any manner as a Governing Council member or employee in such a decision.

APPENDIX H

PROPOSED CONTRACT
FOR
TAOS INTERNATIONAL SCHOOL

NOT APPLICABLE

APPENDIX I

FACILITIES MASTER PLAN (FMP)
AND LETTER OF APPROVAL

State of New Mexico
Public School Facilities Authority



Robert A. Gorrell, Director
Tim Berry, Deputy Director

Santa Fe Office
2019 Galisteo
Suite B-1
Santa Fe, NM 87505
(505) 988-5989
(505) 988-5933 (Fax)

Albuquerque Field Office
1312 Basehart Drive SE
Suite 200
Albuquerque, NM 87106
(505) 843-6272
(505) 843-9681 (Fax)

June 8, 2012

Ms. Nadine Vigil
Taos International School
PO Box 384
Arroyo Hondo, NM 87513

Dear Ms. Vigil:

PSFA has received and reviewed the Facility Master Plan/Educational Specification (FMP/Ed Spec) for the Taos International School. The FMP/Ed Spec's purpose is to guide you in the planning of and/or selection of a facility to ensure that it is adequate to accommodate your educational program and method of instruction. Based upon our review, PSFA is pleased to announce that the Plan meets our requirements. In accordance with House Bill 283, your next step is to submit your charter school application to the New Mexico Public Education Department (PED) and include your plan and this letter. We also request that you send PSFA the plan in a 3-ring binder and include an electronic version once the PED approves your charter.

Through our review of the FMP/Ed Spec, PSFA understands the following:

- The school does not have a facility yet but it has some ideas of buildings within the Taos area that would suit your program needs.
- The District in which you are physically located has stated it does not have space in any of its facilities to accommodate your school.
- Your school will focus on a strong language component.
- You plan to have a cap of 360 students and consist of K-8th grades.
- The school intends to have two classrooms per grade level for a total of 18 classrooms sized 650 SF.
- You desire a total of 22,500 Gross Square Feet in a facility.
- Other spaces you desire in a facility include a multi-purpose room, computer lab, media center, and space for art/music.
- The school intends on using some of the park space around Taos for outdoor physical education.
- You have reviewed our adequacy standards, planning guide and HB 283

If you are a successful applicant, please remember to work closely with PSFA's Planning and Design team as you review potential facilities. You can reach us at (505) 843-6272.

Sincerely,

A handwritten signature in blue ink, appearing to read "John M. Valdez".

John Valdez, AICP
Facility Master Planner

cc: Robert Herron, Regional Manager, PSFA
Martica Casias, Planning and Design Manager, PSFA

Partnering with New Mexico's communities to provide quality, sustainable school facilities for our students and educators

**TAOS INTERNATIONAL SCHOOL
(Proposed Charter School for Taos, NM)**

Facilities Master Plan

SUBMITTED TO JUAN VALDEZ , PSFA
Juanvaldez@nmpsfa.org

BY:
Nadine M. Vigil, Lead Organizer
P.O. Box 384
Arroyo Hondo, NM 87513

CHARTER SCHOOL OVERVIEW

The name of the proposed school to open its doors during the 2013-2014 school year, if approved by the Charter School Division, is Taos International School.

Year of application: July 2, 2012

As lead organizer of Taos International School, I have reviewed and used the Adequacy Planning Guide and Charter-Alternative School Statewide Adequacy Standard Variance in assisting me to prepare the Facilities Master Plan designed to meet the school's mission and vision which will lead to student achievement and success.

1.1 GOALS

Taos International School (TIS) a new proposed charter school for the Taos area will partner with parents and community and will provide K-8 students an opportunity to reach their maximum potential through a standard based, multicultural Dual Language and International Baccalaureate Program.

1.1.1 MISSION

Taos International School will provide K-8 students an educational program focused on inquiry-based teaching and learning, the acquisition of languages, and the development of social, emotional, and rigorous academic skills necessary to function in our local, national, and international community.

TIS's curriculum materials and instructional strategies will focus on carrying out educational goals identified in our mission and vision statement. TIS will immediately seek International Baccalaureate (IB) designation as a world school. IB designation will allow TIS to offer the Primary and Middle Years Program (PYP, MYP) which has been proven to assist students in the acquisition of rigorous academic skills while embracing world cultures and languages.

The study of a second and third language will be a required component of the TIS educational program. Students at TIS will be expected to be proficient by the end of eighth grade in both English and Spanish and to begin studying a third language, Mandarin Chinese, at the beginning of fourth grade. Spanish proficiency will be measured not only by the student's ability to speak the language, but also by the student's ability to engage with native-like fluency in writing and reading activities. TIS will use a one-way immersion approach to teach languages.

VISION

Students at Taos International School will learn respect for themselves, their community, and the larger diverse world in which they live while developing a moral consciousness that will help them build integrity into their lives.

1.1.2 EDUCATIONAL PHILOSOPHY

Taos International School's philosophy and instructional approach is research-based and incorporates best-practices in all aspects of instruction.

Taos International School's curriculum framework consists of three components that are aligned with the school's mission statement. The first component is the written curriculum. This

component explains in great detail the school's instructional philosophy and approach. It addresses the question, "What will students learn?"

The second component of TIS's framework is the taught curriculum. In this section, the question, "How will students learn?" is addressed. The International Baccalaureate planning documents provide some guidance in this area. However, the primary instructional strategies will derive from inquiry-based research and best practices. This component will also explain the one-way immersion approach to second and third language learning.

The third and final component of TIS's framework is the assessed curriculum. This component describes and explains all the formative and summative assessment that will be administered to monitor student progress and to generate quantitative and qualitative data to analyze. It will also provide important information on the alignment of the written, taught, and assessed curriculum. Most of the assessment information is provided in Section II J. (3) of this charter application.

The Written Curriculum: International Baccalaureate Primary Years Program (PYP)
New Mexico Common Core Standards and the International Baccalaureate Organization (IBO) curriculum documents provide the guidance in determining the written curriculum. NM Common Core Standards and IBO documents have been reviewed and topically aligned to ensure that the written curriculum is taught and assessed effectively.

1.1.3 SERVING THE COMMUNITY

Taos International School will serve students that come from many different backgrounds and that are at many different ability levels. Offering the programs that TIS is going to offer will assist in activating the learning process. Integrated instruction with Dual Language and International Baccalaureate Programs is an approach that will address the common classroom problems of: lack of student interest and motivation, the diversity of student ability levels, students' multiple intelligences and learning styles, meaningful content, and student choice. An integrated curriculum will provide a framework and methodology to address these problems, and accomplish classroom learning goals.

Taos County is a rural area and its schools demographic data currently consists of 78% Hispanic, 13.7% Caucasian, 6.6% Native Americans, 0.6% African American and 1.0% Asian. Taos has an English Language Learners (ELL) Population of 15.7% and 0.2% special education students. 100% of all these students are designated economically disadvantage. The target population of the proposed school will reflect the demographics of the community schools, none of which met AYP requirements. Out of the seven schools in the district, two are listed under schools in improvement, one under schools in corrective action, and four under schools in restructuring.

Currently, not all students requesting the dual language program that is offered in only one of the three public elementary schools have the opportunity to participate because of limited space. A continuation of this dual language program is no longer offered for sixth grade students at the middle school level resulting in limited choices to a mono-lingual, mono-cultural schooling system. Therefore, this substantiates the need to provide these essential educational services for students within the Taos community.

TIS will provide a greater focus on a multilingual curriculum and will address the international education and foreign language needs of New Mexico students by offering the International Baccalaureate's Primary Years Programme for students aged 3-12 which focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. Middle Years Programme for students aged 11-16 which provides a framework of academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers will also be offered at TIS.

One of the Middle Years Programme areas of interaction is community service. Community and service starts in the classroom and extends beyond it, requiring students to take an active part in the communities in which they live. Giving importance to the sense of community throughout the programme encourages responsible citizenship as it seeks to deepen the adolescent's knowledge and understanding of the world around them. The emphasis is on developing community awareness and concern, and the skills needed to make an effective contribution to society.

Students are encouraged to make connections between their intellectual and social growth, thereby refining their affective, creative and ethical as well as cognitive development. This is achieved through a process of discovery of self and community, and reflections inside as well as outside the classroom.

International Baccalaureate programs are not offered within the Taos Municipal Schools. The study of foreign languages in a one-way language immersion educational environment enhancing student's long-term achievement and performance will also be offered at TIS.

Enhanced learning and best practice strategies will be implemented to meet and exceed the state Common Core Standards. TIS will also provide students with skills necessary to compete in the global economy and workforce by entering a K-8 educational program that is rigorous, standards-based, and focused on addressing the academic and linguistic needs of students. This will reduce the identified academic achievement gap as reflected in the 2009-2010 New Mexico Public Education Department (Taos) School District Report Card. One of the schools required components will be that students be proficient in two languages by the end of eighth grade. By the beginning of fourth grade students will begin studying a third language: Mandarin Chinese.

PROCESS

Process for Data Gathering and Analysis

The process for gathering data and analysis was conducted through a series of interviews involving the founders of Taos International School. Promising facilities and their owners were interviewed to acquire data and analysis.

1.2.2 AUTHORITY AND FACILITIES DECISION MAKING

Nadine M. Vigil is the individual representing the school authorized as contact on issues and questions related to this submission. The process for capital planning and decision making will be with founders of Taos International School and Governing Council Members. Community input will also be considered by holding public forums where the community will be able to voice their opinions. Following is a list of members that have attended planning meetings and their affiliation:

Nadine M. Vigil, MA, Lead Organizer and Governing Council Member
Retired Principal

Adjunct Professor, University of New Mexico-Taos

Adjunct Professor, Northern New Mexico College-Taos

Ms. Vigil has served in various administrative and teaching roles for over thirty-seven years including elementary teacher assistant, teacher, and assistant principal, principal and adjunct professor. Ms. Vigil is bilingual (English/Spanish) and holds a New Mexico administrative credential with Bilingual and TESOL endorsements.

Dr. Carlos Pagán, Governing Council Member

Assistant Professor, University of New Mexico

Dr. Pagan is the lead founder of Corrales International School and New Mexico International School. He has served in various administrative and teaching roles for over twenty-six years including elementary and high school teacher, middle school assistant principal, and charter elementary principal. Dr. Pagan is bilingual (English/Spanish) and holds a New Mexico administrative credential.

Ms. Amie Chavez-Aguilar, MA, Governing Council Member

Taos Student Success Director-University of New Mexico-Taos

Ms. Chavez-Aguilar has served in various administrative and teaching roles for over sixteen years including assistant professor. She is bilingual (English/Spanish) and holds a New Mexico administrative credential.

Mr. Larry Torres, MA, Governing Council Member

Associate Professor of Foreign Languages and Cultures

Mr. Torres has served in various administrative and teaching roles for over thirty-seven years. He has been a high school teacher and college professor of Spanish, Russian, French, English, Latin, Southwest Studies, Linguistics and Bilingual Education. He has been internationally recognized as a speaker and presenter in the field of Global Education in Foreign Language teaching. New Mexico author of several Hispanic Cultural books. Mr. Torres has received many awards: National Walt Disney Outstanding Foreign Language Teacher of the Year, Recipient of Milken Family Foundation National Educator of the Year, Golden Apple, Excellence in Teaching, and many other local, regional, and state honors. Mr. Torres is fluent in ten languages and holds a Master of Arts degree in French.

Mr. Kenleigh Winters, Governing Council Member

Property Management/Renovations/Construction Consultant

Mr. Winters is a speculation home builder/entrepreneur. He designs, funds, sub-contracts, builds and sells homes. He holds specialized training and certificates in geothermal installation, geothermal maintenance, polyethylene fusion and repair.

Ms. Marsha Winters, Governing Council Member

Ms. Winters has served in various roles; Salon Coordinator, Retail and Bookkeeper, Assistant Manager and Ski Technician. She holds an Electrical Engineering degree.

Ms. Regina Vigil, MA, Governing Council Member
Retired Educator

Adjunct Professor, University of New Mexico-Taos

Ms. Vigil has served in various roles in education for over forty years including secretary, educational assistant, teacher and professor. Ms. Vigil is bilingual (English/Spanish) and holds a Master of Arts in Curriculum and Instruction with Reading, Bilingual, and TESOL endorsements from the state of New Mexico.

If approved, a steering committee will be developed and will include Director, staff, parents and community members. Members of steering committee will be identified at a later date.

2. PROJECTED CONDITIONS

2.1 PROGRAMS AND DELIVERY METHODS

Taos International School will adopt the following state approved textbooks/resources to assist teachers in implementing the written curriculum in the four core content areas in either English and/or Spanish.

CONTENT	K	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
Language Arts: Houghton Mifflin (English and/or Spanish)	X	X	X	X	X	X	X	X	X
Mathematics: Everyday Math (English and/or Spanish)	X	X	X	X	X	X	X	X	X
Science: Center for Hands on Learning	X	X	X	X	X	X	X	X	X
Social Studies: Scott Foresman (Spanish)	X	X	X	X	X	X	X	X	X

Additional materials such as dictionaries, maps, readers, phonic (English and Spanish) programs, manipulative, visuals, and computers will be purchased to assist teaching staff in delivering the written curriculum.

The Taos International School Curriculum has been selected/developed. The International Baccalaureate Primary Years Program (IB PYP) and Middle Years Program (MYP) curriculum documents and the New Mexico Common Core Standards and Anchor Standards are the foundation documents for the school. The IB PYP scope and sequence for all content areas and supporting documents are available in English and Spanish. Although not as extensive, documents are also available in Mandarin Chinese.

New Mexico Common Core Standards will be addressed by aligning the IB PYP and MYP documents with standards in all core content areas.

The IB PYP and IB MYP scope and sequence for all content areas and supporting documents are available in English and Spanish. Although not as extensive, documents are also available in Mandarin Chinese.

New Mexico Common Core Standards will be addressed by aligning the IB PYP/ MYP and documents with standards in all core content areas.

The Written Curriculum: One-way Language Immersion (Spanish and Mandarin Chinese Instruction)

The second part of Taos International School's curriculum framework and written curriculum is the study of languages in a one-way immersion classroom environment. TIS will adopt and revise if necessary the Spanish language arts standards, "Estándares de Artes del Lenguaje en Español", available on the New Mexico Public Education Department Bilingual and Multicultural Education web site. Exhibit 4.0 provides a first grade sample of this important curriculum document. The standards cover grades K-8.

Exhibit 4.0

Sample Spanish Language Arts Standards K-8 (Estándares de Artes del Lenguaje en Español)

First Grade Primer Grado

Énfasis: La comprensión de la lectura y la comprensión auditiva

Estándar 1: Los estudiantes aplicarán las estrategias y destrezas para comprender información leída, oída y observada.

Cota A: Escuchar, leer, reaccionar y recontar información

Actividades

1. Escuchar y recontar cuentos cortos.
2. Reconocer la repetición y predecir expresiones repetidas.

3. Responder y elaborar a las preguntas (¿quién?, ¿qué?, ¿cuándo?, ¿dónde? y ¿cómo?).
4. Discutir y explicar las respuestas a preguntas relacionadas a textos narrativos y expositivos.
5. Hacerse preguntas, recontar y resumir para evaluar su propia comprensión.
6. Seguir instrucciones sencillas tanto escritas como orales.
7. Aumentar el vocabulario al leer y escuchar, y por medio de la interacción personal.

Cota B: Localizar y usar una variedad de recursos para adquirir información.

Actividades

1. Demostrar familiaridad con una variedad de recursos (p. ej., cuentos, poemas, periódicos, discos compactos, software, guías telefónicas, piezas teatrales cortas).

Cota C: Demostrar destrezas analíticas para comprender la información oral, observada y escrita.

Actividades

1. Asociar palabras claves con conocimiento anterior y explorar el uso de vocabulario del autor.
2. Predecir y explicar lo que pasará próximamente en un cuento.
3. Demostrar familiaridad con una variedad de textos (p. ej., cuentos, poemas, periódicos, etc.).
4. Describir las diferencias y semejanzas entre cuentos distintos (p. ej., personajes, argumento, lugar).

Cota D: Adquirir destrezas de lectura y demostrar competencias en las destrezas y estrategias del proceso de la lectura.

Actividades

1. Desarrollar el conocimiento fonético.
2. Demostrar estrategias y destrezas para reconocer palabras.
3. Leer a voz alta con fluidez y comprensión textos del primer grado.
4. Utilizar el significado de las oraciones, el cuento mismo y la sintaxis para asegurar la comprensión.
5. Aumentar el vocabulario al leer y escuchar, y por medio de la interacción personal.

Énfasis: La expresión oral y escrita.

Estándar 2: Los estudiantes comunicarán efectivamente por medio del habla y la escritura.

Cota A: Demostrar competencia oral para comunicar información.

Actividades

1. Leer a voz alta con fluidez y comprensión textos del primer grado.
2. Participar en discusiones que resultan en algo escrito.
3. Escoger y usar vocabulario y estructuras lingüísticas nuevas (p. ej., recontar, usar exclamaciones para responder emotivamente a acontecimientos o ideas).

Cota B: Implementar convenciones gramaticales y lingüísticas para comunicar.

Actividades

1. Confirmar predicciones sobre lo que pasará en el texto al identificar vocabulario clave.
2. Usar el contexto para resolver dilemas.
3. Relacionar el conocimiento anterior a la información en el texto.
4. Practicar las letras mayúsculas y minúsculas para asegurar su formación
5. Usar oraciones completas para escribir un texto sencillo.
6. Usar las mayúsculas y la puntuación para
 - la primera palabra de una oración;
 - los nombres propios;
 - el uso del punto al final de oraciones declarativas;
 - el uso apropiado de los puntos de interrogación,
7. Evaluar su propia composición al leerla otra vez y/o consultar con los compañeros.

Cota C: Demostrar competencia en las destrezas y estrategias del proceso de la escritura.

Actividades

1. Escribir siguiendo el estilo de algún autor.
2. Crear una variedad de textos (p. ej., cuentitos, cartas, poemas sencillos, diarios, etc.).
3. Escribir descripciones de personas, lugares u objetos conocidos.
4. Escribir usando borradores para realizar un texto legible y lógico.
5. Empezar a usar ortografía precisa.

Énfasis: La literatura y los medios de comunicación

Estándar 3: Los estudiantes usarán la literatura y los medios de comunicación para desarrollar una mayor comprensión de la sociedad en general, de la comunidad y de sí mismos.

Cota A: Utilizar el idioma, la literatura y los medios de comunicación para llegar a un mayor aprecio de las diferentes culturas que le rodean.

Actividades

1. Aumentar el vocabulario y comprender las expresiones que se encuentran en obras literarias apropiadas.
2. Identificar las personas y los argumentos sencillos de mitos y cuentos de otras partes del

mundo.

3. Describir acontecimientos relacionados a otras naciones y/o culturas (p. ej., drama, dibujos, construcciones, etc.).

Cota B: Identificar y utilizar los géneros literarios según su propósito.

Actividades

1. Identificar los elementos de argumento y lugar en un cuento.
2. Demostrar la comprensión de la secuencia y la caracterización en el cuento por medio de la actuación, el dibujo, la declamación y/o la redacción.

In addition to the Spanish Language Arts Standards recommended by the Bilingual and Multicultural Education Division, TIS will review the Las Vegas City Schools' Spanish language arts curriculum document. This document is also available on the New Mexico Public Education Department web site.

Mandarin Chinese Language Curriculum

The written curriculum for classical Mandarin Chinese instruction will originate from a variety of sources. The International Baccalaureate Organization's Online Curriculum Center provides a variety of reference material for the study of the language.

Another important resource is the Center for Applied Linguistics. Their resource database produced hundreds of materials in Mandarin Chinese. The site listed dictionary, texts, literature books, readers or anthologies, references materials as well as general guidance on how to teach the language. The University of New Mexico's foreign languages division will also be source of information and possibly teachers to assist TIS in implementing a Mandarin Chinese language program for fourth through eighth grade students.

Mandarin Chinese Language Curriculum development will begin during the first year along with the development of "Program of Inquiry." Although students will not be enrolled in Mandarin Chinese classes until the 4th grade, Mandarin Chinese teachers will be hired on a very limited basis to develop the curriculum, secure instructional materials, and explain the Mandarin Chinese language program to staff members and families.

Textbooks and Other Instructional Materials

Taos International School will adopt the following state approved textbooks/resources to assist teachers in implementing the written curriculum in the four core content areas in either English and/or Spanish:

CONTENT	K	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
Language Arts: Houghton	X	X	X	X	X	X	X	X	X

Mifflin (English and/or Spanish)									
Mathematics: Everyday Math (English and/or Spanish)	X	X	X	X	X	X	X	X	X
Science: Center for Hands on Learning	X	X	X	X	X	X	X	X	X
Social Studies: Scott Foresman (Spanish)	X	X	X	X	X	X	X	X	X

Additional materials such as dictionaries, maps, readers, phonic (English and Spanish) programs, manipulative, visuals, and computers will be purchased to assist teaching staff in delivering the written curriculum.

The Taos International School Curriculum has been selected/developed. As described above, the International Baccalaureate Primary Years Program (IB PYP) and Middle Years Program (MYP) curriculum documents and the New Mexico Common Core Standards are the foundation documents for the school. The IB PYP scope and sequence for all content areas and supporting documents are available in English and Spanish. Although not as extensive, documents are also available in Mandarin Chinese.

New Mexico Common Core Standards will be addressed by aligning the IB PYP and MYP documents with standards in all core content areas.

Proposed Instructional Time in Each Language

Grade	Percent Spanish	Percent English	Percent Mandarin Chinese
K	90%	10%	NA
1st	80%	20%	NA
2nd	70%	30%	NA
3rd	60%	40%	NA

4th	40%	50-55%	5-10%
5th,6th,7th,8th	40%	50-55%	5-10%

According to second language research, the most effective approach to learning a language is through complete immersion. (Lambert and Tucker 1972; Swain 1982) Therefore, students beginning in Kindergarten at TIS will engage in classroom instruction that is delivered 90 percent of the time in Spanish. Since Spanish is the target language for native English speakers, the instructional day must maximize time in target language. As students acquire Spanish language skills more time will be allocated to English. By the end of 8th grade, 50-55 percent of instruction will be in English.

The formal study of the third language, Mandarin Chinese, will not begin until 4th grade. By this time, students will have reached sufficient command of English and Spanish skills to allow for the introduction of Mandarin Chinese. It is anticipated that no more than 5-10 percent of the regular school day will be allocated to the acquisition of Mandarin Chinese language skills. Student outcomes for Mandarin Chinese will be at the beginning to intermediate level. The goal is for conversational skills that emphasize pronunciation and vocabulary.

2.1.1 PROGRAMS OVERVIEW

Below is a proposed staff plan for TIS. The maximum number of students is 20 or a 20:1 ratio per class.

Year One: 2013-2014	Year Two: 2014-2015	Year Three: 2015-2016	Year Four: 2016-2017	Year Five: 2017-2018
6 Teacher FTEs (K, 1, 6)	10 Teacher FTE (K, 1,2, 6,7)	14 Teacher FTEs (K, 1,2,3,6,7,8)	16 Teacher FTEs (K,1,2,3,4, 6,7,8)	18 Teacher FTEs (K,1,2,3,4,5,6,7,8)
1 Special education FTE (Director)	1 Special education (Director) FTE	2 Special education (Director) FTE	2 Special education (Director) FTE	2 Special education (Director) FTE
.5 Art teacher FTE	.5 Art teacher FTE	1 Art teacher FTE	1 Art teacher FTE	1 Art teacher FTE
.5 Music teacher FTE	.5 Music teacher FTE	1 Music teacher FTE	1 Music teacher FTE	1 Music teacher FTE
			.5 Mandarin Chinese Teacher FTE	.5 Mandarin Chinese Teacher FTE
.25 Head Administrator	.25 Head Administrator	.25 Head Administrator	.25 Head Administrator	.25 Head Administrator

Year One: 2013-2014	Year Two: 2014-2015	Year Three: 2015-2016	Year Four: 2016-2017	Year Five: 2017-2018
1 School Director	1 School Director	1 School Director	1 School Director	1 School Director
1 Bilingual Director	1 Bilingual Director	1 Bilingual Director	1 Bilingual Director	1 Bilingual Director
1 Business Manager	1 Business Manager	1 Business Manager	1 Business Manager	1 Business Manager
1 Office Manager/Bookkeeper (clerical)	1 Office Manager (clerical)	1 Office Manager (clerical)	1 Office Manager (clerical)	1 Office Manager (clerical)
2 Educational Assistants	4 Educational Assistants	4 Educational Assistants	4 Educational Assistant	4 Educational Assistants
	1 Bookkeeper (clerical)	1 Bookkeeper (clerical)	1 Bookkeeper (clerical)	1 Bookkeeper (clerical)

2.2 PROPOSED ENROLLMENT

Taos International School, if approved, plans to open doors during the 2013-2014 school year. During the first year, 120 students will be enrolled- 80 in K-1 and 40 in 6th grade. The school will continue to add a grade level to its elementary program and middle school until reaching full capacity of 360 students at the beginning of its fifth year.

2.2.1 PROPOSED ENROLLMENT CAP

Taos International School's five year projection for enrollment is outlined in the chart below. It illustrates a scheme to phase in enrollment with middle school grade levels.

2.2.2 PLANS FOR PHASED ENROLLMENT

The rationale for this phase-in program is that Taos International School believes a smaller enrollment will be more manageable for the start-up project. As the school grows; as more classroom space is acquired, TIS will be able to absorb more students. The total projected student enrollment is 360 for a K-8th grade curriculum. This would be 20 students per 9 grades.

Taos International School classes and teachers are organized by grade level. If approved, the school's first year of operation will begin with two Kindergarten classes, two first grade classes and two sixth grade classes. In the future, the school will be expanding through to K-8th. Each grade currently has one teacher; as is planned for future expansions. Taos International School will require an average of twenty students per class. Their class room loads, will typically remain the same with the need for more classrooms in the future.

GRAPH OF PROJECTED ENROLLMENT CAP IDENTIFIED BY GRADE LEVEL

2.2.4 CLASSROOM LOADING POLICY

Taos International School will require an average of 20 students per class. Their class room loads will typically remain the same with the need for more classrooms in the future. Square footage per student will be the same as the required square footage per the Facilities Planning Guide.

FIVE YEAR PROJECTION

Academic Year	Number of Students	Grade Levels	Student/Teacher Ratio
Year 1 2013-14	120	K-1 & 6th	20/1
Year 2 2014-15	200	K-2 & 6 th , 7th	20/1
Year 3 2015-16	280	K-3, 6 th , 7 th , 8 th	20/1
Year 4 2016-17	320	K-4, 6 th , 7 th , 8th	20/1
Year 5 2017-18	360	K-8th	20/1
At Capacity (Enrollment Cap)	360	K-8	20/1

2.2.5 CLASSROOM NEEDS

If Taos International School is approved, the following chart illustrates the anticipated classroom needs, including number of classrooms to accommodate the projected enrollment. The square footage breakdown is as follows:

Classrooms: _____

Classrooms will allow for closet/storage space

Year	Grades	Square Footage	Total of Students
2013-2014	2 Kindergarten	650 sf (20 students per classroom)	40
	2 First Grade	650 sf (20 students per classroom)	40
	2 Sixth Grade	650 sf (20 students per classroom)	<u>40</u>
		*classroom 650 sq. ft. x 8= 5,200 sq. ft.	120
2014-2015	2 Kindergarten	650 sf (20 students per classroom)	40
	2 First Grade	650 sf (20 students per classroom)	40
	2 Second Grade	650 sf (20 students per classroom)	40
	2 Sixth Grade	650 sf (20 students per classroom)	<u>40</u>
	2 Seventh Grade	650 sf (20 students per classroom)	200
		650 sf (20 students per classroom)	

		*classroom 650 sq. ft. x 10=6,500 sq. ft.	
2015- 2016	2Kindergarten 2 First Grade 2 Second Grade 2 Third Grade 2 Sixth Grade 2 Seventh Grade 2 Eighth Grade	650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom) *classroom 650 sq. ft. x 14 x = 9,100 sq. ft.	40 40 40 40 40 40 <u>40</u> 280
2016- 2017	2Kindergarten 2First Grade 2 Second Grade 2Third Grade 2 Fourth Grade 2 Sixth Grade 2 Seventh Grade 2 Eighth Grade	650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom) *classroom 650 sq. ft x 16 = 10,400 sq. ft.	40 40 40 40 40 40 40 <u>40</u> 320
2017- 2018	2Kindergarten 2First Grade 2 Second Grade 2Third Grade 2Fourth Grade 2 Fifth Grade 2 Sixth Grade	650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom) 650 sf (20 students per classroom)	40 40 40 40 40 40

	2 Seventh Grade	classroom)	40
	2 Eighth Grade	650 sf (20 students per classroom)	<u>40</u>
		650 sf (20 students per classroom)	360
		650 sf (20 students per classroom)	
		650 sf (20 students per classroom)	
		650 sf (20 students per classroom)	
		*classroom 650 sq. ft. x 18 = 11,700 sq. ft.	

COMMON AREAS:

1. Classroom 650 square feet each x 18 = 11, 700 sq. ft.

The general classroom space aesthetics at TIS should not be different from other schools. Colors should not be too bright or overbearing.

2. Multipurpose Room 1500 square feet x 1 = 1,500 sq. ft.

Multipurpose room should be sized to accommodate 60-90 students, respectively, at any given time. Multipurpose Room will be utilized during inclement weather and also an eating area for students bringing their own lunch. TIS will not provide food services.

3. Computer Lab 300 square feet x 1 = 300 sq.ft

4. Art/Music/PE/Library-Tech Center 1,000 square feet x 4 = 4,000 sq. ft.

The music room should be constructed with good acoustics and with little to no sound leakage to adjacent rooms. Also, there should be enough storage space for music instruments and chairs, either in built in casework or closet space. The Art/Music/PE/Library-Tech center should be sized to accommodate one full grade, per the square footage chart.

ADMINISTRATION:

1. Office Space 100 square feet (School Director, Administrative Assistant, Attendance clerk, Directors, Specialists including PT, OT and Resources) x 10 = 1,000 sq. ft.

Administrative spaces should be equipped with storage space as well. The administrative offices should have clear site lines to the main campus entry and be provided with storage space as well as a print copy room.

2. Storage, Bathrooms, Hallways approximately 4,000 square feet.

Grand Total: 22,500 sq. ft. needed by 5th year.

2.3 SITE AND FACILITIES

If approved, Taos International School will secure leased-property, or any other property suitable for the implementation of the school's educational program. Taos International School will secure a facility large enough to accommodate a student body of 360 students. The Governing Council established will participate in the decision-making process of the proposed potential school facility.

2.3.1 LOCATION/SITE

Below are photographs of a potential proposed facility located on 920 Salazar Road, #B, Taos, NM 87571. The building has ADA parking spaces and meets all required safety standards. It has paved circulation, and each building entrance is also paved.

IMPORTANT ASSUMPTIONS:

- TIS will share common area for soccer and other physical education programs by utilizing the town of Taos Eco Park that is located within walking distance from the potential proposed building (photograph # 1)
- TIS will also have access to Felimon Sanchez Park that is located within walking distance from the potential proposed building to utilize for extracurricular activities.
- TIS will not need 59,400 sq. ft. during the first, second, third or fourth year. Square footage will be added as more students enroll.

PLAYGROUND AND PHYSICAL EDUCATION NEEDS:

Photograph #1- Front view of the potential proposed building. It has sufficient space on the left hand side for installation of playground equipment.



Photograph # 2 ó Front view of attached structure of proposed potential building which allows for student growth.



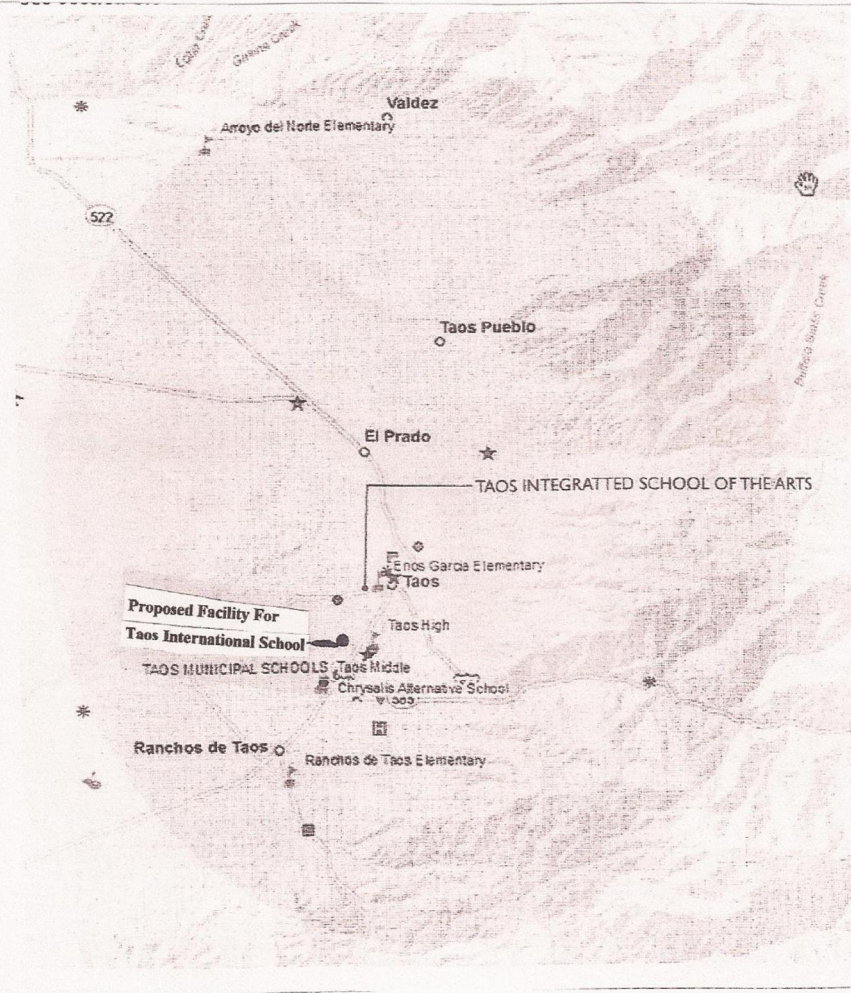
Photograph # 3- Town of Taos Eco Park is located within walking distance from the potential proposed building that will be utilized for Physical Education Needs.



Photograph # 4- Felimon Sanchez Park is located within walking distance from the potential proposed building that can also be utilized to meet Physical Education Needs.



Map of Taos Municipal Schools surrounding area where proposed potential facility to house Taos International School if approved would be located.



2.3.4 FACILITY EVALUATION

Not Applicable

PSFA has not evaluated proposed facility since Charter/Application is in the process of being submitted and has not yet being approved

3. PROPOSED FACILITY REQUIREMENTS (ED Spec)

3.1 Facility Goals and Concepts

3.1.1

In complying with HB283 Public School Facilities, Lead Organizer's plan is to work closely with Taos Municipal Schools District in acquiring a building if available from them to house proposed school if approved in order to meet the 2015 requirements. Lead Organizer will also research other buildings in the Taos area that meet HB283 requirements.

3.1.2 CONCEPTS

Taos International School's philosophy and instructional approach is research-based and incorporates best-practices in all aspects of instruction. TIS's philosophy that students learn through powers of observation and creativity outlines a need for flexible teaching spaces that are easily rearranged and spacious. The aesthetic of the spaces at TIS will be energetic, with copious day lighting and open plans. Outdoor education also plays a strong role. The outdoor learning environment should be equally flexible and handicapped accessible.

Spatial relationships, classroom clustering, and supplementary spaces also play a critical role in the success of TIS's curriculum. Kindergarten-2nd grade classrooms, 3rd-5th grade classrooms as well as 6th to 8th grades should be clustered. Special Education should be clustered with respective ancillary spaces; the nurse, counselor, and administration.

SAFETY

TIS's goal for their campus is to completely renovate the proposed buildings and their site so that it is more suitable and safe for the students as a learning environment.

SECURITY

As part of TIS's plan to renovate the proposed campus, a secure perimeter and surveillance cameras will be utilized to provide better security for the students. The plan will also include keeping out unwanted visitors as well as making the site more easily monitored.

SUSTAINABILITY

TIS is interested in the sustainability of its campus both as a duty and as a means to educate.

SPACE FLEXIBILITY

TIS's curriculum requires that each class be spacious and flexible enough to support numerous teaching atmospheres within classroom. Some of the teaching spaces that need to be incorporated in the classroom space are quiet reading areas including space for book shelves, standard teaching space with a whiteboard and projector, a smaller circular teaching area, casework for supply storage. The campus should also be made flexible for recess events and outdoor teaching.

COMMUNITY USE

TIS does not currently have any plans to make the campus available for community use.

3.2 SPACE REQUIREMENTS

3.2.1 SPACE SUMMARY

The proposed facility is 10,000 square feet and would house with renovations the first year of TIS operation if approved. The attached building with an additional 8,000 sq. ft. would allow for growth.

Classrooms:

2 Kindergarten	650 sq. ft.	(20 students @ 32.5 sf/student)	
2 First Grade	650 sq. ft.	õ	õ
2 Second Grade	650 sq. ft.	õ	õ
2 Third Grade	650 sq. ft.	õ	õ
2 Fourth Grade	650 sq. ft.	õ	õ
2 Fifth Grade	650 sq. ft.	õ	õ
2 Sixth Grade	650 sq. ft.	õ	õ
2 Seventh Grade	650 sq. ft.	õ	õ
2 Eighth Grade	650 sq. ft.	õ	õ

Storage per classroom 30 sq.ft.

COMMON AREAS

Multipurpose Room	1500 sq. ft	(90 students @ 17 sf/student)
Computer Lab	300 sq. ft	(20 students @ 15 sf/student)

Multipurpose room should be sized to accommodate 60-90 students, respectively, at any given time. Multipurpose room will be utilized as an indoor area for inclement weather and also for a lunch area. TIS will not provide food services. Students will be responsible in bringing their own lunch.

Art/Music/PE/Library-Tech Center 1,000 square feet x 4 = 4,000 sq. ft.

The music room should be constructed with good acoustics and with little to no sound leakage to adjacent rooms. Also, there should be enough storage space for music instruments and chairs, either in built in casework or closet space. The Art/Music/PE/Library-Tech center should be sized to accommodate one full grade, per the square footage chart.

ADMINISTRATION:

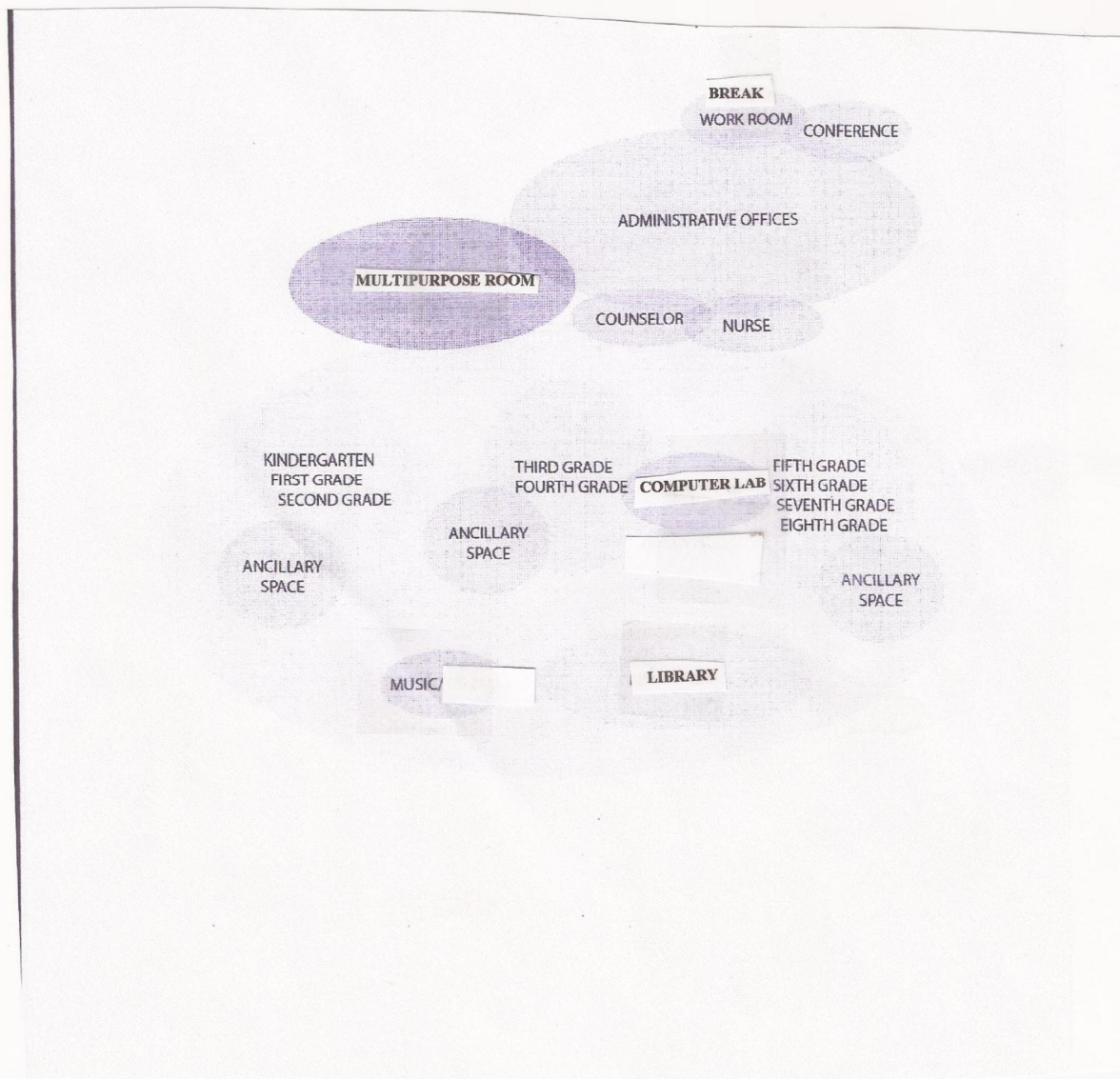
School Director	100 sq. ft.
Administrative Assistant	100 sq. ft.
Attendance Clerk	100 sq. ft.
Counselor	100 sq. ft.
Nurse	100 sq. ft.
Conference Room	100 sq. ft.
Work/Break Room	100 sq. ft.
Ancillary	100 sq. ft.
Ancillary	100 sq. ft.

Ancillary 100 sq. ft

Administrative spaces should be equipped with storage space as well. The administrative offices should have clear site lines to the main campus entry and be provided with storage space as well as a print copy room.

Storage, Bathrooms, Hallways approximately 4,000 square feet.

GRAPHIC DIAGRAM ILLUSTRATING RELATIONSHIP BETWEEN THE PROGRAM AREAS



4. CAPITAL PLAN: Taos International School will look into grants, federal funds, and state funds available to charter schools. TIS will also look into SB-9 funds to meet the campus needs.

5.MASTER PLAN SUPPORT MATERIAL

5.1 SITES AND FACILITIES DATA TABLE

-NAME OF FACILITY-TAOS INTERNATIONAL SCHOOL

-State ID#-N/A

-Physical Address-N/A

-Date of opening-If approved, 2013-2014 school year

-Dates of major additions and renovations-N/A

-FCI Index and NMCI-N/A

-Site owned or leased-If approved, site will be leased

-Total building area gross sq./ft.-23,000

-Site acreage-

-Total # permanent general classrooms-18 by fifth year

-Total # of permanent specialty classrooms-0

-Total # of portable classrooms-0

-Total number of classrooms-18 by fifth year

-Percentage of portable classrooms to total permanent classrooms-no portable classrooms

-Total enrollment current year-N/A

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

GRADE	SF	#OF STUDENTS	
KINDERGARTEN	650 SF	20 STUDENTS @ 32 SF/STUDENT	
FIRST GRADE	650 SF	"	"
SECOND GRADE	650 SF	"	"
THIRD GRADE	650 SF	"	"
FOURTH GRADE	650 SF	"	"
FIFTH GRADE	650 SF	"	"
SIXTH GRADE	650 SF	"	"
SEVENTH GRADE	650 SF	"	"
EIGHTH GRADE	650 SF	"	"

5.2 SITE PLAN-N/A

SCALED SCHOOL SITE PLAN: N/A

5.3 FLOOR PLAN-N/A

SCALED SCHOOL FLOOR PLAN(S) WITH ROOMS NUMBER TO MATCH INVENTORY: N/A

FAD FORMS UPDATED: N/A

5.8 DETAILED SPACE AND ROOM REQUIREMENTS (ED SPEC)

5.8.1 TECHNOLOGY AND COMMUNICATIONS CRITERIA: Technology Services, Lab Dell computers, classroom Dell computers (teachers), Telephone system, Hardware (PCs), Software (Microsoft Office, Photoshop), Office Printers (laser), Wireless Internet Service , Office Supplies, etc. will be required to meet the campus needs.

5.8.2 POWER CRITERIA: Not Applicable until approved.

5.8.3 LIGHTING AND DAY LIGHTING CRITERIA: The aesthetic of the spaces at TIS will be energetic, with copious day lighting and open plans.

5.8.4 ENVIRONMENTAL CONDITIONING CRITERIA

5.8.5 CLASSROOM ACOUSTICS CRITERIA: Classrooms should be constructed with good acoustic and with little to no sound leakage to adjacent rooms.

5.8.6 FURNISHING AND EQUIPMENT CRITERIA: Office desks, office chairs, office bookshelves, administrative desks, administrative chairs, administrative bookshelves, Fire proof cabinets, fax machine, lateral file drawer cabinet, folding chairs, folding tables, miscellaneous supplies; power strips, extension cords, flash drives, etc., classroom (teacher) HP Printers, Classroom (teacher) desk, Classroom teacher chair, Science Equipment (scales, model rockets, glass wear, safety supplies, etc), E-Series Compound Microscope, NexStar 4SE Telescope, Center for Hands-On-Learning Science Kits (Physical Science, Earth/Space, Life), Music Supplies (violins, other music instruments, sheet music, etc.), Art class supplies (easels, paint brushes, paint), Language Learning Supplies (pocket charts), Overhead Projector, Special Education Class Supplies (ADA Furniture, etc.) Math Equipment (Calculators, Rulers, Scales, Charts, etc.) Recess Equipment (Ball, Games, etc.), DVD/Blu-Ray Player, Canon 10.1 Megapixel Rebel Camera, HD Projectors, LCD Projectors, Deluxe Portable PA System, Student Chairs (small, grades 1-2, 25 per classroom), Student Chairs, (large, grades 3-8, 25 per classroom), Student Wood Chairs (Kindergarten), Student Desks (open front, grades 1-8th per classroom), Bulletin Boards, Dry Erase Boards, Trash cans, Bookcase, Bookcase (mobile), Student Computer Lab, Laptops, Classroom Supplies (Paper, pencils, globes, maps, etc.), Athletic/Equipment (Martial Arts, Soccer, gymnastics), class set of Student Health Supplies, Refrigerators (one for health services, the other general use), Mass Production Copier (paper for copier, toner, etc.) plus Instructional Materials.

5.8.7 TABLE TYPES: Kindergarten Wood Tables; classroom tables, kidney shaped tables; computer lab tables; cafeteria tables; Computer Lab Tables;

5.8.8 STORAGE TYPES: Wardrobe, Storage Cabinets, etc.

5.8.9 CRITERIA SHEETS: Not Applicable until approved.

5.9 SUBMISSION

5.9.2 FINAL ELECTRONIC COPY

APPENDIX J

See Attached Document:

Proposed

**State Equalization Guarantee Revenue Estimate
Worksheet**

Based on Membership Projection

APPENDIX K

PROPOSED Five-Year Budget Plan

FOR

TAOS INTERNATIONAL SCHOOL

Taos International School's Five Year Budget Plan

FUND	FUNCTION	OBJECT	OBJECT DESCRIPTION	PROJ. AMT (YEAR 1)	PROJ. AMT (YEAR 2)	PROJ. AMT (YEAR 3)	PROJ. AMT (YEAR 4)	PROJ. AMT (YEAR 5)
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	\$724,456.77	\$1,684,932.42	\$1,922,733.93	\$1,766,932.94	\$1,930,220.94
11000		TOTAL: OPERATIONAL		\$724,456.77	\$1,684,932.42	\$1,922,733.93	\$1,766,932.94	\$1,930,220.94

Taos International School Proposed 5 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	\$200,000.00	5.00	\$420,000.00	10.00	\$588,000.00	14.50	\$651,000.00	15.50	\$756,000.00	18.00
11000	1000	51100	1412	Salaries Expense: Teachers Special Education			\$42,000.00	1.00	\$84,000.00	2.00	\$84,000.00	2.00	\$84,000.00	2.00
11000	1000	51100	1413	Salaries Expense: Teachers Early Childhood Ed.	\$80,000.00	2.00	\$84,000.00	2.00	\$84,000.00	2.00	\$84,000.00	2.00	\$84,000.00	2.00
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	\$3,500.00		\$5,000.00		\$7,500.00		\$7,500.00		\$7,500.00	
11000	1000	51100	1612	Salaries Expense: Substitutes Other Leave	\$3,500.00		\$5,000.00		\$7,500.00		\$7,500.00		\$7,500.00	
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										
11000	1000	51100	1712	Salaries Expense: Instructional Assistants Special Ed.										
11000	1000	51100	1713	Salaries Expense: Instructional Assistants ECE	\$30,000.00	2.00	\$68,000.00	4.00	\$68,000.00	4.00	\$68,000.00	4.00	\$68,000.00	4.00
11000	1000	51100	1714	Salaries Expense: Inst Asst. Preschool (Excludes Spec. Ed.)										
	Total: Personnel Services Compensation				\$317,000.00	9.00	\$624,000.00	17.00	\$839,000.00	22.50	\$902,000.00	23.50	\$1,007,000.00	26.00
	Personnel Services - Employee Benefits													
11000	1000	52111	0000	Educational Retirement	\$34,420.00		\$67,946.00		\$92,471.00		\$89,271.00		\$109,148.00	
11000	1000	52112	0000	ERA - Retiree Health	\$6,151.00		\$12,168.00		\$16,668.00		\$17,220.00		\$19,728.00	
11000	1000	52210	0000	FICA Payments	\$19,220.00		\$38,068.00		\$52,018.00		\$53,382.00		\$61,504.00	
11000	1000	52220	0000	Medicare Payments	\$4,495.00		\$8,903.00		\$12,166.00		\$12,485.00		\$14,384.00	
11000	1000	52311	0000	Health and Medical Premiums	\$34,541.00		\$68,471.00		\$93,394.00		\$95,373.00		\$110,342.00	
11000	1000	52312	0000	Life	\$1,271.00		\$2,518.00		\$3,441.00		\$3,531.00		\$4,068.00	
11000	1000	52313	0000	Dental	\$928.00		\$5,800.00		\$7,926.00		\$8,137.00		\$9,372.00	
11000	1000	52314	0000	Vision	\$372.00		\$738.00		\$1,008.00		\$1,034.00		\$1,191.00	
11000	1000	52315	0000	Disability	\$186.00		\$369.00		\$504.00		\$517.00		\$596.00	
11000	1000	52316	0000	Other Insurance										
11000	1000	52500	0000	Unemployment Compensation	\$6,200.00		\$12,260.00		\$16,760.00		\$17,220.00		\$19,840.00	
11000	1000	52710	0000	Workers Compensation Premium	\$165.00		\$293.00		\$379.00		\$353.00		\$448.00	
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				\$107,939.00		\$217,554.00		\$296,755.00		\$298,623.00		\$350,621.00	
	Purchased Professional and Technical Services													
11000	1000	53414	0000	Other Professional Services					\$12,000.00					
11000	1000	53711	0000	Other Charges										
	Total: Purchased Professional and Tech Services				\$0.00		\$0.00		\$12,000.00		\$0.00		\$0.00	
	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			\$2,000.00		\$2,400.00		\$2,600.00		\$2,600.00	
11000	1000	55818	0000	Other Travel - Non-Employees										
11000	1000	55819	0000	Employee Travel - Teachers										
11000	1000	55820	0000	Employee Training - Teachers			\$20,000.00		\$20,000.00		\$10,000.00		\$10,000.00	
11000	1000	55914	0000	Contracts - Interagency										
11000	1000	55915	0000	Other Contract Services										
	Total: Other Purchased Services				\$0.00		\$22,000.00		\$22,400.00		\$12,600.00		\$12,600.00	
	Supplies													
11000	1000	56112	0000	Other Textbooks										
11000	1000	56113	0000	Software										
11000	1000	56118	0000	General Supplies and Materials			\$40,000.00		\$56,000.00		\$56,000.00		\$56,000.00	
	Total: Supplies				\$0.00		\$40,000.00		\$56,000.00		\$56,000.00		\$56,000.00	
	Property													
11000	1000	57331	0000	Fixed Assets (more than \$5,000)										
11000	1000	57332	0000	Supply Assets (\$5,000 or less)			\$250,000.00		\$113,517.00					
	Total: Property				\$0.00		\$250,000.00		\$113,517.00		\$0.00		\$0.00	
11000	1000			TOTAL: INSTRUCTION	\$424,939.00	9.00	\$1,153,554.00	17.00	\$1,339,672.00	22.50	\$1,269,123.00	23.50	\$1,426,221.00	26.00

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Taos International School Proposed 5 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			\$42,000.00	1.00	\$42,000.00	1.00	\$42,000.00	1.00	\$42,000.00	1.00
11000	2100	51100	1214	Salaries Expense: Guidance Counselors/Social Workers										
11000	2100	51100	1215	Salaries Expense: Registered Nurse										
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										
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										
				Total: Personnel Services - Compensation	\$0.00	0.00	\$42,000.00	1.00	\$42,000.00	1.00	\$42,000.00	1.00	\$42,000.00	1.00
				Personnel Services - Employee Benefits										
11000	2100	52111	0000	Educational Retirement			\$4,578.00		\$4,578.00		\$4,578.00		\$4,578.00	
11000	2100	52112	0000	ERA - Retiree Health			\$840.00		\$840.00		\$840.00		\$840.00	
11000	2100	52210	0000	FICA Payments			\$2,604.00		\$2,604.00		\$2,604.00		\$2,604.00	
11000	2100	52260	0000	Medicare Payments			\$609.00		\$609.00		\$609.00		\$609.00	
11000	2100	52311	0000	Health and Medical Premiums			\$4,653.00		\$4,653.00		\$4,653.00		\$4,653.00	
11000	2100	52312	0000	Life			\$173.00		\$173.00		\$173.00		\$173.00	
11000	2100	52313	0000	Dental			\$397.00		\$397.00		\$397.00		\$397.00	
11000	2100	52314	0000	Vision			\$51.00		\$51.00		\$51.00		\$51.00	
11000	2100	52315	0000	Disability			\$26.00		\$26.00		\$26.00		\$26.00	
11000	2100	52316	0000	Other Insurance										
11000	2100	52500	0000	Unemployment Compensation			\$840.00		\$840.00		\$840.00		\$840.00	
11000	2100	52710	0000	Workers Compensation Premium			\$18.00		\$18.00		\$18.00		\$18.00	
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	62012	0000	Employee Assistance Programs										
11000	2100	62013	0000	Workers Compensation Employee Fees										
11000	2100	62914	0000	Deferred Sick Leave Reserve										
				Total: Personnel Services - Employee Benefits	\$0.00		\$14,789.00		\$14,789.00		\$14,789.00		\$14,789.00	
				Purchased Professional and Technical Services										
11000	2100	53211	0000	Diagnostics - 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	53216	0000	Psychologists/Counselors - Contracted										
11000	2100	53217	0000	Audiologists - Contracted										
11000	2100	53218	0000	Interpreters - Contracted										
11000	2100	53219	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	

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Taos International School Proposed 5 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	\$0.00	0.00	\$56,789.00	1.00	\$56,789.00	1.00	\$56,789.00	1.00	\$56,789.00	1.00
				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										
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	\$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	2200	52111	0000	Educational Retirement										
11000	2200	52112	0000	ERA - Retiree Health										
11000	2200	52210	0000	FICA Payments										
11000	2200	52220	0000	Medicare Payments										
11000	2200	52311	0000	Health and Medical Premiums										
11000	2200	52312	0000	Life										
11000	2200	52313	0000	Dental										
11000	2200	52314	0000	Vision										
11000	2200	52315	0000	Disability										
11000	2200	52316	0000	Other Insurance										
11000	2200	52500	0000	Unemployment Compensation										
11000	2200	52710	0000	Workers Compensation Premium										
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	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				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										
11000	2200	56118	0000	General Supplies and Materials										
				Total: Supplies	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				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	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00

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Version 1

Taos International School Proposed 5 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	\$12,000.00		\$15,000.00		\$18,000.00		\$20,000.00		\$20,000.00	
11000	2300	53412	0000	Bond/Board Elections										
11000	2300	53413	0000	Legal			\$10,000.00		\$10,000.00		\$8,368.01		\$10,000.00	
11000	2300	53414	0000	Other Professional Services										
11000	2300	53711	0000	Other Charges										
				Total: Purchased Professional and Tech Services	\$12,000.00		\$25,000.00		\$28,000.00		\$28,368.01		\$30,000.00	
				Other Purchased Services										
11000	2300	55400	0000	Advertising										
11000	2300	55811	0000	Board Travel			\$1,500.00		\$1,500.00					
11000	2300	55812	0000	Board Training	\$2,500.00		\$3,500.00		\$3,500.00		\$1,500.00		\$2,500.00	
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										
				Total: Other Purchased Services	\$2,500.00		\$5,000.00		\$5,000.00		\$1,500.00		\$2,500.00	
				Supplies										
11000	2300	56113	0000	Software										
11000	2300	56115	0000	Board Expenses										
11000	2300	56118	0000	General Supplies and Materials			\$1,000.00		\$1,000.00				\$1,000.00	
				Total: Supplies	\$0.00		\$1,000.00		\$1,000.00		\$0.00		\$1,000.00	
				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	\$14,500.00	0.00	\$31,000.00	0.00	\$34,000.00	0.00	\$29,868.01	0.00	\$33,500.00	0.00
	Function-2400 - School Administration													
				Personnel Services - Compensation										
11000	2400	51100	1112	Salaries Expense: Principal	\$95,000.00	1.20	\$100,000.00	1.25	\$100,000.00	1.25	\$100,000.00	1.25	\$100,000.00	1.25
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	\$25,000.00	1.00	\$25,000.00	1.00	\$25,000.00	1.00	\$25,000.00	1.00
11000	2400	51100	1511	Salaries Expense: Data Processing										
				Total: Personnel Services - Compensation	\$120,000.00	2.20	\$125,000.00	2.25	\$125,000.00	2.25	\$125,000.00	2.25	\$125,000.00	2.25

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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	\$13,080.77		\$13,625.42		\$13,625.93		\$13,625.93		\$13,625.93	
11000	2400	52112	0000	ERA - Retiree Health	\$2,400.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00	
11000	2400	52210	0000	FICA Payments	\$7,440.00		\$7,500.00		\$7,500.00		\$7,500.00		\$7,500.00	
11000	2400	52220	0000	Medicare Payments	\$1,740.00		\$1,813.00		\$1,813.00		\$1,813.00		\$1,813.00	
11000	2400	52311	0000	Health and Medical Premiums	\$13,293.00		\$13,847.00		\$13,847.00		\$13,847.00		\$13,847.00	
11000	2400	52312	0000	Life	\$492.00		\$513.00		\$513.00		\$513.00		\$513.00	
11000	2400	52313	0000	Dental	\$1,134.00		\$1,182.00		\$1,182.00		\$1,182.00		\$1,182.00	
11000	2400	52314	0000	Vision	\$144.00		\$150.00		\$150.00		\$150.00		\$150.00	
11000	2400	52315	0000	Disability	\$72.00		\$75.00		\$75.00		\$75.00		\$75.00	
11000	2400	52316	0000	Other Insurance										
11000	2400	52500	0000	Unemployment Compensation	\$2,400.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00	
11000	2400	52710	0000	Workers Compensation Premium	\$39.00		\$39.00		\$39.00		\$39.00		\$39.00	
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	\$42,234.77		\$43,744.42		\$43,744.93		\$43,744.93		\$43,744.93	
				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			\$4,000.00		\$4,000.00		\$2,000.00		\$2,000.00	
11000	2400	55914	0000	Contracts - Interagency										
11000	2400	55915	0000	Other Contract Services										
				Total: Other Purchased Services	\$0.00		\$4,000.00		\$4,000.00		\$2,000.00		\$2,000.00	
				Supplies										
11000	2400	56113	0000	Software										
11000	2400	56118	0000	General Supplies and Materials			\$2,500.00		\$2,500.00		\$500.00		\$1,000.00	
				Total: Supplies	\$0.00		\$2,500.00		\$2,500.00		\$500.00		\$1,000.00	
				Property										
11000	2400	57331	0000	Fixed Assets (more than \$5,000)										
11000	2400	57332	0000	Supply Assets (\$5,000 or less)			\$5,000.00							
				Total: Property	\$0.00		\$5,000.00		\$0.00		\$0.00		\$0.00	
11000	2400			TOTAL: SCHOOL ADMINISTRATION	\$162,234.77	2.20	\$180,244.42	2.25	\$175,244.93	2.25	\$171,244.93	2.26	\$171,744.93	2.26
				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			\$50,000.00	1.00	\$50,000.00	1.00	\$50,000.00	1.00	\$50,000.00	1.00
11000	2500	51100	1217	Salaries Expense: Secretary, Clerical, Technical Assistants			\$25,000.00	1.00	\$25,000.00	1.00	\$25,000.00	1.00	\$25,000.00	1.00
11000	2500	51100	1220	Salaries Expense: Business Office Support										
11000	2500	51100	1511	Salaries Expense: Data Processing										
				Total: Personnel Services - Compensation	\$0.00	0.00	\$75,000.00	2.00	\$75,000.00	2.00	\$75,000.00	2.00	\$75,000.00	2.00
				Personnel Services - Employee Benefits										
11000	2500	52111	0000	Educational Retirement			\$8,175.00		\$8,175.00		\$8,175.00		\$8,175.00	
11000	2500	52112	0000	ERA - Retiree Health			\$1,500.00		\$1,500.00		\$1,500.00		\$1,500.00	
11000	2500	52210	0000	FICA Payments			\$4,650.00		\$4,650.00		\$4,650.00		\$4,650.00	
11000	2500	52220	0000	Medicare Payments			\$1,088.00		\$1,088.00		\$1,088.00		\$1,088.00	
11000	2500	52311	0000	Health and Medical Premiums			\$8,308.00		\$8,308.00		\$8,308.00		\$8,308.00	
11000	2500	52312	0000	Life			\$308.00		\$308.00		\$308.00		\$308.00	
11000	2500	52313	0000	Dental			\$709.00		\$709.00		\$709.00		\$709.00	
11000	2500	52314	0000	Vision			\$90.00		\$90.00		\$90.00		\$90.00	
11000	2500	52315	0000	Disability			\$45.00		\$45.00		\$45.00		\$45.00	
11000	2500	52316	0000	Other Insurance										
11000	2500	52500	0000	Unemployment Compensation			\$1,500.00		\$1,500.00		\$1,500.00		\$1,500.00	
11000	2500	52710	0000	Workers Compensation Premium			\$35.00		\$35.00		\$35.00		\$35.00	
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	\$0.00		\$26,408.00		\$26,408.00		\$26,408.00		\$26,408.00	

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Taos International School Proposed 5 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	\$40,000.00		\$15,000.00		\$15,000.00		\$10,000.00		\$10,000.00	
11000	2500	53711	0000	Other Charges										
				Total: Purchased Professional and Technical Services	\$40,000.00		\$15,000.00		\$15,000.00		\$10,000.00		\$10,000.00	
				Other Purchased Services										
11000	2500	55400	0000	Advertising										
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										
				Total: Other Purchased Services	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Supplies										
11000	2500	56113	0000	Software	\$18,000.00		\$20,000.00		\$20,000.00		\$20,000.00		\$20,000.00	
11000	2500	56118	0000	General Supplies and Materials	\$3,000.00		\$3,500.00		\$3,500.00		\$3,500.00		\$3,500.00	
				Total: Supplies	\$21,000.00		\$23,500.00		\$23,500.00		\$23,500.00		\$23,500.00	
				Property										
11000	2500	57331	0000	Fixed Assets (more than \$5,000)										
11000	2500	57332	0000	Supply Assets (\$5,000 or less)			\$5,000.00							
				Total: Property	\$0.00		\$5,000.00		\$0.00		\$0.00		\$0.00	
11000	2500			TOTAL: CENTRAL SERVICES	\$61,000.00	0.00	\$144,908.00	2.00	\$139,908.00	2.00	\$134,908.00	2.00	\$134,908.00	2.00
	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										
11000	2600	51100	1615	Salaries Expense: Custodial										
11000	2600	51100	1623	Salaries Expense: Crosswalk Guards										
				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	2600	52111	0000	Educational Retirement										
11000	2600	52112	0000	ERA - Retiree Health										
11000	2600	52210	0000	FICA Payments										
11000	2600	52220	0000	Medicare Payments										
11000	2600	52311	0000	Health and Medical Premiums										
11000	2600	52312	0000	Life										
11000	2600	52313	0000	Dental										
11000	2600	52314	0000	Vision										
11000	2600	52315	0000	Disability										
11000	2600	52316	0000	Other Insurance										
11000	2600	52500	0000	Unemployment Compensation										
11000	2600	52710	0000	Workers Compensation Premium										
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	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				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										
11000	2600	54313	0000	Maintenance & Repair - Vehicles										
11000	2600	54411	0000	Electricity	\$10,000.00		\$12,000.00		\$15,000.00		\$15,000.00		\$15,000.00	
11000	2600	54412	0000	Natural Gas (Buildings)	\$10,000.00		\$12,000.00		\$15,000.00		\$15,000.00		\$15,000.00	
11000	2600	54413	0000	Propane/Butane (Buildings)										
11000	2600	54414	0000	Other Energy (Buildings)										
11000	2600	54415	0000	Water/Sewage										
11000	2600	54416	0000	Communication Services	\$11,000.00		\$12,000.00		\$15,000.00		\$15,000.00		\$15,000.00	
11000	2600	54610	0000	Rental - Land and Buildings			\$28,437.00		\$67,120.00					
11000	2600	54620	0000	Rental - Equipment and Vehicles										
11000	2600	54630	0000	Rental - Computers and Related Equipment										
				Total: Purchased Property Services	\$31,000.00		\$64,437.00		\$112,120.00		\$45,000.00		\$45,000.00	

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Version 1

Taos International School Proposed 5 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	\$15,000.00		\$18,000.00		\$20,000.00		\$21,000.00		\$23,058.01	
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	\$9,000.00		\$12,000.00		\$15,000.00		\$15,000.00		\$15,000.00	
				Total: Other Purchased Services	\$24,000.00		\$30,000.00		\$35,000.00		\$36,000.00		\$38,058.01	
				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	\$6,783.00		\$24,000.00		\$30,000.00		\$24,000.00		\$24,000.00	
				Total: Supplies	\$6,783.00		\$24,000.00		\$30,000.00		\$24,000.00		\$24,000.00	
				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	\$61,783.00	0.00	\$118,437.00	0.00	\$177,120.00	0.00	\$105,000.00	0.00	\$107,058.01	0.00
				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										
				Total: Purchased Property Services	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
11000	2700			TOTAL: STUDENT TRANSPORTATION	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
11000	2000			TOTAL: SUPPORT SERVICES	\$299,517.77	2.20	\$531,378.42	5.25	\$583,061.93	5.25	\$497,809.94	5.25	\$503,999.94	5.25

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Version 1

Taos International School Proposed 5 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	Salaries 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	55913	0000	Employee Travel - Non-Teachers										
11000	3100	55914	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

6/25/2012
BA/PH/DT

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Version 1

Taos International School Proposed 5 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	56119	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	\$724,456.77	11.20	\$1,684,932.42	22.25	\$1,922,733.93	27.75	\$1,766,932.94	28.75	\$1,930,220.94	31.25

APPENDIX L

**PROPOSED SALARY SCHEDULE FOR LICENSED
STAFF**

FOR

TAOS INTERNATIONAL SCHOOL

Taos International School

LEVEL I BEGINNING TEACHER & CERTIFIED STAFF SALARY SCHEDULE

LEVEL II PROFESSIONAL AND LEVEL III MASTER TEACHER SALARY SCHEDULE

SCHOOL YEAR **2013-2014**

EXPER.	BA		BA+15		BA +45 orMA			MA+15			MA+45			Doctorate		
	Level I	Level II	Level I	Level II	Level I	Level II	Level III	Level I	Level II	Level III	Level I	Level II	Level III	Level I	Level II	Level III
0	32,369	43,159	32,370	43,483	32,371	43,806	53,948	32,373	44,130	54,488	32,375	45,209	55,027	32,376	45,532	55,567
1	32,679	43,160	33,198	43,484	33,199	43,807	53,949	33,201	44,131	54,489	33,203	45,210	55,028	33,203	45,533	55,568
2	32,988	43,161	33,861	43,485	33,971	43,808	53,950	34,192	44,132	54,490	34,414	45,211	55,029	34,635	45,534	55,569
3	33,298	43,162	34,525	43,486	34,746	43,809	53,951	34,968	44,133	54,491	36,516	45,212	55,030	37,622	45,535	55,570
4	33,608	44,266	34,526	44,598	34,747	44,930	53,952	34,969	45,262	54,492	36,517	46,368	55,031	37,623	46,700	55,571
5	33,918	44,704	34,527	44,926	34,748	45,259	53,953	34,970	45,812	54,493	36,518	46,807	55,032	37,624	47,692	55,572
6	34,227	44,705	34,856	44,927	35,078	45,260	53,954	35,299	45,813	54,494	36,520	46,808	55,033	37,625	47,865	55,573
7	34,537	44,706	35,150	44,928	35,394	45,812	55,334	35,616	46,386	55,887	36,845	46,809	56,441	37,962	47,867	56,995
8		44,707		45,480		45,813	55,335		46,387	55,888		47,361	56,442		48,318	56,996
9		44,708		45,481		46,585	55,336		47,182	55,889		47,748	56,443		48,567	56,997
10		44,709		46,033		46,586	55,337		47,183	55,890		47,749	56,444		48,568	56,998
11		44,710		46,034		46,587	55,338		47,184	55,891		47,750	56,445		48,569	56,999
12		44,711		46,035		46,588	55,339		48,334	55,892		50,313	56,446		51,177	57,000
13		44,712		46,036		48,334	55,340		48,682	55,893		50,314	56,447		51,389	57,001
14		45,259		46,037		48,335	55,341		48,683	55,894		51,174	56,448		51,390	57,002
15		47,056		47,753		48,336	55,342		50,901	55,895		51,175	56,449		52,271	57,003
16		47,057		47,754		48,338	55,343		50,902	55,896		51,176	56,450		53,317	57,004
17		47,058		47,755		48,339	55,344		50,903	56,213		52,413	56,988		54,006	58,095
18		47,059		47,756		49,752	55,345		50,904	56,214		53,465	56,989		55,085	58,096
19		47,060		47,757		49,753	55,346		50,905	56,215		54,142	56,990		55,763	58,097
20		47,061		50,703		50,791	55,347		50,906	56,766		54,462	56,991		56,085	58,098
21		47,959		50,704		50,792	55,357		51,013	56,767		55,458	57,541		57,156	58,647
22		50,700		50,705		50,793	55,359		51,199	56,768		55,776	57,542		57,480	58,648
23		50,701		50,706		51,476	55,360		53,661	56,769		56,778	57,543		58,478	58,649
24		50,702		50,707		52,271	55,361		54,488	57,873		57,546	59,200		59,214	60,861
25		50,703		51,504		52,672	55,362		55,781	57,874		58,835	59,201		60,505	60,862
26		51,504		52,790		54,934	55,363		57,070	57,875		60,128	60,197		61,796	60,865
27		52,939		54,070		56,230	56,230		58,335	57,978		61,421	61,967		63,090	60,866
28		54,069		55,348		57,520	57,520		59,657	58,081		62,726	62,852		64,387	67,389
29		55,348		56,628		58,813	58,813		60,951	61,413		64,009	65,398		65,676	67,390
30		59,195		59,415		60,104	60,104		62,244	65,399		65,298	65,399		66,989	67,391

Note:

As permitted by State Statutes, Board Policies, and resources, training and experience will be recognized during school year

1 Level II-Professional and Level III-Master Teachers must have at least three years successful teaching experience.

2 In 2006-2007 no Teacher at Level II or above shall earn less than \$40,000.00

3 No Additional increments will be paid.

4 We do not do collective bargaining.

Taos International School

LEVEL I, II and III LICENSED EDUCATIONAL ASSISTANT SALARY SCHEDULE

SCHOOL YEAR **2013-2014**

Credits	HS to 7	8 to 24	25 to 42	43 to 60	61 to 90	90+
EXPER.	Level I	Level II	Level III	Level IV	Level V	Level VI
0	12,948	13,732	14,567	15,449	16,381	17,361
1	13,051	13,836	14,670	15,553	16,484	17,465
2	13,154	13,939	14,773	15,656	16,587	17,568
3	13,257	14,042	14,876	15,759	16,690	17,671
4	13,361	14,145	14,980	15,862	16,794	17,774
5	13,464	14,249	15,083	15,966	16,897	17,878
6	13,567	14,352	15,186	16,069	17,000	17,981
7	13,670	14,455	15,289	16,172	17,103	18,084
8	13,774	14,558	15,393	16,275	17,207	18,187
9	13,877	14,662	15,496	16,379	17,310	18,291
10	13,980	14,765	15,599	16,482	17,413	18,394
11	14,083	14,868	15,702	16,585	17,516	18,497
12	14,187	14,971	15,806	16,688	17,620	18,600
13	14,290	15,075	15,909	16,792	17,723	18,704
14	14,393	15,178	16,012	16,895	17,826	18,807
15	14,496	15,281	16,115	16,998	17,929	18,910
16	14,600	15,384	16,219	17,101	18,033	19,013
17	14,703	15,488	16,322	17,205	18,136	19,117
18	14,806	15,591	16,425	17,308	18,239	19,220
19	14,909	15,694	16,528	17,411	18,342	19,323
20	15,013	15,797	16,632	17,514	18,446	19,426

Note:

As permitted by State Statutes, Board Policies, and resources, training and experience will be recognized during school year

- 1 From 2005-2006 no Educational Assistant at any Level shall earn less than \$12,000.00
- 2 No Additional increments will be paid.
- 3 Work schedule 180 days per year/7 hours per day

Taos International School

Administrative Coordinator, Records Coordinator, Health Coordinator

SCHOOL YEAR **2013-2014**

EXPER.	
0	21,879
1	21,879
2	21,879
3	21,929
4	21,979
5	22,029
6	22,079
7	22,129
8	22,179
9	22,229
10	22,279
11	22,329
12	22,379
13	22,429
14	22,479
15	22,529
16	22,579
17	22,629
18	22,679
19	22,729
20	22,779

Note:

As permitted by State Statutes, Board Policies, and resources, training and experience will be recognized during school year

- 1 From 2005-2006 no Educational Assistant at any Level shall earn less than \$12,000.00
- 2 No Additional increments will be paid.
- 3 We do not do collective bargaining

APPENDIX M

LETTERS OF SUPPORT

Darren M. Cordova, *Mayor*

Councilmembers:

Rudy C. Abeyta
Andrew T. Gonzales
Frederick A. Peralta
Michael A. Silva

Abigail R. Adame, *Interim Town Manager*



Taos Municipal Building
400 Camino de la Placita
Taos, New Mexico 87571
(575) 751-2000
Fax (575) 751-2026

Visit us on our Website at:
www.taosgov.com

From the office of:
Darren M. Cordova
Mayor

April 23, 2012

Mayor Darren M. Cordova
400 Camino de la Placita
Taos, NM 87571-6071
www.taosgov.com

To Whom It May Concern:

It is with great pleasure that I write this letter in support of the proposed Dual Language/International Baccalaureate Charter School to be housed here in Taos, New Mexico. If approved by the Public Education Department the school would open its doors during the 2013-2014 school year.

Having a school of this nature and magnitude will give our young generation a great opportunity in becoming bilingual/bi-literate students and will enhance their education by becoming global citizens. As Mayor of Taos, I see the need that our community has for this type of school. Our community is multilingual and multicultural and takes great pride in preserving the cultures within the Taos area.

Growing up in the Taos area and becoming an elected official of the Town of Taos, I take great pride in being part of this initiative.

If you have other concerns or need more information, please feel free to contact me at (575) 751-2003 or (575) 770-2606.

Sincerely,

Darren Cordova
Mayor

"La Ciudad de Don Fernando de Taos"
Incorporated May 7, 1934



Elaine S. Montañó
Taos County Clerk
105 Albright Street Suite D
Taos, New Mexico 87571
Phone: (575) 737-6380 Fax: (575) 737-6390
elaine.montano@taoscounty.org

May 15, 2012

To Whom It May Concern:

It is with great pleasure that I write a letter of support for a new school that is being proposed to open its doors during the 2013-2014 school year if approved by the Charter School Division. As a public official as well as a member of the community and a grandparent, I see this as a great opportunity for the children of the community.

Taos International School will not only offer the children of Taos another option for their educational career, but will inspire them to become bilingual bi-literate global students by the Dual Language and International Baccalaureate programs that will be offered. This will allow the students to preserve their language and their culture being that Taos is a multi-lingual/multi-cultural community and will also prepare them for the global workforce.

If further information is needed, please don't hesitate to call me at 575-737-6380

Sincerely,

Ms. Elaine S. Montañó
County Clerk

May 4, 2012

To Whom It May Concern:

It is an honor for me to write a letter of support for the school that Lead Organizer, Ms. Nadine Vigil, is proposing to have the Charter School Division approve for the community of Taos, New Mexico. The proposed school, Taos International School, will not only open a greater avenue for the students of Taos, but will also allow the students to become bilingual-bi-literate global citizens through the International Baccalaureate and Dual Language programs that will be offered.

The rigorous academic programs that will be offered will open doors for the students in the global work force and allow them to excel in their endeavors. Being an educator for over forty years, I feel there is definitely a need for this type of school in Taos. It will give the students of Taos and the surrounding communities an opportunity to have another option to choose from by allowing them to become a part of an educational program that will assist them in excelling.

If further information is needed, please don't hesitate to contact me at 575-758-2523

Sincerely,

Eli Herrera BA, MSW

Eli Herrera, Retired Educator

25 Valerio Rd.

Taos, NM 87571



ENSUEÑOS Y LOS ANGELITOS
"Participating with people in achieving their dreams."

April 18, 2012

To Whom It May Concern:

I am writing a letter of support for the proposed school that if approved by the Charter School Division will open its doors in Taos, New Mexico during the 2013-2014 school year. When hearing that a school of this magnitude has the possibility of opening in the community of Taos for our students, I could not help but to think of the many educational doors that will open for them.

With Taos International School being another educational opportunity, the students will have the chance to choose from the different programs being offered in Taos which will enrich their educational journey. Taos International School will offer a rigorous academic program consisting of Dual Language and International Baccalaureate which will enhance the students in becoming bilingual & bi-literate global citizens.

I truly support this great initiative and would hope that it is given the approval it needs to see it become a reality for our community. This is the type of school that we need in Taos to promote and increase the success of education in our schools.

If further information is needed, please don't hesitate to call me at 758-4274 x 25

Sincerely,

Jacob Archuleta, Day Services Coordinator

1030 Salazar Road • Taos, New Mexico 87571 • (575) 758-4274 Fax (575) 758-1680

June 1, 2012

To Whom It May Concern:

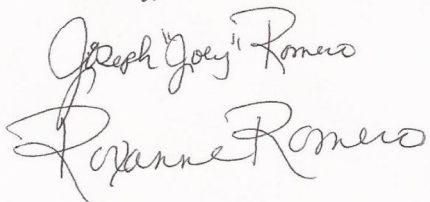
Being parents of four children, we would like to express our support for the school that is being proposed to open in the Taos community during the 2013-2014 school year if approved by the Charter School Division. We have been well informed by the radio and newspaper announcement and by attending the public forums.

Taos International School will allow our children to acquire a tremendous education through the programs that the school will be offering. Our children will become bilingual-biliterate global students by being a part of the Dual Language and International Baccalaureate programs.

Both of us as parents encourage the Charter School Division to approve the school that will give our children a different option than what is in place now. This school will enhance our children's education and allow them to succeed in society.

If further information is needed, please don't hesitate to call us at 575.758.1448.

Sincerely,

The block contains two handwritten signatures in cursive. The first signature is 'Joseph "Goey" Romero' and the second is 'Roxanne Romero'. Both are written in dark ink.

Joseph & Roxanne Romero, Parents

June 8, 2012

To Whom It May Concern:

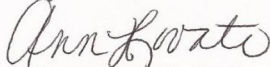
It is with great pleasure that we write a letter of support on behalf of the new school that is being proposed to open in the Taos community if approved by the Charter School Division during the 2013-2014 school year. After attending the public forums and getting well informed of what Taos International School can bring to our community, we feel strongly that this is the school for our children.

It is exciting to know that there is a great interest in our community to offer a Dual Language/International Baccalaureate school to the children that will allow them to become bilingual-biliterate global students.

As parents of a child that is currently enrolled in a dual language program within the public schools, we feel that this school will enhance his education by allowing him to develop more skills through the programs that will be offered at Taos International School.

We encourage the Charter School Division to approve the school that will give our child a great opportunity to enhance his education by being a part of this school and help him succeed in society.

Sincerely,



Miguel Vigil & Ann Lovato, Parents

APPENDIX N

PROPOSED BUDGET/BUDGET NARRATIVE

IV A. (3) BUDGET

The proposed budget of Taos International School is offered as evidence of its fiscal soundness. In the appendices are five years of revenue projections, utilizing the New Mexico Public Education Department's spreadsheet, the 910-B5. Budget narratives for revenue and expense spreadsheets follow below. Finally, there is a five year projected budget based on the current unit values. Because the school is at capacity in year four (all grades operating and fully staffed), the budget for year five is identical to year four.

BUDGET NARRATIVE DESCRIPTION

Budget Assumptions (for Expenses and Revenue Spreadsheets in Appendices)

1. All budget figures are based on current economic conditions. It is not possible to predict future impact of current recession on the state's budget including funding for education. All revenues and expenses are preliminary and should be interpreted with great caution.
2. TIS will see its student enrollment grow from 320 to 360 from year four to year five. This growth will result in the loss of small school adjustment.
3. TIS will contract with individuals/businesses custodial, technology, ancillary, health, and after school sports program. These services are insufficient in scope to merit hiring a part or full time employee.
4. TIS will apply for a federal charter school stimulus grant.
5. The average teacher salary used for budget development purposes was \$45,000 for all five years. This figure may decrease or increase depending on the number of Level I, II, and III teachers hired. All salaries include 35 percent for benefits.
6. Salaries for head administrator, school director, special education director, bilingual/IB director are negotiable. Preliminary salary figures for head administrator have been established at \$20,000 and \$80,000 for school director. TIS will attempt to recruit, hire, and compensate other two directors using teacher's salary schedule. Preliminary salary figures set for directors was \$60,000.
7. TIS will apply each year for state bilingual funds, physical education, and fine arts.
8. A percent range of 10-12 has been used to estimate special education enrollment.

9. Educational assistant will initially be placed in kindergarten. In year two, they will also be placed in first grade classrooms. Salaries for educational assistants was set at \$15,000 each.
10. Related service personnel include .5 FTE for Art and .5 FTE for Music on a contractual basis (no benefits).
11. Business manager costs appear under Finance/Bookkeeping/Accounting. This fee was set at \$50,000. As the school grows, a bookkeeper may be added.
12. Students travel listed is for field trips which is a strong component of the IB curriculum. Taos International School will have \$2,000 available every year for field trips.
13. Amount listed for rental of land and building is for the Unser facility. It is estimated at \$10,000 per month. The amount listed does not include state subsidy currently at \$700 per student for facilities.
14. Other professional services include an annual fee to the International Baccalaureate Organization and a contracted adjunct Mandarin Chinese instructor for the school's first two operating years.
15. In years one through five, the school will purchase software and licenses. In the school's first three years of the school's operations, extra supplies and materials will be purchased with federal start-up funds. From the supplies and materials budget, the state mandated standardized tests will be purchased.
16. Funds are made available for the annual audit, legal fees and the lease of a photocopier for administrative use.
17. Ancillary services, such as diagnosticians, occupational therapists, physical therapists, social workers, and speech therapists, a year has been allocated to contract with private service providers. After the fortieth day of the first year of operation and in subsequent years, it is expected that the SEG will increase due to the enrollment of special education students. In this projected budget, only "basic" students are enrolled. With the increase in revenue, additional funds will be available to pay for ancillary services.
18. TIS will apply, if qualified, for the following non-SES funds, some of which are reflected in the projected 5-year budget:
- Title I
 - Title III
 - Elementary Fine Arts and Physical Education
 - Lease Reimbursement
 - Federal Stimulus
19. Mandarin Chinese teachers will be hired as soon as possible to begin development of Mandarin Chinese language curriculum. Mandarin Chinese teachers will work no more than five hours per week.

IV A (4) STRATEGIES FOR BUDGET CONTROL

The five year plan has been submitted but does not include funding for Bilingual, Special Education, Elementary Arts and Elementary Physical Education Programs.

IV A. (5) PROPOSED SALARY SCHEDULE

Refer to Appendix L

IV B. (1) FINANCIAL POLICIES

Segregation of Duties

Segregation of duties will be implemented at TIS to ensure that no staff member has full control of all processes involved in receiving, expending, reconciling and reporting of funds, thus protecting the school's assets and limiting the possibility of fiscal fraud. The procedures that TIS will follow will be approved in advance by the governing council.

Purchasing

The school will establish the protocols regarding the issuing of purchase orders and when they will be required. Both the head administrator and the Business manager are required to approve all purchase orders, ensuring that sufficient funds are available for the purchase. Once a purchase order has been approved, it is assigned a number and a copy will be given to the employee who submitted the purchase order. The requesting employee then has authorization to make the purchase. The vendor will receive a copy of the purchase order. Vendors will be required to include the purchase order number on their invoices

Receiving Purchases.

When orders are received they will be reviewed for accuracy and items compared to the packing slip for completeness. The packing lists will then be signed and forwarded to the bookkeeper. This will let the bookkeeper know that items have been received and are in good order. If a packing list is not included with the shipment, the staff member receiving the shipment sends a confirmation email to the bookkeeper stating that the order has arrived. If the items received are not in good order, the vendor will be notified immediately. If possible the delivery will be rejected. If delivery cannot be rejected the order will be stored and safeguarded until return details are arranged with the vendor.

Cash Disbursements

Incoming invoices will be verified for accuracy and then date stamped by the bookkeeper to indicate approval. Areas on the stamp will provide space for the check number that the invoice was paid with and the date the check was written. The bookkeeper will then attach the invoice to the purchase order and packing slip, if applicable. The business manager will review and initial all invoices and then return them to the bookkeeper who will input the invoice into the

accounting system and print all checks. The head administrator will make the final review and grant final approval of all invoices and sign all checks. Blank check stock will be kept in a locked cabinet in the business manager's office. Neither the head administrator nor the bookkeeper will have a key to this cabinet. All check stock will be imprinted void after one year from issue date as required by state law.

Cash Receipts

The bookkeeper will accept, count and write receipts for all cash and checks received at the school. The business manager will perform a second count, prepare deposits, and return the paperwork associated with the deposit to the bookkeeper. The bookkeeper will then enter the deposit into the accounting system and attach the bank deposit receipt to the paperwork after the deposit is made. All deposits will be made within 24 hours of receipt.

A log will be utilized as a final safeguard to reasonably assure that all money collected is deposited in to the bank. The bookkeeper will log the date, person received from, form in which received (including check information) and amount. The business manager will initial the log and note the amount on the deposit slip. Finally, the bookkeeper will initial the log and note the amount on the bank deposit receipt. If there is a discrepancy in cash greater than \$5.00, it will be noted and investigated. If a receipt is voided, this will be noted on the log with an explanation as to why the receipt was voided. The completed log will be placed in the file folder which holds the paperwork from the deposits.

Payroll

The office manager will assemble all personnel files. The Governing Council and the head administrator approve and sign all staff contracts. The business manager inputs the employee information into the accounting system and prepares the payroll. When payroll is prepared, a report is printed and given to the head administrator to review and sign. This report will be filed with other payroll reports for the period.

Upon completion of the issuance of a payroll, the business manager will prepare the payroll liability reports and submittals as required. This will include the submission of IRS, NM CRS, NMPSIA, RHC, ERA, and other payroll liabilities. The reports will be scheduled so that a clear audit trail is maintained verifying all payments have been properly made to the appropriate regulatory and/or tax authority.

Bank Reconciliations

The business manager will reconcile the bank statement within five business days of receipt. Once the reconciliation is complete, a bank account reconciliation report will be generated in the financial software system and attached to the bank statement. A cash balance report will be attached which will detail each active fund and its corresponding cash balance. The bank provides an analysis statement and, when necessary, a collateral statement; these statements will also be attached to the bank statement. This bank reconciliation packet will then be given to the Head administrator who will review and initial it.

Included with the bank reconciliation will be a listing of outstanding checks/warrants issued. The business manager will work to minimize the aging of outstanding checks by contacting the vendor to whom the check is addressed.

Inventory

A member of the staff designated by the head administrator will be responsible for maintaining inventories of books, computers and other technology, and other furniture and equipment belonging to TIS. Physical inventories will be conducted each year for all books, computers, equipment and furniture. Any discrepancies in the counts will be reported to the head administrator.

Journal Entries

Non-standard journal entries are prepared by the business manager and are reviewed and signed by the Head administrator on a monthly basis.

Professional Development and Staff Travel

Staff members planning to participate in professional development submit a Request for Professional Development. This request details the need and the benefits for this opportunity as well as the costs involved. It is then forwarded to the head administrator. When approved, the staff member can then proceed with any registration and travel arrangements. Staff is reimbursed for all reasonable and customary expenses for travel within the guidelines and limitations of the NM State Per Diem laws and regulations.

Petty Cash

Taos International School will use a petty cash system.

Insurance and other Employee Benefits

The school will work with New Mexico Public Insurance Authority and its third party administrator to determine appropriate insurance and employee benefits.

Budget

Taos International School will prepare and adopt an annual budget in accordance with statutory requirements. The budget will be prepared by the business manager under the direction of the Head administrator with input and oversight by the Governing Council. The school will establish a Finance Committee as required by law with the required members. This Committee will assist in making decisions around budgetary issues as well as provide additional oversight of all financial decisions.

Once the budget is set, any variances from it may require a Budget Adjustment Request (BAR). BAR types include Increase, Decrease, Maintenance, Transfer and Initial Budget BARs. These BARs provide for new money received by the school or a change in spending patterns. The

Business manager will prepare a BAR to be presented at a Governing Board Meeting. When the BAR is approved by the Governing Board, it will be submitted to the PED.

Financial Statements/Financial Reports

The business manager will prepare financial reports that will be presented at the quarterly Governing Council meeting. It will be reviewed and approved by the Governing Council and this will be noted in the minutes. The report will be designed by the Governing Council to meet their requirements for effective financial oversight.

Annual Audits

Pursuant to state law, the school will create an Audit Committee whose composition will reflect current statutory requirements. The Audit Committee will play a large role in overseeing the annual audit process. Annual audits will be conducted following the guidelines set forth by the Office of the State Auditor and the State Audit Rule. The school's annual audit will be conducted pursuant to the instructions of the NM PED. Currently, it is anticipated that the school will be audited as a component unit of the Public Education Department. The school will be responsible for paying its proportionate share of the audit and making all of the requested information available to the auditor at a time and place designated by the PEC/PED auditor upon reasonable advanced notice. It is anticipated that the annual audits will be conducted between July and November of every year, with the final report submitted to the Office of the State Auditor by the November 15th due date.

Audit findings assessed against the school will be addressed and become a part of the audit report. An audit finding is any deficiency, major or minor, found during the audit process. State audit guidelines have no "materiality factor" built in, therefore even the smallest deficiency found becomes a part of the audit report. The audit will be presented upon completion in an annual audit exit interview. At a minimum, the school will meet the required attendance of New Mexico statutes and regulations.

Taos International School will make every attempt to minimize the possibility of audit findings and repeat audit findings. The school will respond to all audit findings through a corrective action report approved by the Governing Council. A corrective action plan will be submitted to the authorizer as negotiated or upon request.

Reports to the Public Education Department and Charter School Division

Taos International School will provide quarterly financial reports to the PED and the Charter School Division. These reports are prepared and transmitted through the school's financial software. The head administrator will report to the Governing Council on the timeliness of the quarterly report and review with them the content provided therein.

End-of-year reports will also be submitted to the Public Education Department. They include the reports described above as well as any other reports required by the PED. These reports will also be provided to the Governing Council during a regular and open **meeting**.

IV B (2) INTERNAL CONTROL PROCEDURES

The school will adopt an Internal Control Procedure during the planning year. However, the following is a general outline of the types of procedures and protocols that the school anticipates using. However, procedures and protocols will always comply with appropriate laws and generally accepted accounting protocols.

IV B (3) FINANCIAL PERSONNEL

Taos International School (TIS) will apply sound fiscal practices that comply with New Mexico State statutes and regulations as well as federal and local laws and regulations. To minimize risk inherent in administering the school's finances, TIS has clearly defined roles for the Governing Council, the head administrator, the business manager, and other employees responsible for the school's financial assets. These define roles and a strong internal control structure will provide reasonable assurance of the school's long-term financial health and the school's success. Pursuant to statute, the Governing Council will establish both Finance and Audit Committees.

Taos International School Governing Council will apply to become a Board of Finance, provide oversight of the school's finances by regularly reviewing and approving financial reports at the monthly board meeting. The Governing Council will also establish and approve the yearly budget, as well as approve the head administrator's contract and the staff salary schedule.

The head administrator will have ultimate responsibility for all management and fiscal decisions. These fiscal responsibilities include, but are not limited to the proper oversight of the school's approved budget, hiring and dismissing of all employees, and monitoring of the proper reporting of student data. The head administrator will ensure that reports to all federal and state agencies (such as the New Mexico Public Education Department and Charter School Division) are completed accurately and submitted in a timely manner. The head administrator will hire the business manager who will hold a State of New Mexico School Business Official License. The business manager will report to the head administrator and be responsible for conducting or ensuring that all fiscal activities of the school are conducted in a timely manner and in full accordance of the law. To this end, the school will use a computerized fund accounting financial software system, to process its daily financial business.

Taos International School will employ a licensed full-time business manager or contract with a business manager to manage the school's fiscal responsibilities. The business manager must hold at least a Level 2 State of New Mexico Professional School Business Official License. The business manager must also attend all required New Mexico Public Education Department (NMPED) trainings and workshops. The business manager must have the following areas of expertise and knowledge:

- Public school accounting and budgeting
- Budget preparation and management
- Preparation and submission of all NM PED Reports
- Internal control policies and procedures

- Standards for fund accounts and reports
- Cash management and controls
- Payroll Preparation
- NM PED Reimbursement Request Submissions
- Procurement oversight
- Asset and inventory management oversight
- Accounts Payable oversight
- Accounts Receivable oversight
- Human Resources Oversight

IV B. (4) FINANCIAL OVERSIGHT

The Governing Council will ensure that the charter school is following general standards of accounting and otherwise sound public school business practices by requiring regular reporting by the head administrator and business manager at meetings. The Governing Council will develop sound financial management policies and procedures to address the following aspects of the school business:

- Procurement (adopt policies to implement the New Mexico Procurement Code, NMSA 1978, §13-1-1, *et. seq.*);
- Budget policies: fiscal year, budget preparation, budget maintenance standards; budget adjustment requests;
- Segregation of duties; anti-nepotism policies;
- Internal controls;
- Cash management program to safeguard cash in custody;
- Procedures for expenditure projections to identify school staffing and equipment needs;
- Receipt of funds;
- Cash disbursement;
- Procedures for Bank Reconciliation (monthly review and reconciliation); personnel and payroll policies (contracts, personnel/payroll action forms, certification records, employment eligibility, federal/state withholding, pay deduction authorizations, Educational Retirement Act plan and direct deposit authorizations);
- Compliance with the annual school audit as outlined in New Mexico Audit Act, NMSA 1978 §12-6-1 *et seq.*;
- Conflict of interest disclosure statement and policy;
- Such other policies to ensure that the school complies with the Public School Finance Act, NMSA 1978 §§22-8-1, *et seq.*, Title 6, Chapters 19 through 21 of New Mexico Administrative Code and the New Mexico Public School Accounting Budgeting Manual;
- Policy defining the relationship to the charter authorizer; and
- Charter amendment procedure.

Taos International School will employ a licensed full-time business manager or contract with a business manager to manage the school's fiscal responsibilities. The business manager must hold at least a Level 2 State of New Mexico Professional School Business Official License. The business manager must also attend all required New Mexico Public Education Department (NMPED) trainings and workshops. The business manager must have the following areas of expertise and knowledge:

- Public school accounting and budgeting
- Budget preparation and management
- Preparation and submission of all NM PED Reports
- Internal control policies and procedures
- Standards for fund accounts and reports
- Cash management and controls
- Payroll Preparation
- NM PED Reimbursement Request Submissions
- Procurement oversight
- Asset and inventory management oversight
- Accounts Payable oversight
- Accounts Receivable oversight
- Human Resources Oversight
-

IV B (5) TAOS INTERNATIONAL SCHOOL'S STRATEGIC VISION FOR THE SUSTAINABILITY OF THE SCHOOL.

This information is provided in the Taos International School's main application.

APPENDIX O

ACRONYMS

ADA	American with Disabilities Act
BAR	Budget Adjustment Request
BIP	Behavioral Intervention Plan
ELL	English Language Learners
ELP	English Language Proficiency
ESL	English as a Second Language
FAPE	Free Appropriate Public Education
FBA	Functional Behavioral Assessment
FMLA	Family Medical Leave Act
FMP	Facilities Master Plan
GAAP Standards	General Accounting Auditing Principles
GC	Governing Council
IB	International Baccalaureate
IBO	International Baccalaureate Organization
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Program
L1	First Language (Home Language)
LRE	Least Restricted Environment
MDT	Multidisciplinary Team
MYP	Middle Years Programme
NMAC	New Mexico Administrative Codes
NMCCS	New Mexico Common Core Standards
NMSBA	New Mexico Standards Based Assessment
OBS	Operating Budget Management System
OMA	Open Meetings Act
OSHA	Occupational Safety and Health Act
PAL	Planning for all Learners
PDP	Professional Development Plan
PED	Public Education Department
PTA	Parent Teacher Association
PYP	Primary Years Programme
RMS	Responsive Mind-Set
RTI	Response to Intervention
SAC	School Advisory Committee
SAT	Student Assistance Team
SIOP	Sheltered Instruction Observation Protocol
SLO	Service Learning Opportunity
SMART	Specific Measurable Attainable Realistic Timely
TESOL	Teaching English to Speakers of Other Languages

TIS	Taos International School
UDL	Universal Design for Learning
W-APT	WIDA Access Placement Test
WIDA	World-Class Instructional Design Assessment

Appendix J

Proposed

State Equalization Guarantee Revenue Estimate Worksheet

Based on Membership Projections

for

Taos International School

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

Charter Name **Taos International School**

Charter Number

	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 Projected					40.00	40.00
Basic Program						
Grade 1 Projected					40.00	40.00
Grade 2						0.00
Grade 3						0.00
Grade 4						0.00
Grade 5						0.00
Grade 6 Projected					40.00	40.00
Grade 7						0.00
Grade 8						0.00
Grade 9						0.00
Grade 10						0.00
Grade 11						0.00
Grade 12						0.00
Totals	0.00	0.00	0.00	0.00	120.00	

*INCLUDE STUDENTS RECEIVING A/B SERVICES

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

ECE FTE 40.00
TOTAL GRADES 1-12 80.00
SUBTOTAL MEM 120.00
TOTAL MEM 120.00

	ECE FTE	COST INDEX	PROGRAM UNITS		
Kindergarten					
ECE, FDK-New, and FDK	40.00	1.44	57.600	Kindergarten Units	57.600

Basic Program (Grade Total)				
Grade 01	40.00	1.20	48.000	
Grade 02	0.00	1.18	0.000	
Grade 03	0.00	1.18	0.000	
Grade 04	0.00	1.045	0.000	
Grade 05	0.00	1.045	0.000	
Grade 06	40.00	1.045	41.800	
Grade 07 *	0.00	1.25	0.000	
Grade 08 *	0.00	1.25	0.000	
Grade 09 *	0.00	1.25	0.000	
Grade 10 *	0.00	1.25	0.000	
Grade 11 *	0.00	1.25	0.000	
Grade 12 *	0.00	1.25	0.000	

* Includes Vocational Weighting

Special Education						
	MEM	Factor				
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. Ur	0.000	
Adjusted Ancillary FTE		25.00		Ancillary FTE Units	0.000	
				Total Special Education Units		0.000

Elementary Fine Arts Program						
	MEM	Factor				
		0.0500		Fine Arts Program Units		0.000

Bilingual Program						
HOURS	MEM	FTE	Factor			
1		0.00				
2		0.00				
3		0.00				
Total Bilingual	0.00	0.00	0.500	Bilingual Units		0.000

(May not total more than the no. of students in grades K-12.)

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

Elementary P.E. Program

MEM	Factor		
	0.060	Elementary P.E. Units	0.000
		TOTAL MEMBERSHIP PROGRAM UNITS	147.400
		T & E Index (Oct 2011)	1.000

National Board Certified Teachers

FTE:	Factor		
	1.500	National Board Certified Teachers Units:	0.000

Size Adjustment Units

	UNITS		
Elementary/Mid/Jr. High	48.000	District Size Adjustment Units	17.460
Senior High	0.000	Charter Schools not eligible for District Size	(17.460)
District Size	17.460	School Size Adjustment Units	48.000
		Rural Isolation Units	0.000
		New District Adjustment Units	0.000

At-Risk Units	At-risk index	MEM
2012-2013:	0.065	120.00

Charter Schools Student Activities

(Districts Only)	MEM	Factor	
		0.100	
		Charter Schools Student Activities Units	0.000
		(Charters not eligible for CS Student Activities)	0.000

Home School Student Activities

(Districts Only)	MEM	Factor	
		0.100	
		Home School Student Activities Units	0.000
		(Charters not eligible for Home School Student Activities)	0.000

TOTAL PROGRAM UNITS	203.200
Save Harmless Units	0.000

GROWTH & SAVE HARMLESS CALCULATION DATA

Projected Mem:	120.00
(Enter the District Mem EXCLUDING Charter Mem)	
Projected Mem:	120.00
(Enter the District Mem EXCLUDING Charter Mem)	
Projected Mem:	120.00
(Enter the District Mem EXCLUDING Charter Mem)	
Save-Harmless Data	
2012-2013 40th Day TOTAL PROGRAM UNITS	
(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	203.200
× Unit Value	\$3,638.00
PROGRAM COST	\$739,241.60

Non-categorical Revenue Credits:

Tax Levy (41110, 41113, 41114)	
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	
Energy Efficiency	
Energy Efficiency Renewable Bonds	
Other Misc Credits	
Total Other Credits	\$0.00
Less: Other Credits/Adjustments	\$0.00

(\$14,784.83)

STATE EQUALIZATION GUARANTEE \$724,456.77

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
Taos International School		k-1, 6	120.00	48.000
				0.000
				0.000
				0.000
				0.000
				<u>0.000</u>
TOTAL ELEMENTARY/MIDDLE SCHOOL/JUNIOR HIGH UNITS				48.000

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):

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

N.A.

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 **Taos International School**

Charter Number

	3 & 4 Yr. DD & 4 Yr. A/.	C & C-GIFTED	D & D-GIFTED	*BASIC	GRADE TOTAL
Kindergarten Program					
ECE/KN					0.00
FDK		2.00		38.00	40.00
Basic Program					
Grade 1		2.00		38.00	40.00
Grade 2 Phase in grade		2.00		38.00	40.00
Grade 3					0.00
Grade 4					0.00
Grade 5					0.00
Grade 6		2.00		38.00	40.00
Grade 7 Phase in grade		2.00		38.00	40.00
Grade 8					0.00
Grade 9					0.00
Grade 10					0.00
Grade 11					0.00
Grade 12					0.00
Totals	0.00	0.00	10.00	0.00	

*INCLUDE STUDENTS RECEIVING A/B SERVICES

ECE FTE	40.00
TOTAL GRADES 1-12	160.00
SUBTOTAL MEM	200.00
TOTAL MEM	200.00

Is this a Charter School? **y**

Is this for the 40th Day? **N**

	ECE FTE	COST INDEX	PROGRAM UNITS		
Kindergarten					
ECE, FDK-New, and FDK	40.00	1.44	57.600	Kindergarten Units	57.600
Basic Program (Grade Total)					
Grade 01	40.00	1.20	48.000		
Grade 02	40.00	1.18	47.200		
Grade 03	0.00	1.18	0.000		
Grade 04	0.00	1.045	0.000		
Grade 05	0.00	1.045	0.000		
Grade 06	40.00	1.045	41.800		
Grade 07 *	40.00	1.25	50.000		
Grade 08 *	0.00	1.25	0.000		
Grade 09 *	0.00	1.25	0.000		
Grade 10 *	0.00	1.25	0.000		
Grade 11 *	0.00	1.25	0.000		
Grade 12 *	0.00	1.25	0.000		

* Includes Vocational Weighting

Special Education				Basic Program Units	187.000
C & C-Gifted	MEM 10.00	Factor 1.00	10.000		
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 E	10.000
Adjusted Ancillary FTE		25.00	Ancillary FTE Units	0.000	
				Total Special Education Units	10.000

Elementary Fine Arts ProgramMEM
[]Factor
0.0500

Fine Arts Program Units 0.000

Bilingual Program

HOURS	MEM	FTE
1	[]	0.00
2	[]	0.00
3	[]	0.00

Factor

Total Bilingual 0.00 0.00 0.500

Bilingual Units 0.000

(May not total more than the no. of students in grades K-12.)

Elementary P.E. ProgramMEM
[]Factor
0.060

Elementary P.E. Units 0.000

TOTAL MEMBERSHIP PROGRAM UNITS 254.600

T & E Index (Oct 2011) 1.000

National Board Certified TeachersFTE:
[]Factor
1.500

ADJUSTED PROGRAM UNITS 254.600

National Board Certified Teachers Units: 0.000

Size Adjustment Units

	UNITS
Elementary/Mid/Jr. High	48.000
Senior High	0.000
District Size	28.500

District Size Adjustment Units	28.500
Charter Schools not eligible for District Size	(28.500)

School Size Adjustment Units 48.000

Rural Isolation Units 0.000

New District Adjustment Units 0.000

At-Risk Units	At-risk index	MEM
2012-2013:	0.065	200.00

At Risk Units 13.000

Charter Schools Student Activities(Districts Only) MEM
[]Factor
0.100

Growth Units 157.000

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

Home School Student Activities(Districts Only) MEM
[]Factor
0.100

Home School Student Activities Units 0.000

(Charters not eligible for Home School Student Activities) 0.000

TOTAL PROGRAM UNITS 472.600

Save Harmless Units 0.000

GROWTH & SAVE HARMLESS CALCULATION DATA

Projected Mem:	120.00
(Enter the District Mem EXCLUDING Charter Mem)	

GRAND TOTAL UNITS 472.600

Projected Mem:	200.00
(Enter the District Mem EXCLUDING Charter Mem)	

× Unit Value \$3,638.00

Projected Mem:	200.00
(Enter the District Mem EXCLUDING Charter Mem)	

PROGRAM COST \$1,719,318.80

Non-categorical Revenue Credits:

Tax Levy (41110, 41113, 41114)

Federal Impact Aid (44103)

Federal Forest Reserve (44204)

Total Non-Cat Rev Credits

\$0.00

Save-Harmless Data

2012-2013 40th Day TOTAL PROGRAM UNITS

(Not Grand Total Program Units)

Growth Data

2012-13 Operating Budget Calculation 157.000

Op-Bud takes 10-11 40 Day compared to 11-12 Mem Proj.

40th Day Calculation 157.000

Takes Prior Year 40th-Day and compares to Current Year 40th

Less: 75% of Non-Categorical Revenue Credits

\$0.00

Other Credits/Adjustments:

Cash Balance Credit

Energy Efficiency

Energy Efficiency Renewable Bonds

Other Misc Credits

Total Other Credits

\$0.00

Less: Other Credits/Adjustments

\$0.00

(\$34,386.38)

STATE EQUALIZATION GUARAN

\$1,684,932.42

SIZE ADJUSTMENT UNITS:

PED 910B-5

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
Taos International School		k-1, 6	120.00	48.000
				0.000
				0.000
				0.000
				0.000
				0.000
TOTAL ELEMENTARY/MIDDLE SCHOOL/JUNIOR HIGH UNITS				48.000

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):

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

SCHOOL NAME	CODE	GRADES	MEM	UNITS
				0.000
				0.000
				0.000
				0.000
				0.000
				0.000
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 (<i>exclude alternative schools</i>):		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.

	YES?	UNITS
a. NEWLY CREATED SCHOOL DISTRICT		0.000
$(MEM \text{ for current year}) \times .147 = UNITS$		
b. DISTRICT WHOSE MEMBERSHIP DECREASES AS A RESULT OF A NEWLY CREATED DISTRICT		
$(MEM \text{ for prior year} - MEM \text{ for current year}) \times .17 = UNITS$		
		0.000

Charter Name **Taos International School**

Charter Number

	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			2.00		38.00	40.00
Basic Program						
Grade 1			2.00		38.00	40.00
Grade 2			2.00		38.00	40.00
Grade 3 Phase in grade			2.00		38.00	40.00
Grade 4						0.00
Grade 5						0.00
Grade 6			2.00		38.00	40.00
Grade 7			2.00		38.00	40.00
Grade 8 Phase in grade			2.00		38.00	40.00
Grade 9						0.00
Grade 10						0.00
Grade 11						0.00
Grade 12						0.00
Totals	0.00	0.00	14.00	0.00	266.00	

*INCLUDE STUDENTS RECEIVING A/B SERVICES

ECE FTE	40.00
TOTAL GRADES 1-12	240.00
SUBTOTAL MEM	280.00
TOTAL MEM	280.00

Is this a Charter School? **y**

Is this for the 40th Day? **N**

	ECE FTE	COST INDEX	PROGRAM UNITS		
Kindergarten					
ECE, FDK-New, and FDK	40.00	1.44	57.600	Kindergarten Units	57.600

Basic Program (Grade Total)

Grade 01	40.00	1.20	48.000
Grade 02	40.00	1.18	47.200
Grade 03	40.00	1.18	47.200
Grade 04	0.00	1.045	0.000
Grade 05	0.00	1.045	0.000
Grade 06	40.00	1.045	41.800
Grade 07 *	40.00	1.25	50.000
Grade 08 *	40.00	1.25	50.000
Grade 09 *	0.00	1.25	0.000
Grade 10 *	0.00	1.25	0.000
Grade 11 *	0.00	1.25	0.000
Grade 12 *	0.00	1.25	0.000

* Includes Vocational Weighting

Basic Program Units 284.200

Special Education	MEM	Factor			
C & C-Gifted	14.00	1.00	14.000		
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	Speci	14.000
Adjusted Ancillary FTE		25.00	Ancillary FTE Units	0.000	
			Total Special Education Units		14.000

Elementary Fine Arts Program

MEM	Factor		
	0.0500	Fine Arts Program Units	0.000

Bilingual Program

HOURS	MEM	FTE	Factor		
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>					

Elementary P.E. Program

MEM	Factor		
	0.060	Elementary P.E. Units	0.000

TOTAL MEMBERSHIP PROGRAM UNITS 355.800

T & E Index (Oct 2011) 1.000

National Board Certified Teachers

FTE:	Factor	ADJUSTED PROGRAM UNITS	355.800
	1.500	National Board Certified Teachers Units:	0.000

Size Adjustment Units

	UNITS		
Elementary/Mid/Jr. High	9.500	District Size Adjustment Units	39.060
Senior High	0.000	Charter Schools not eligible for District Size	(39.060)
District Size	39.060	School Size Adjustment Units	9.500
		Rural Isolation Units	0.000
		New District Adjustment Units	0.000

At-Risk Units	At-risk index	MEM
2012-2013:	0.065	280.00

At Risk Units 18.200

Charter Schools Student Activities

(Districts Only)	MEM	Factor	
		0.100	Charter Schools Student Activities Units
			(Charters not eligible for CS Student Activities)
			0.000

Home School Student Activities

(Districts Only)	MEM	Factor	
		0.100	Home School Student Activities Units
			(Charters not eligible for Home School Student Activities)
			0.000

TOTAL PROGRAM UNITS 539.300

Save Harmless Units 0.000

GROWTH & SAVE HARMLESS CALCULATION DATA

Projected Mem:	200.00
(Enter the District Mem EXCLUDING Charter Mem)	
Projected Mem:	280.00
(Enter the District Mem EXCLUDING Charter Mem)	
Projected Mem:	280.00
(Enter the District Mem EXCLUDING Charter Mem)	

GRAND TOTAL UNITS 539.300

× Unit Value **\$3,638.00**

PROGRAM COST \$1,961,973.40

Non-categorical Revenue Credits:

	Tax Levy (41110, 41113, 41114)	
	Federal Impact Aid (44103)	
	Federal Forest Reserve (44204)	
Save-Harmless Data	Total Non-Cat Rev Credits	\$0.00
2012-2013 40th Day TOTAL PROGRAM UNITS		
(Not Grand Total Program Units)	Less: 75% of Non-Categorical Revenue Credits	\$0.00
Growth Data		
2012-13 Operating Budget Calculation	155.800	
Op-Bud takes 10-11 40 Day compared to 11-12 Mem Proj. FTE		
40th Day Calculation	155.800	
Takes Prior Year 40th-Day and compares to Current Year 40th-Day		
	Other Credits/Adjustments:	
	Cash Balance Credit	
	Energy Efficiency	
	Energy Efficiency Renewable Bonds	
	Other Misc Credits	
	Total Other Credits	\$0.00
	Less: Other Credits/Adjustments	\$0.00
		(\$39,239.47)

SIZE ADJUSTMENT UNITS:

1. ELEMENTARY/MIDDLE SCHOOL/JUNIOR HIGH

[illegible]

2. SENIOR HIGH SCHOOL

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

SCHOOL NAME	CODE	GRADES	MEM	UNITS
				0.000
				0.000
				0.000
				0.000
				0.000
				0.000
				<u>0.000</u>
				0.000

3. RURAL ISOLATION

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

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.

	YES?	UNITS
a. NEWLY CREATED SCHOOL DISTRICT (MEM for current year) \times .147 = UNITS	<input type="text"/>	0.000
b. DISTRICT WHOSE MEMBERSHIP DECREASES AS A RESULT OF A NEWLY CREATED DISTRICT (MEM for prior year - MEM for current year) \times .17 = UNITS	<input type="text"/>	0.000

Charter Name **Taos International School**

Charter Number

	3 & 4 Yr. DD	3 & 4 Yr. A/E	C & C-GIFTED	D & D-GIFTED	*BASIC	GRADE TOTAL
Kindergarten Program						
ECE/KN						0.00
FDK			2.00		38.00	40.00
Basic Program						
Grade 1			2.00		38.00	40.00
Grade 2			2.00		38.00	40.00
Grade 3			2.00		38.00	40.00
Grade 4 Phase in grade			2.00		38.00	40.00
Grade 5						0.00
Grade 6			2.00		38.00	40.00
Grade 7			2.00		38.00	40.00
Grade 8			2.00		38.00	40.00
Grade 9						0.00
Grade 10						0.00
Grade 11						0.00
Grade 12						0.00
Totals	0.00	0.00	16.00	0.00	304.00	
*INCLUDE STUDENTS RECEIVING A/B SERVICES						
					ECE FTE	40.00
					TOTAL GRADES 1-12	280.00
					SUBTOTAL MEM	320.00
					TOTAL MEM	320.00

Is this a Charter School? **y**

Is this for the 40th Day? **N**

	ECE FTE	COST INDEX	PROGRAM UNITS		
Kindergarten					
ECE, FDK-New, and FDK	40.00	1.44	57.600	Kindergarten Units	57.600
Basic Program (Grade Total)					
Grade 01	40.00	1.20	48.000		
Grade 02	40.00	1.18	47.200		
Grade 03	40.00	1.18	47.200		
Grade 04	40.00	1.045	41.800		
Grade 05	0.00	1.045	0.000		
Grade 06	40.00	1.045	41.800		
Grade 07 *	40.00	1.25	50.000		
Grade 08 *	40.00	1.25	50.000		
Grade 09 *	0.00	1.25	0.000		
Grade 10 *	0.00	1.25	0.000		
Grade 11 *	0.00	1.25	0.000		
Grade 12 *	0.00	1.25	0.000		

* Includes Vocational Weighting

Special Education				Basic Program Units	326.000
C & C-Gifted	MEM	Factor			
D & D-Gifted	16.00	1.00	16.000		
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	16.000
Adjusted Ancillary FTE		25.00	Ancillary FTE Units	0.000	
				Total Special Education Units	16.000

Elementary Fine Arts Program

	MEM	Factor		
		0.0500	Fine Arts Program Units	0.000

Bilingual Program

HOURS	MEM	FTE	Factor	
1		0.00		
2		0.00		
3		0.00		
Total Bilingual	0.00	0.00	0.500	Bilingual Units
(May not total more than the no. of students in grades K-12.)				
				0.000

Elementary P.E. Program

	MEM	Factor		
		0.060	Elementary P.E. Units	0.000

TOTAL MEMBERSHIP PROGRAM UNITS 399.600

T & E Index (Oct 2011) 1.000

National Board Certified Teachers

	FTE:	Factor		
		1.500	National Board Certified Teachers Units:	0.000

Size Adjustment Units

	UNITS			
Elementary/Mid/Jr. High	0.000		District Size Adjustment Units	44.160
Senior High	0.000		Charter Schools not eligible for District Size	(44.160)
District Size	44.160		School Size Adjustment Units	0.000
			Rural Isolation Units	0.000

At-Risk Units	At-risk index	MEM
2012-2013:	0.065	320.00

New District Adjustment Units 0.000

At Risk Units 20.800

Charter Schools Student Activities

(Districts Only)	MEM	Factor		
		0.100	Growth Units	75.200
			Charter Schools Student Activities Units	0.000
			(Charters not eligible for CS Student Activities)	0.000

Home School Student Activities

(Districts Only)	MEM	Factor		
		0.100	Home School Student Activities Units	0.000
			(Charters not eligible for Home School Student Activities)	0.000

TOTAL PROGRAM UNITS 495.600

Save Harmless Units 0.000

GROWTH & SAVE HARMLESS CALCULATION DATA

Projected Mem: 280.00
(Enter the District Mem EXCLUDING Charter Mem)

Projected Mem: 320.00
(Enter the District Mem EXCLUDING Charter Mem)

Projected Mem: 320.00
(Enter the District Mem EXCLUDING Charter Mem)

GRAND TOTAL UNITS 495.600

x Unit Value \$3,638.00

PROGRAM COST \$1,802,992.80

Non-categorical Revenue Credits:

100

1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26

\$0.00

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

\$0.00

2012-13 Operating Budget Calculation	75.200
<i>Op-Bud takes 10-11 40 Day compared to 11-12 Mem Proj. FTE</i>	
40th Day Calculation	75.200
<i>Takes Prior Year 40th-Day and compares to Current Year 40th-Day</i>	

Cash Balance Credit	
Energy Efficiency	
Energy Efficiency Renewable Bonds	
Other Misc Credits	

\$0.00

\$0.00

STATE EQUALIZATION GUARANTEE

\$1,766,932.94

PED 910B-5

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
Taos International School		k-1, 6	266.00	0.000 0.000 0.000 0.000 0.000 <u>0.000</u>
TOTAL ELEMENTARY/MIDDLE SCHOOL/JUNIOR HIGH UNITS				<u>0.000</u>

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*):

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

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 (<i>exclude alternative schools</i>):	<input type="text"/>	N.A.	
Enter the number of approved senior high schools not eligible for senior high size units:	<input type="text"/>		0.000

4. NEW DISTRICT ADJUSTMENT

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

	YES?	UNITS
a. NEWLY CREATED SCHOOL DISTRICT <div style="margin-left: 40px;">$(MEM \text{ for current year}) \times .147 = UNITS$</div>	<input type="text"/>	0.000
b. DISTRICT WHOSE MEMBERSHIP DECREASES AS A RESULT OF A NEWLY CREATED DISTRICT <div style="margin-left: 40px;">$(MEM \text{ for prior year} - MEM \text{ for current year}) \times .17 = UNITS$</div>	<input type="text"/>	0.000

Charter Name **Taos International School**

Charter Number

	3 & 4 Yr. DD	& 4 Yr. A,	C & C-GIFTED	D & D-GIFTED	*BASIC	GRADE TOTAL
Kindergarten Program						
ECE/KN						0.00
FDK			2.00		38.00	40.00
Basic Program						
Grade 1			2.00		38.00	40.00
Grade 2			2.00		38.00	40.00
Grade 3			2.00		38.00	40.00
Grade 4			2.00		38.00	40.00
Grade 5 Phase in grade			2.00		38.00	40.00
Grade 6			2.00		38.00	40.00
Grade 7			2.00		38.00	40.00
Grade 8			2.00		38.00	40.00
Grade 9						0.00
Grade 10						0.00
Grade 11						0.00
Grade 12						0.00
Totals	0.00	0.00	18.00	0.00	342.00	
*INCLUDE STUDENTS RECEIVING A/B SERVICES						ECE FTE 40.00
						TOTAL GRADES 1-12 320.00
						SUBTOTAL MEM 360.00
						TOTAL MEM 360.00

Is this a Charter School? **y**

Is this for the 40th Day? **N**

	ECE FTE	COST INDEX	PROGRAM UNITS		
Kindergarten					
ECE, FDK-New, and FDK	40.00	1.44	57.600	Kindergarten Units	57.600
Basic Program (Grade Total)					
Grade 01	40.00	1.20	48.000		
Grade 02	40.00	1.18	47.200		
Grade 03	40.00	1.18	47.200		
Grade 04	40.00	1.045	41.800		
Grade 05	40.00	1.045	41.800		
Grade 06	40.00	1.045	41.800		
Grade 07 *	40.00	1.25	50.000		
Grade 08 *	40.00	1.25	50.000		
Grade 09 *	0.00	1.25	0.000		
Grade 10 *	0.00	1.25	0.000		
Grade 11 *	0.00	1.25	0.000		
Grade 12 *	0.00	1.25	0.000		

* Includes Vocational Weighting

				Basic Program Units	367.800
Special Education					
	MEM	Factor			
C & C-Gifted	18.00	1.00	18.000		
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	Specia	18.000
Adjusted Ancillary FTE		25.00	Ancillary FTE Units	0.000	
				Total Special Education Units	18.000

Elementary Fine Arts Program

	MEM	Factor
		0.0500

Fine Arts Program Units 0.000

Bilingual Program

HOURS	MEM	FTE	Factor
1		0.00	
2		0.00	
3		0.00	
Total Bilingual	0.00	0.00	0.500

(May not total more than the no. of students in grades K-12.)

Bilingual Units 0.000

Elementary P.E. Program

	MEM	Factor
		0.060

Elementary P.E. Units 0.000

TOTAL MEMBERSHIP PROGRAM UNITS 443.400

T & E Index (Oct 2011) 1.000

National Board Certified Teachers

	FTE:	Factor
		1.500

ADJUSTED PROGRAM UNITS 443.400

National Board Certified Teachers Units: 0.000

Size Adjustment Units

	UNITS
Elementary/Mid/Jr. High	0.000
Senior High	0.000
District Size	49.140

District Size Adjustment Units 49.140
Charter Schools not eligible for District Size (49.140)

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:	0.065	360.00

At Risk Units 23.400

Charter Schools Student Activities

(Districts Only)	MEM	Factor
		0.100

Growth Units 74.600

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

(Districts Only)	MEM	Factor
		0.100

Home School Student Activities Units 0.000
(Charters not eligible for Home School Student Activities) 0.000**TOTAL PROGRAM UNITS** 541.400

Save Harmless Units 0.000

GROWTH & SAVE HARMLESS CALCULATION DATAProjected Mem: 320.00
(Enter the District Mem EXCLUDING Charter Mem)Projected Mem: 360.00
(Enter the District Mem EXCLUDING Charter Mem)Projected Mem: 360.00
(Enter the District Mem EXCLUDING Charter Mem)**GRAND TOTAL UNITS** 541.400× Unit Value **\$3,638.00****PROGRAM COST** \$1,969,613.20**Non-categorical Revenue Credits:**

100

15

Total Non-Cat Rev Credits

\$0.00

TS

Less: 75% of Non-Categorical Revenue Credits

\$0.00

Other Credits/Adjustments:

74.600

Cash Balance Credit

74,600

Energy Efficiency

Energy Efficiency Renewable Bonds

Other Misc Credits

Total Other Credits

\$0.00

Less: Other Credits/Adjustments

\$0.00

(\$39,392.26)

\$1,930,220.94

PED 910B-5

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

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

[illegible]

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):

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

<i>SCHOOL NAME</i>	<i>CODE</i>	<i>GRADES</i>	<i>MEM</i>	<i>UNITS</i>
				0.000
				0.000
				0.000
				0.000
				0.000
				0.000
				<u>0.000</u>
				0.000

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.

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

Enter the number of approved senior high schools (<i>exclude alternative schools</i>):	<input type="text"/>	N.A.	
Enter the number of approved senior high schools not eligible for senior high size units:	<input type="text"/>		0.000

4. NEW DISTRICT ADJUSTMENT

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

	YES?	UNITS
a. NEWLY CREATED SCHOOL DISTRICT	<input type="text"/>	0.000
$(MEM \text{ for current year}) \times .147 = UNITS$		
b. DISTRICT WHOSE MEMBERSHIP DECREASES AS A RESULT OF A NEWLY CREATED DISTRICT		
$(MEM \text{ for prior year} - MEM \text{ for current year}) \times .17 = UNITS$		
	<input type="text"/>	0.000