

**New Mexico Public Education Department
Options for Parents: Charter Schools Division**

2012 State Charter Renewal Application Kit



Charter Schools

Effective
Options for
New Mexico's
Families





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HANNA SKANDERA
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ
Governor

Dear State Charter School Renewal Applicants:

The enclosed renewal application kit is designed to provide guidelines for charter schools in completing the renewal application.

In the state of New Mexico, the Charter Schools Act, Section 22-8B-1 NMSA 1978, governs the application and review process for charter schools seeking renewal at the end of their charter term. I recommend that you familiarize yourself with this law as it will guide your preparation, and ultimately, your renewal application submission.

This statute also includes the four reasons for non-renewal of a school's charter. They are referenced here and also in Part A of the renewal application kit.

- Paragraph 1 of Subsection F of Section 22-8B-12 NMSA 1978 states that charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school...committed a material violation of any of the conditions, standards, or procedures set forth in the charter.
- Paragraph 2 of Subsection F of Section 22-8B-12 NMSA 1978 states that a charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school... failed to meet or make substantial progress toward achievement of the department's minimum educational standards or student performance standards identified in the charter application.
- Paragraph 3 of Subsection F of Section 22-8B-12 NMSA 1978 states that a charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school...failed to meet generally accepted standards of fiscal management.
- Paragraph 2 of Subsection F of Section 22-8B-12 NMSA 1978 states that a charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school...violated any provision of law from which the charter school was not specifically exempted.

Renewing charter schools have the option to seek renewal from either their local chartering authority (district) **or** the Public Education Commission (PEC) as the state chartering authority. All renewal applications must be submitted by **October 1, 2012**, to the charter school's selected chartering authority. In accordance with Subsection A of 6.80.4.13 NMAC, the chartering authority must then rule in a public meeting on the renewal of the application no later than January 1, 2013.

The Charter Schools Division (CSD) of the New Mexico Public Education Department (PED) developed this state charter renewal application kit to assist charter schools in the development of their applications. The following 2012 state renewal charter application kit will be posted on the CSD website at <http://www.ped.state.nm.us/charter/index.html>. Additionally, the CSD will provide technical assistance training that focuses on the state-authorization charter school renewal process. While it is not mandatory for local chartering authorities to use this same application kit, some may choose to adopt this kit for use in their renewal process. If a charter school is not seeking state authorization, it should check with its local district to learn about its charter renewal requirements.

Please contact me at Kelly.Callahan2@state.nm.us or (505) 827-6532 with any questions regarding the state charter renewal application kit.

On behalf of the New Mexico PEC and the CSD, I wish you well in your endeavors. I believe the process that we have produced to review and evaluate renewal applications will continue to validate the public's trust in us.

Sincerely,

Kelly Callahan
Interim Director
Options for Parents: Charter Schools Division

Hanna Skandera
Secretary-Designate
Public Education Department

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Instructions: 2012 State Charter Renewal Application Process and Review Stages

Form and Point of Contact	<p>All submissions should be prepared utilizing the <i>2012 State Charter Renewal Application Kit</i>. Brevity, specificity, and clarity are strongly encouraged. Any questions regarding the application and the review process must be directed to Kelly Callahan at Kelly.Callahan2@state.nm.us or (505) 827-6532. During this process, applicants must first consult with Ms. Callahan about contacting other CSD or PED staff members for assistance and information.</p>
Deadlines	<p>2012 State Charter Renewal Applications must be submitted to Kelly Callahan at Kelly.Callahan2@state.nm.us or at the address found at the bottom of this section by 5:00 p.m. Monday, October 1, 2012. Renewal applications will be date stamped by the CSD staff at the time of submission.</p> <p>Please note that Part C requires you to submit a copy of your most current charter and amendments. This document must be saved as a pdf and scanned and sent electronically as part of the entire application.</p>
Manner of Submission	<p>Only electronic copies will be accepted (by email, CD, or flash drive): All applicants <u>must submit an electronic version</u> of their renewal application. Electronic versions can be emailed to Kelly Callahan Kelly.Callahan2@state.nm.us by no later than close of business, 5:00 p.m. Monday, October 1, 2012. You may also submit your application on a CD Rom or a flash drive by the deadline. All documents must be submitted in pdf format. Please be sure to convert your document and then save it, before attaching it to an email. You are strongly encouraged to create a receipt when sending your email document. CSD is not responsible for advising you on how to properly convert your documents.</p>
Technical Assistance Workshops (June – September)	<p>The CSD will provide technical assistance workshops for the charter renewal application process between June and September, 2012. Applicants will be notified of the date, time, and location.</p>

<p>Review Period and Renewal Site Visit</p> <p>(October 1–October 31)</p>	<p>A review team will analyze the Renewal Applications. The CSD staff will hold renewal site visits prior to the completion of the preliminary renewal analysis. This site visit is designed to verify the evidence and documentation supporting the renewal application.</p>
<p>CSD Preliminary Renewal Analysis</p> <p>(November 2)</p>	<p>The CSD will send each renewal applicant a preliminary renewal analysis by November 2. This analysis will identify areas of concern and/or issues in need of clarification from the charter school’s progress report, the requested changes, and/or the renewal application.</p>
<p>Response to Preliminary Renewal Analysis</p> <p>(November 2–14)</p>	<p>Renewal applicants may respond in writing to the information contained in the preliminary renewal analysis. These responses must be submitted by no later than close of business, 5:00 p.m. on Wednesday, November 14. These responses must be submitted electronically to Kelly Callahan at Kelly.Callahan2@state.nm.us. You are strongly encouraged to create a receipt when sending your email document.</p>
<p>CSD Director’s Recommendation</p> <p>(December 6)</p>	<p>The CSD will send a recommendation to the PEC to approve or deny the renewal application on December 6, 2012. Renewal applicants will receive a copy of the recommendation prior to the PEC acting on the application.</p>
<p>Final Authorization Meeting of Commission</p> <p>(December 13–14)</p>	<p>The PEC will hold a public decision-making meeting to approve, approve with conditions, or deny the renewal application on December 13–14, 2012.</p>
<p>Contract Negotiations</p> <p>(December 17–January 29)</p>	<p>If approved, the chartering authority shall enter into a contract with the governing body of the applicant charter school within thirty days of approval of the renewal application.</p>

Mail or Drop-off Electronic Copies of the Application to:

Kelly Callahan, Interim Director
Options for Parents: Charter Schools Division
New Mexico Public Education Department
300 Don Gaspar
Room 301
Santa Fe, NM 87501-2786
(505) 827-6909
Or email to:
Kelly.Callahan2@state.nm.us

State Charter Renewal Application Evaluation Standards

Based on the renewal application, analysis from the CSD staff, status reports provided by the PED's divisions and bureaus, and, if applicable, the local school district, the CSD will make a recommendation to the PEC regarding renewal of a school's charter. The following questions guide the CSD's recommendation regarding renewal and are based upon the four reasons that a chartering authority must determine a charter school has violated in order to refuse to renew a charter.

Has the school committed a material violation of any of the conditions, standards, or procedures set forth in the charter?

The school's charter defines the terms under which it proposes to operate and defines the measurable goals that the school agreed to meet. The CSD will analyze the evidence presented in the report from the school's current chartering authority regarding their determination of whether the school has committed a material violation of its charter.

Has the school failed to meet or make substantial progress toward achievement of the PED's minimum educational standards or student performance standards identified in the charter application?

The CSD will examine student achievement data on required state tests and on other measures set forth in the preliminary renewal analysis and reflected in Part A of the Renewal Application.

Has the school failed to meet generally accepted standards of fiscal management?

The CSD will rely on documentary evidence based on the reports from the PED's School Budget and Finance Analysis Bureau and the Audit and Accounting Bureau with regard to whether the school has met generally accepted standards of fiscal management.

Has the school violated any provision of law from which the state-chartered charter school was not specifically exempted?

The CSD will rely on documentary evidence gathered by the CSD staff during the term of the school's charter to determine if the school has compiled a record of substantial compliance with applicable state and federal laws and regulations, including, but not limited to, submitting items to its chartering authority in a timely manner.

Glossary of Terms

Annual Measurable Objective (AMO): Specified annual targets based on the school's grade-level configuration for the percent of students identified as proficient in reading and mathematics.

Assessment: A method, tool, or system used to evaluate and demonstrate student progress toward—or mastery of—a particular learning standard or goal (e.g., a standardized test, short-cycle tests, teacher-developed tests, a portfolio-judging system, etc.).

Current Charter: The current charter is the approved charter with any amendments and/or changes that have been authorized for the current operational term.

Curriculum: The content of a charter school curriculum must align with the New Mexico Common Core Standards. However, charter schools may develop alternative and innovative ways of structuring and delivering their educational curriculum to meet the New Mexico Common Core Standards. The choice of an alternative curricular approach requires that a scope and sequence be included in the Renewal Application to demonstrate what will be taught at what grades levels, grade spans, age levels, or sequence based on the alternative curriculum format. Examples of alternative curricular approaches include, but are not limited to: Expeditionary Learning, Montessori, International Baccalaureate, thematic instruction, Waldorf, experienced-based curriculum, and digital curriculum.

Goals: Student performance goals that are required by 22-8B-9.1 NMSA 1978, Senate Bill 446 (SB 446) or that specifically relate to the mission of the school must be stated. The goals must be specific and measurable, and based on identified indicators and expected performance levels that can be measured by a reliable instrument.

New Mexico Common Core State Standards: The Common Core Standards will be in effect for grades K–3 beginning in 2012–2013 and for all grades beginning in 2013–2014. The Common Core Standards are to be used by all public schools, including charter schools, and state-supported educational institutions to develop, deliver, and assess curriculum. The New Mexico Common Core Standards may be accessed on the PED website at <http://newmexicocommoncore.org/>.

Partnership: A partner organization that is essential to the existence of the charter school, its governance, and key instructional and/or management functions.

Policy: For purposes of this application, a policy is a guiding statement that reflects the principles, rules, and/or guidelines set forth by a governing body.

Charter Renewal: The current charter with previously approved amendments and requested changes that will become effective during the renewal term if approved (Part B of the 2012 State Charter Renewal Application Kit).

Scope and Sequence: A scope and sequence should include the following components:

- Grade levels, grade spans, age spans and/or other sequence
- The knowledge, skills, content areas, and/or organizing themes within the grades levels, grade spans, age spans, and/or other sequence

SB 446: This bill addresses contracts between charter schools and chartering authorities, creates an annual evaluation process for charter schools, and includes other charter policies, requirements, and procedures. For further information, please visit statute 22-8B-9 NMSA 1978 at: <http://www.nmlegis.gov/sessions/11%20regular/final/SB0446.pdf> .

2012 State Charter Renewal Application

Instructions

The Charter Renewal Application has two sections. Please complete all sections.

1. **Part A—Progress Report** (A Report on the Current Charter Term)
2. **Part B—The Charter Renewal**
3. **Part C—Most Current Charter Application/Contract**

Please Note

Read the entire Renewal Application before you begin to prepare your written documents. Please complete each section thoroughly. In an effort to help you understand the requirements included in the Renewal Application, the CSD will hold a minimum of two technical assistance workshops (June–September). You will be notified of the dates, times, and locations of the workshops.

Review your current charter, including any approved amendments, prior to completing Parts A and B.



Part A—Progress Report
(A Report on the Current Charter Term)

Part A Progress Report

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Indicate the page numbers for each section in the designated column.

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Part A—Progress Report

I. Report on Progress

The Charter School Act requires that each school seeking to renew its charter must submit a report on the progress of the charter school in achieving the goals, objectives, student performance outcomes, state minimum educational standards, and other terms of the current charter, including the accountability requirements set forth in the Assessment and Accountability Act.

The Report on Progress is divided into four parts which correspond to the findings in law that a chartering authority must determine a charter school has violated in order to refuse to renew a charter. The questions and information requested in the Report on Progress are intended to provide data to assist in the analysis of the progress of the charter school over the term of the charter.

A. Material Violations

The Charter School Act provides as follows:

A charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school...committed a material violation of any of the conditions, standards or procedures set forth in the charter. (22-8B-12 NMSA 1978)

Please answer the following questions:

Question	School's Response	
	Yes	No
1. Are there terms of the school's charter contract that the school has changed or that the school has not yet implemented over the past four years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><i>If "Yes," please provide details.</i></p> <p><u>Prior to this year, NVA had not implemented a "Teacher Governance Committee" as outlined in the charter.</u></p> <p><u>However, with the formation of the new NVA Administrative team this school year, we have now organized this teacher leadership committee. The members have been appointed and the committee is now functional.</u></p>		

Part A—Progress Report

2. Over the past four years were there any material terms of the school’s charter contract with which the chartering authority determined that the school was not in compliance and the chartering authority notified the school of the compliance violation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If “Yes,” please provide details.		
<p style="color: red; text-decoration: underline;"> There was one material violation. In the original NVA Charter, the enrollment cap was set at 420 students. However, as the number of applicants for the school grew, additional classes and teachers were provided to meet this demand. The prior NVA Administration was seemingly unaware that they needed to come before the PEC, to request a change in the enrollment cap. </p> <p style="color: red; text-decoration: underline;"> In the Spring of 2011 and in preparation for a PED site visit, the variance between the approved enrollment cap of 420 students and NVA’s actual enrollment of approximately 500 students was identified. As a result, the school was directed to apply for an amendment to the charter. The next Spring (March 9, 2012), NVA appeared before the PEC, requesting a change in the enrollment cap to 510 students. The request was approved and since that time, NVA has operated within these parameters. </p> <p style="color: red; text-decoration: underline;"> A copy of the approval page (from the meeting minutes of the March 9, 2012 PEC meeting), is attached and is included in Appendix C. </p>		

Deleted: .

B. Achievement

The Charter School Act provides as follows:
 A charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school... failed to meet or make substantial progress toward achievement of the department’s minimum educational standards or student performance standards identified in the charter contract at Paragraph 2 of Subsection K of 22-8B-12 NMSA 1978.

1. New Mexico Educational Standards—as measured by the New Mexico Standards Based Assessment (SBA) results

- Using the PED School Accountability Reports complete the following chart using the links below:
<http://webapp.ped.state.nm.us/aypd1/%28S%28xs0m4vqb5zprxr3fq1w1hz2%29%29/DocLibrary.aspx?Year=2011&LibraryType=NMSBA> and
<http://webapp2.ped.state.nm.us/SchoolData/SchoolGrading.aspx>

Please Note: If you have another means of representing the data requested below, you may attach that alternative representation (e.g., charts, graphs etc.).

Part A—Progress Report
NMSBA School Summary—All Students

Year of Charter Term	School Year Tested	State Grade	Date of NMPED School Accountability Report	Math			Reading		
				AMO	% Proficient	Met proficiency goal?	AMO	% Proficient	Met proficiency goal?
1	2008 - 2009		10/2/09	44	27.8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	60	53.5	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2	2009 - 2010		N.A.	51	25.78	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	64	41.81	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	2010 - 2011		N.A.	65	23.47	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	75	41.5	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4	2011 - 2012	"B"	School Report Card	N.A.	37.6	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N.A.	51.5	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Statement of progress and additional information:

Over the past year-and-a-half, The North Valley Academy has experienced a difficult and fundamental transformation. This reform effort is still a work-in-progress. However, in a very short period of time, NVA has demonstrated the ability and commitment to re-invent itself and to produce measurable results.

During these past 18 months, the majority of Governing Council members either resigned or were replaced. During one particularly difficult period, the GC (with the support and guidance of the PED staff), appointed temporary GC members. This was a very challenging process of replacing "status quo" mind-sets, in order to create a new educational paradigm.

Most recently (and a month into the current school year), the GC replaced the prior Chief Administrator with their selection to lead the "NEW" North Valley Academy. This 18 month struggle has been nothing short of a school's internal struggle for its future identity. NVA has now demonstrated a determination to break-out of "Academic Under-performance" and adopt an across-the-board standard of "Excellence."

After more than a year of focused effort, a unified leadership team is finally complete and in-place. The new leadership team has a singular mind-set:

- Encourage educational reforms
- Produce & showcase innovation
- Demonstrate measurable, academic progress

It is recognized that SBA scores are just one set of indicators - from a one-year period. HOWEVER, THE SUBSTANTIAL IMPROVEMENT IN SBA PERFORMANCE THIS PAST YEAR, CERTAINLY DEMONSTRATES WHAT NVA & ITS STUDENTS CAN ACCOMPLISH, NOW THAT THEY ARE UNIFIED & FOCUSED.

Part A—Progress Report

2. **Student Academic Performance Standards/Goals identified in the Current Charter**—as measured by the school’s selected short-cycle assessments and/or other standards-based instruments.

- List Student Academic Performance Standards/Goals contained in the current charter, the results of short-cycle assessment, or other standards-based instrument(s) used to measure student progress, the average annual data obtained using those assessments, and the school’s statements of student progress towards the standards.
- Copy and paste additional sections as needed to include all Student Academic Performance Standards/Goals contained in the current charter.

Please note: If you have another means of representing the data requested below, you may attach that alternative representation (e.g., charts, graphs etc.).

<p>Student Academic Performance Standard/Goal #1: <u>Fourth, Seventh and Eighth Grade proficiency levels for MATHEMATICS, according to the NM-SBA, will increase by 5% at the Advanced and Proficient levels, for the 2008-2009 school year. This same goal was then renewed for the following two school years. It is somewhat uncertain what the status of this original goal was. However, the NVA leadership team is tracking and reporting on this indicator, as if it is still in-force.</u></p> <p><u>Note: There was some confusion within NVA and the State, as to whether the Nearing Proficient level was also included in this indicator. In the annual reports, data was reported differently in different years. Therefore, in an effort to report accurately in this application, as well as in the interest of longitudinally tracking the same student data over time, NVA has chosen to return to the base Goal of Proficient or above, as a metric.</u></p>				
<p>Standardized Short-Cycle Assessment or other Standards-based Instrument(s) Used (Identify level of scores that indicate proficiency): The SBA test instrument and scores are utilized here.....for Proficient or Advanced levels.</p>				
<p>Data—Average Scores: Over the four year term, overall average scores improved more than the 5% standard/goal.</p>				
Grade Level	Year 1	Year 2	Year 3	Year 4
4th Grade	18%	29% (+ 61%)	14% (- 52%)	43% (+207%)
7th Grade	30%	17% (- 43%)	19% (+ 12%)	26% (+37%)
8th Grade	30%	31% (+ 3%)	12% (- 61%)	36% (+ 200%)
<p><i>Provide an analysis or explanation of the school data.</i> Depending on how you calculate the overall average (i.e. average the yearly increases/decreases or calculate the average rise or fall, over the entire 4 year period), the total performance score changes marginally.</p>				

Part A—Progress Report

However, If all three grades are averaged using the yearly average approach, the average yearly change in MATH scores for all three grades is positive and is more than the 5% target goal.

The reaction of the leadership team is that while this is a positive overall result, it is not the result we wish to generate at NVA. There are two problems with this result. The first is the dramatic swing in scores, from one year to the next. This is entirely too inconsistent. The second problem is that far too many of our middle school students are still not in the Proficient or Advanced categories. We are committed to make the changes which are necessary to improve on this performance in the future.

It should also be noted that in setting these goals in 2008, it is clear that NVA did not take the time to think through how these goals would impact the school and its students. Over the longer period of five years, these goals were unrealistic and simplistic, and were unfair to the entire student population. Better goals, particularly utilizing short-cycle and more frequent indicators, would have served NVA much better.

On balance, the testing performance increase this past year is still a very positive demonstration of what is possible when the culture of a "status quo" school is changed. We are very proud of our students and expect nothing less in the future.

Student Academic Performance Standard/Goal #2:

Fourth, Seventh & Eighth Grade proficiency levels for READING, according to the NM-SBA, will increase by 5% at the Advanced and Proficient levels, for the 2008-2009 school year.

See comments in the above Mathematics Goal.

Standardized Short-Cycle Assessment or other Standards-based Instrument(s) Used

(Identify level of scores that indicate proficiency):

SBA - See the explanation in the above Mathematics Goal.

Data—Average Scores:

See conclusions in the above Mathematics Goal.

Grade Level	Year 1	Year 2	Year 3	Year 4
4 th Grade	34%	50 (+ 47%)	37% (- 26%)	55% (+ 49%)
7 th Grade	53%	34% (- 36%)	36% (+ 6%)	46% (+ 28%)
8 th Grade	70%	51% (- 27%)	41% (- 20%)	58% (+ 42%)

Provide an analysis or explanation of the school data.

See conclusions in the above Mathematics Goal.

Part A—Progress Report

Standardized Short-Cycle Assessment or other Standards-based Instrument(s) Used (Identify level of scores that indicate proficiency):				
Data—Average Scores:				
Grade Level	Year 1	Year 2	Year 3	Year 4
<i>Provide an analysis or explanation of the school data.</i>				

Standardized Short-Cycle Assessment or other Standards-based Instrument(s) Used (Identify level of scores that indicate proficiency):				
Data—Average Scores:				
Grade Level	Year 1	Year 2	Year 3	Year 4
<i>Provide an analysis or explanation of the school data.</i>				

Part A—Progress Report

3. Other Student Performance Standards/Goals identified in the Current Charter

- List Other Student Performance Standards/Goals contained in the current charter, the measure(s) used to assess student progress; the average annual data obtained using those measures, and the school’s statements of student progress towards the standard/goal.
- Copy and paste additional sections as needed to include all Other Student Performance Standards/Goals contained in the current charter.

Please note: If you have another means of representing the data requested below, you may attach that alternative representation (e.g., charts, graphs etc.).

Student Performance Standard/Goal #1:				
<i><u>For the 2008-2009 school year, students in grades 2 - 6 will improve performance by 5% on the sit-ups, shuttle-run, and standing jump portions of the President's Council on Youth Fitness Test, and by 10% on the one-mile run portion.</u></i>				
Measure(s) Used: "SPARK" Physical Fitness Instrument and 1 mile timed run.				
Data—Average Annual Data				
Grade Level	Year 1	Year 2	Year 3	Year 4
2 - Sparks	Baseline	Improved 7%	N.A. *	N.A. *
2 - Mile Run	Baseline	Improved 4%	N.A. *	N.A. *
3 - Sparks	Baseline	Improved 6%	N.A. *	N.A. *
3 - Mile Run	Baseline	Improved 5%	N.A. *	N.A. *
4 - Sparks	Baseline	Improved 7%	N.A. *	N.A. *
4 - Mile Run	Baseline	Improved 8%	N.A. *	N.A. *
5 - Sparks	Baseline	Improved 9%	N.A. *	N.A. *
5 - Mile Run	Baseline	Improved 11%	N.A. *	N.A. *
6 - Sparks	Baseline	Improved 7%	N.A. *	N.A. *
6 - Mile Run	Baseline	Improved 5%	N.A. *	N.A. *
<p><i>Provide an analysis or explanation of the school data.</i></p> <p>The average one-year improvement in student performance, for all students in this objective (from SY 2008-09 to SY 2009-10) was:</p> <p>Grades 2 - 6.....Sparks Performance.....Improved 7.2% Grades 2 - 6.....Mile Run.....Improved 6.6%</p> <p>The stated goal was achieved. However, the Sparks assessment tool is no longer given.</p> <p>*In all future years, the physical fitness objectives were incorporated into the Physical Education program and measured as a normal part of that curriculum.</p>				

4. Other Organizational Performance Standards/School Goals identified in the Current Charter

- List any Other Organizational Performance Standards/School Goals contained in the current charter, the measure(s) used to assess progress; the data obtained using those measures, and the school’s statements of progress towards the standard/goal.
- Copy and paste additional sections as needed to include all Other Organizational Performance Standards/School Goals contained in the current charter.

Please note: If you have another means of representing the data requested below, you may attach that alternative representation (e.g., charts, graphs etc.).

Organizational Performance Standard/School Goal #1:
Measure(s) Used:
Data:
Statement of Progress:

C. Fiscal Management

The Charter School Act provides as follows:
A charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school...failed to meet generally accepted standards of fiscal management at Paragraph 3 of Subsection K of 22-8B-12 NMSA 1978.

- Provide a financial statement that discloses the costs of administration, instruction, and other categories for the charter school that is understandable to the general public and that allows comparison of costs to other schools or comparable organizations. Please include in the appendix.
- Complete the following chart by providing any negative findings from independent audits for each fiscal year, and how the school responded.

Audit Report Summary

Identify information from the <u>Component Unit Section</u> of the Annual Audit specific to the Charter School			
Year	Total # of Findings	Nature of Findings	School's Response
Year 1 2008 - 2009	7	<p>1 - Cash deposits not timely</p> <p>2 - Lack of supporting documentation</p> <p>3 - Timely cash reconciliations</p> <p>4 - Over-expended funds and fund-transfers (BARs)</p> <p>5 - Review and approval procedures of journal entries</p>	<p>1- Staff has been trained and reminded of the State regulation.</p> <p>2- Procedures are in place for disbursements and payroll to ensure all documentation is maintained. The employee contract and cash disbursement were misplaced during the fiscal year. Contracts for outside parties to use NVA facilities are in place as of 11/30/2009.</p> <p>3- Cash Balance is reconciled monthly. The discrepancy discovered was due to additional transactions taking place after year-end. In the future, cash will be reconciled after all transactions are posted.</p> <p>4- Expenditures are reviewed monthly with the Governance Council and Administration. Final review will take place early enough to allow for Council action on any BARs.</p> <p>5- The majority of the journal entries are of a clean-up nature, and do not cross funds or functions within funds. These have been left to the discretion of the Business Manager in order to expedite state reporting. In the future, journal entries will be reviewed by the headmaster on a quarterly basis.</p>

		<p>6 - Recording agency cash</p> <p>7 - Journal entry approval</p>	<p>6- Agency Funds have traditionally not been recorded on the state report or in the financial system. NVA will post a monthly entry to capture the transactions in the general ledger.</p> <p>7- Management agrees with the finding. The Business Manager is implementing controls to ensure proper process is in-place for the future.</p>
<p>Year 2 2009 - 2010</p>	<p>4</p>	<p>1 - Budgeting procedure for beginning cash balance</p> <p>2 - Timely cash deposit</p> <p>3 - Over-expended fund</p> <p>4 - State cash report procedures</p>	<p>1- PED staff has reviewed the state authorized chartered schools' individual responses and concurs with the finding. They will implement policies and procedures to ensure that budgets are created with available funds. The Bureau Chief of Accounting and Audit and the individual Head Administrator are the responsible parties to develop and implement the corrective action plan.</p> <p>2- Staff has been trained and reminded of the State regulation, and will ensure that all receipts are deposited within 24 hours of receipt at the school.</p> <p>3- PED's Management has reviewed the state authorized chartered schools' individual responses and concurs with the finding. They will implement policies and procedures to ensure proper policies and procedures are followed with the submittal of BARs to the PED and tracked expenditures. The Bureau Chief of Accounting & Audit and the individual charter school's Head Administrator are the responsible parties to develop and implement the corrective action plan.</p> <p>4- PED's management has reviewed the state authorized chartered schools' individual responses and concurs with the finding. They will implement policies and procedures to ensure proper procedures are followed for quarterly cash reports to the PED. The Bureau</p>

			<i>Chief of Accounting & Audit and the individual charter school's Head Administrator are the responsible parties to develop and implement the corrective action plan.</i>
Year 3 2010 - 2011	5	<p>1 - Accounting for student activity fund account</p> <p>2 - State cash report procedures</p> <p>3 - Travel & per diem policy</p> <p>4 - Supporting documentation detail</p> <p>5 - Bank account write-off procedures</p>	<p>1- Student Activity Funds have not previously been budgeted as they are not quantifiable at the beginning of the year. The funds are tracked through the school year and spent accordingly. In the future, management will do BARs quarterly - to ensure funds are budgeted and approved. This will be corrected in the future.</p> <p>2- The cash report is prepared in accordance with State PED instructions and regulations and has been accepted by the PED staff. The cash report was adjusted to reflect entries made subsequent to year end. All cash balances are reconciled to the general ledger.</p> <p>3- The School interpreted the Per Diem and Mileage Act to include schools in the category that reimburses at 80% of the IRS rate. We have contacted the State Auditors Office for clarification, and if necessary the Governance Council of NVA will adopt a resolution to set the mileage rate by the statute used by other state agencies.</p> <p>4- There was a purchase order in place for mileage but the amount was calculated for a one-way trip instead of a round trip. There was also a purchase order in place for the Lowe's purchase but the change order was not signed. All transactions will be reviewed to ensure purchase orders are generated and properly approved.</p> <p>5- In the past, Finance Staff has waited until after the books are closed for the year, to write-off old items. This prevented errors. In the future, old outstanding items will be removed throughout the year. Activity Fund checks have been stamped with "void</p>

			after one year" on their face. In addition, the bank reconciliations for all active bank accounts are being reviewed by the headmaster.
Year 4 2011 - 2012		Audit has not yet been completed.	
Year 5 2012 - 2013		Audit has not yet been completed.	

Identify any changes made to fiscal management practices as a result of audit findings.

The new NVA Principal just hired a new Business Manger for 2012-2013. The new Business Manager is planning to conduct an analysis of all audit findings for the past 3 years. The primary purpose of this analysis is to set an accounting baseline, and to identify any repeat findings which still need to be addressed.

The SY 2012-12 audit is currently in-process. When that audit is released, the NVA Business Manager will work with the audit and finance committees to develop a corrective action plan. All findings will be addressed. The corrective action plan will also include a timeline for completion.

The plan and completion updates will also be presented to the NVA Governing Council. The new Business Manager is currently working with the Finance Committee and GC, to update any financial policies which are necessary to ensure compliance and sound fiscal management.

NVA is fortunate to have experienced business executives on its current Governing Council. In addition, the new Principal comes with a strong compliance background. As a result, financial monitoring, generally accepted accounting rules, and fiscal oversight are considered normal business practices.

D. Compliance Review

The Charter School Act provides as follows:

A charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school...violated any provision of law from which the charter school was not specifically exempted at Paragraph 4 of Subsection K of 22-8B-12 NMSA 1978.

Please answer the following questions:

Civil Rights and Special Populations

1. Was the charter school given a citation by or including but not limited to the Office for Civil Rights, the Office of Special Education Programs, or the U.S. Department of Education, the U.S. Department of Labor, any state or federal agency or the New Mexico Department of Workforce Solutions for noncompliance with any statute or regulation over the past four years?

Yes No

If "Yes" describe the nature of the noncompliance and how the matter was resolved.

2. Were any complaints filed with the PED or the federal Office for Civil Rights over the past four years?

Yes No

If "Yes," describe the nature of the complaint and how the matter was resolved.

A. A former NVA female teacher filed a formal complaint of sexual harassment with PED, against [REDACTED]. Until the beginning of this current school year, [REDACTED] PED issued a "Notice of Contemplated Action" to [REDACTED] indicating the intention to revoke his state licenses.

The NVA Governing Council took this issue very seriously and engaged an attorney and a private investigator to seek out and report findings. After extensive interviews, the investigator reported that no conclusive evidence existed which would prove or disprove the charges. The report also had recommendations for NVA - to strengthen its existing policy/procedures on sexual harassment, and to counsel [REDACTED]

The NVA Governing Council immediately implemented those recommendations. In addition, the NVA staff completed training in sexual harassment.

B. A complaint was filed with EEOC by [REDACTED]. This complaint was settled and resolved.

C. A complaint was filed with EEOC by [REDACTED]. This complaint is currently open and being investigated.

D. Two ethics complaints were filed with PED - against two NVA teachers. These complaints were investigated by staff of the State.

3. Have any special education state-level complaints or due process hearings been filed against the school over the past four years?

Yes No

If "Yes", how many complaints were filed?

Describe how each state-level special education complaint or due process hearing was resolved.

4. Has the school provided a Home Language Survey for incoming students over the past four years?

Yes No

If "No," please explain.

5. Has the school tested students for English Language Proficiency using the state-required assessment over the past four years?

Yes No

If "No," please explain.

Governance

1. Over the past four years, have the governing body’s draft and final meeting minutes been available for public review in compliance with the Open Meetings Act?

Yes No

If “No,” please explain.

2. Has any governing body member or their spouse or child(ren) received any compensation from the school over the past four years?

Yes No

If “Yes,” describe the circumstances for and amount of such compensation.

One member of the GC operated a cleaning service company. The prior Principal asked her to assist the school by providing weekly restroom cleaning services - at rates favorable to the school. However, the prior Principal did not inform her of any potential conflict-of-interest issues.

In 2011, when the GC was reviewing the policy on "Related Party" contracts and employment, this same GC member asked if her minor cleaning contract was an issue. After the GC obtained a legal opinion that this could be a conflict, she voluntarily cancelled the service contract (in order to avoid even the appearance of a conflict). The amount of the service contract was diminimus - at approximately \$150 per week.

3. Did the governing body receive regular written reports from the school leadership in regards to key indicators of the school’s progress?

Yes No

If “No,” describe the approaches and interventions being taken to resolve this issue.

For the first 3 years of the current charter period, the Governing Council received two sets of reports, relating to academic performance:

- *A report once-each-year, indicating whether NVA met or did not meet AYP*
- *Periodic summary reports on the short-cycle testing results*

Approximately 18 months ago, the GC began voicing much stronger concerns about "academic underperformance" by NVA students. The standard responses to not meeting AYP were not helping NVA improve student performance - as required by the State:

- "The tests are not reliable indicators of actual student performance."
- "Almost no schools can meet AYP because the goal is raised each year."
- "We do not teach-to-the-test."

The GC began requesting more detailed information about student & teacher performance, including total test results by individual teacher. In addition, GC included more discussions on academic focus and educational program decisions.

With the release of "State Grades for NM Schools" (and NVA's preliminary grade of "F"), the GC, parents and teaching staff discussions quickly focused on: "How do we change this 'status quo' mind-set and install a new culture of 'excellence' at NVA?"

The outcome of this process and internal struggle (as described earlier), resulted in:

- Re-focusing NVA on academic performance (and now STEM principles)
- Embracing educational reform and innovation
- Replacing half of the Governing Council members
- The search for new administrative leadership (new NVA Principal)

With this unified leadership team now in-place, NVA is re-evaluating how we can ensure the most appropriate measurements - particularly in regard to short-cycle instruments. Implementation of these new standards & performance measurements began when the new Principal arrived. This will also be a primary focus of the new GC Committee for Academics and Student performance.

4. Did the governing body conduct annual evaluations of the school's head administrator performance?

Yes No

If "No," please explain.

Yes. However, it was not until this past school year that the GC developed and approved specific "Key Result Objectives" for the school and the Principal. These KROs were created to challenge Administration to adopt much higher standards. The KROs for this past school year are as follows:

Key Result Objectives - for NVA & Principal

SY 2011 - 2012

GOAL # 1 – EXCELLENCE IN MANAGEMENT OF SCHOOL OPERATIONS

1. To successfully manage to the NVA budget.
2. To assess & present a quarterly "NVA Snap-Shot" (i.e. "State of the School")
 - School's current status.
 - Major challenges or threats.
 - Progress toward achieving KROs.

GOAL #2 – ATTRACT & MAINTAIN "WORLD CLASS" TEACHING STAFF

1. To develop and implement a performance-based, evaluation & recognition program for the NVA teaching staff.
2. To develop and implement a plan to maximize the talents & abilities of the staff.
 - Develop and provide outlets for teacher leadership (i.e. keep the "superstars").
 - Includes "best practices" program.
3. To develop and implement a plan to enhance 2-way communication with the NVA teaching staff.
4. To organize & implement a formal "go - no go" system for renewal or non-renewal of annual contracts.

GOAL #3 – EXCELLENCE OF NVA STUDENTS

1. To demonstrate the imperative of on-going "innovation" in education.
 - Innovation - the primary driver for the establishment of charter schools.
2. To improve the SBA academic performance of NVA students.
 - Identify, formalize & report on three measurements of student performance.
 - Measure and share progress in academic performance - by classroom.
 - Demonstrate initiatives specifically targeting improved SBA performance.
3. To organize and implement a plan to improve the involvement of and student support from NVA parents.
 - Demonstrate initiatives to better communicate NVA expectations to parents (i.e. mechanisms to further inform/motivate/educate - such as new formats for printed expectations / some form of "parent report card"/ parent forums, etc.).

These Key Result Objectives were utilized in SY 2011-12 to guide our efforts toward higher student performance, as well as a better operating school. Similar yearly KROs will be developed and implemented in each school year. In the current school year, NVA is utilizing the charter application process and the performance framework process to shape our annual KROs.

5. Has the governing body developed and implemented for itself a comprehensive conflict of interest policy and a code of ethics to comply with 22-8B-5.2 NMSA 1978?

Yes No

If "No," please explain.

6. Has the governing body consistently abided by its conflict of interest policy and a code of ethics through the term of the school's charter?

Yes No

If "No," please describe any infractions, deviations, and corrective actions.

Yes. The only issue which was identified as a potential conflict - was raised by the Governing council, researched and then resolved (as noted in the Governance section (#2), of this application).

7. Has the school instituted a process for dealing with complaints, made that policy clear to all stakeholders, and followed that policy, including acting in a timely fashion, on such complaints?

Yes No

If "No," please explain.

8. Has the governing body abided by its by-laws, including, but not limited to, provisions regarding member elections, removals, and filling of vacancies?

Yes No

If "No," please explain.

It should be noted that the current NVA Charter has a number of functional problems, including a number of provisions which are directly conflicting. However, even with these structural defects, the Governing Council has made compliance with the existing charter a strong priority over the past 12+ months.

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9. Has the governing body put in place a set of governing body policies that are reviewed regularly and updated as needed?

Yes No

If "No," please explain.

10. As per 22-8B-5.1 NMSA 1978, has every governing body member participated in approved, mandatory governing body training?

Yes No

If "No," please explain.

Over the past four years, NVA has not achieved full compliance regarding the annual, in-service education requirement for governance council members. In fact, prior to 12+ months ago, record-keeping in this area was very poor. This has been made even more difficult to complete & track, given the unusually high level of GC turnover over the past 18 months.

However, during the past 12 months, the GC has made this area a priority. As a result, compliance in this area has improved markedly. Documentation of attendance & completion for the last school year (SY 2011-12) is on-file with the GC Secretary. In addition, GC members are currently planning their 2012-13 board education - now with the active support of Administration. Compliance will continue at 100% going forward.

11. Has your governing body changed if so, how? If your governing body has changed, have you always had a sufficient number of governing body members to constitute a quorum?

Yes No

If "No," please explain.

As described earlier in this application, the Governing Council has undergone a dramatic transformation over the past year. This was a most difficult and oftentimes traumatic time for the members of the GC who led this reform effort...as well as for the teaching staff who were equally supportive. Now, however, NVA has the potential to create an amazing turnaround story...demonstrating a case-study of real-time educational reform.

From the beginning, the stated goal of this reform effort has been to shift the school out of its "Status Quo" mind-set. No longer was the GC willing to simply meet each month and approve reports. The low test performance of students, insufficient teacher guidance/support, the absence of any strategic planning, and the hunger for dynamic leadership - became the reform agenda for the Governing Council.

The result of this demand for change & reform was the resignation of one-half of the GC and an internal struggle for the future identity of the school. As a result, the number of remaining GC members was reduced to three (i.e. less than a majority). The remaining three parent-members of the GC first consulted legal counsel. They then sought and received regulatory and practical assistance from the PED staff (to assist in re-building the Governing Council).

Three new community-members were then recruited to the GC. With a new and unified GC in-place, NVA has been able to set new priorities. It has also been able to identify & hire a new results-oriented principal. These aggressive reforms by the Governing Council have already demonstrated a tangible degree of progress.

It is vitally important to the new NVA leadership team that this reform effort NOT be simply verbiage. As the saying goes: "Talk is Cheap!" This commitment to reform must result in a vastly different "Culture of Excellence" for both the students and the school. The new NVA leadership team believes that over the past 12+ months, we have demonstrated the real & visible beginnings of that resolution. With this perspective, the "B" grade which NVA received from PED this year is simply seen as a beginning.

Note: During the period that the GC did not have sufficient numbers for a quorum, the GC did not meet.

Administration

1. Did the administration develop annual plans derived from the school needs assessment, based on identified instructional weaknesses, teacher interests, and analysis of student performance outcomes?

Yes No

If "No," please explain.

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2. Has the administration developed academic and financial priorities that are responsive to, and consistent with, achieving the school's academic goals and that address deficiencies which are communicated to the school's instructional staff?

Yes No

If "No," please explain.

3. Did the school provide support and training to mentor beginning teachers (e.g., first-year mentorship program)?

Yes No

If "No," please explain.

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4. Have the administration and the governing body put into place the required PED policies?

NMAC Requirement	Completed	Board Approval Date	School and Family Support Bureau (SFSB) Approval (if applicable)
Asthma	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Safe Schools Plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10/9/12	In process
Compulsory School Attendance (Truancy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9/9/11 (revised 9/27/12)	In process
Diabetes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Emergency Drills	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Health Education	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10/9/12	In process
Wellness Policy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10/9/12	In process
Homeless Education	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Immunizations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Pest Control	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9/9/11 (Renewal 7/21/12)	
Physical Education (curriculum aligned with benchmarks and performance standards)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10/9/12	
School Athletic Equity	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		N.A.
School Health Advisory Council (SHAC)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Tobacco, Alcohol, and Drug Free School Districts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9/9/11 (Renewal 7/21/12)	In process
Dual Credit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N.A.	
Complaint Procedures	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9/9/11 (Renewal 7/21/12)	
Finance Committee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Annual - 9/27/12	
Audit Committee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Annual - 9/27/12	
Distance Learning	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10/9/12	
Conflict of Interest Policy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9/9/11 (Revised 7/21/12)	
Internal Controls	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9/9/11 (Renewed 7/21/12) & Business office procedures	
Procurement Procedures	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9/9/11 (Renewed 7/21/12) & Business Office procedures	

Nepotism	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9/9/11 (Revised 8/14/12)	
Open Meetings Act	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Charter provision (Renewed 9/11/12)	
Student Discipline Policy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9/27/12 Annual Handbooks (Staff & Student)	
Governing Body Personnel Policies	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9/9/11 (Renewed 7/21/12) Annual Handbooks	
Gifted Education Advisory Committee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9/27/12	
Student Intervention System: The Three Tier Model of Student Intervention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9/9/11 (Renewed 7/21/12) Annual Handbooks (Staff & Student)	
Please list any other policies the governing body has approved and not included on this list.			
Access to Legal Council	Extracurricular Activities	Assignments, Promotion & Retention	
Background Reports	Biased Material	Computer Use	
Confidential Information	Student Records	Delegation of Authority	
Employee education	Experience Allowance	Fundraising Projects	
Gang Activity	Gifts & Gratuities	Governance Council Power & Responsibilities	
Governance Council Training	Hazing	Leave of Duty	
Non-Discrimination	Overtime Compensation	Parliamentary Procedure	
Parent-Teacher Organization	Pledge of Allegiance	Political Activities	
Qualifications for Licensed Employees	Re-Employment & Termination	Release of Students	
Registration of Employees	Rental/Leasing of School Property	Reporting Student Behavior	
Search & Seizure	Selection of Equipment	Sexual Harassment	
Short-term Contracts	Strikes & Lock-outs	Substitute Teachers	
Travel, Per-Diem	Tutoring of Students	RIF Policy	

If any policy is checked "No," please explain.

The "Dual Credit" policy is not applicable to NVA, as we do not have such a program in our Pre-K through 8 program. In addition, the five policies which may require SFSB approval are currently in the final stages of being finalized and submitted for their review. It is believed that this review has already taken place for one or more of these five policies. However, the new NVA leadership team has had difficulty in obtaining these records. Therefore, we will re-submit, for final approval. It is important to us that this be done correctly and is finally in-place.

Curriculum

1. Is the school's curriculum aligned with New Mexico Standards and Benchmarks and do the core academic subjects contain the essential knowledge and skills that are aligned with and as rigorous as the relevant state performance standards?

Yes No

If "No," please explain.

2. Have all courses required for graduation been offered and taught over the past four years?

Yes No Not Applicable

If "No," please explain.

3. Does the school have an active Dual-Credit agreement(s) with higher education institution(s)?

Yes No Not Applicable

If "No," please explain.

Licensure

1. Has the Director/Principal/Administrator held a PED-issued administrative license over the past four years?

Yes No

If "No," please explain.

2. Have all teachers held the appropriate PED-issued license(s) for the classes that they have taught over the past four years?

Yes No

If "No," please explain.

All teachers have held the appropriate PED-issued license, except one. [REDACTED]. A mistake was made in assuming that the licensure was reciprocal. The teacher resigned and the issue was resolved.

3. Have background check authorizations and results been on file for all staff members, contractors, and instructional support providers who have had unsupervised access to students over the past four years?

Yes No

If "No," please explain.

E-Occupancy Certificate

1. Has the school maintained an Educational Occupancy (E-Occupancy) certificate for its facilities over the past four years? Include a copy of the E-Occupancy certificate in the appendix.

Yes No

If "No," please explain.

NVA has maintained an E-Occupancy certificate during the entire four year tenure of the current charter contract. A copy of this certificate is attached and included in the Appendix for Part A.

I. Petition of Support from Employees
A certified petition in support of the charter school renewing its charter status signed by not less than 65 percent of the employees in the charter school at Subsection J of 22-8B-12 NMSA 1978.

Include, as an appendix, a certified petition from not less than 65 percent of the **employees** of the charter school that indicates their support of the renewal of the charter.

A "Petition of Support" from NVA employees has been signed by more than the required 65% of school employees. This petition and the Principal's Certification Form are attached and are included in the Appendix for Part A.

III. Petition of Support from Households

A certified petition in support of the charter school renewing its charter status signed by not less than 75 percent of the households whose children were enrolled in the charter school at Subsection J of 22-8B-12 NMSA 1978.

Include, as an appendix, a certified petition in support of the charter school renewing its charter status from not less than 75 percent of the **households** whose children were enrolled in the charter school.

A "Petition of Support" from Households of NVA students has been signed by more than the required 75% of households. This petition and the Principal's Certification form are attached and are included in the Appendix for Part A.

IV. Facilities

A description of the charter school facilities and assurances that the facilities are in compliance with the requirements of Section 22-8B-4.2 NMSA 1978

Provide a letter from the Public Schools Facilities Authority (PSFA) indicating that the school facility meets the requirements at Subsection C of 22-8B-4.2 NMSA 1978. Include a copy of the letter in the appendix.

On or after July 1, 2011, a new charter school shall not open and an existing charter school shall not relocate unless the facilities of the new or relocated charter school, as measured by the New Mexico condition index, receive a condition rating equal to or better than the average condition for all New Mexico public schools for that year or the charter school demonstrates, within eighteen months of occupancy or relocation of the charter, the way in which the facilities will achieve a rating equal to or better than the average New Mexico condition index.

NVA enjoys one of the most modern and well-planned campuses in Albuquerque. The campus is currently made-up of 12 separate buildings, which includes a full-court, 3-story gymnasium. We are fortunate to have 29 classrooms, including a very large drama department (with a full stage), a library, a media center and special education rooms. The school buildings generate nearly 40,000 square feet of utilized space.

The NVA campus is comprised of approximately 6.5 acres. NVA has three separate playgrounds: Pre-K / Kindergarten, Elementary, Middle School. NVA has a full oval running-track, with circuit exercise stations ringing the entire infield. In addition to the indoor gym (Basketball, Volleyball, Indoor Soccer, Climbing Wall, etc.), there are also 4 outdoor Basketball Standards/Courts on the grounds. The final addition this past year, was the installation of an outdoor climbing wall.

Over the past two years, NVA has been actively expanding the focus of health and wellness on its campus. In a partnership with Home Depot, NVA has planted hundreds of fruit trees across the entire campus. In addition, greenhouses were also installed. Each classroom has its own specific garden area, for growing vegetables and science projects.

The facilities and campus have an E-Occupancy Certificate and NVA meets the requirements for a charter school campus. In addition, NVA has been actively involved in the "Facility Master Plan" process this past year - as supported & directed by the State. This process has provided yet one more oversight review of the facilities and campus.

A letter from the Public Schools Facilities Authority (PSFA) is attached and is included in the Appendix for Part A.

V. Term of Renewal

A statement of the term of the renewal requested, if less than five years. If a Renewal Application does not include a statement of the term of the renewal, it will be assumed that renewal is sought for a term of five years.

State the term of renewal requested if less than five years.

VI. Appendices

Provide each of the following documents as Part A Appendix:

- Financial Statement (**Budget - SY 2012 - 2013 + Graphs + Cost Comparisons**)
- E-Occupancy Certificate
- Letter from the PSFA indicating that the school facility meets the requirements of Subsection C of Section 22-8B-4.2 NMSA 1978
- Petition of Support from Employees
- Petition of Support from Households
- **"TIP" Survey (Survey Instrument - NVA Parent Input Survey)**
- **Scatter-Map Family Sourcing - (Diagram of NVA Students...Geographic Locations)**

PART A - APPENDIX

FINANCIAL STATEMENTS

Included in the icon file below (double click on icon):

1. Financial Statements of Revenues & Expenses

- Budget for SY 2012 - 13
- In a format "that is understandable to the general public"

2. Graphs illustrating "costs of administration, instruction and other categories"

- In a format "that is understandable to the general public"
- In a format "that allows comparison to other schools and comparable organizations"

3. Graphs comparing costs of North Valley Academy to Horizon Academy West & South Valley Academy

- In a format "that is understandable to the general public"
- In a format "that 'provides' comparison to other schools"



Fin Budget P&L- 2012-13.zip

NVA BUDGET 2012-2013 WITH GRAPHS

PART A - APPENDIX

E - OCCUPANCY **CERTIFICATE**

Certificate of Occupancy



County of Bernalillo

Zoning, Building and Planning Department

This Certificate is issued in accordance with the requirements of the Bernalillo County Code and certifies that at the time of issuance this structure was in compliance with County ordinances regulating building construction or use.

Owner of Building: **HORIZON ACADEMY**

Building Permit No: **BCBP 30031**

Occupancy Group: **E-1/97**

Type of Construction: **V**

Land Use Zone: **VILLAGE OF LOS RANCHOS**

Use of Building: **NEW EDUCATIONAL FACILITY**

Building Address: **7939 4TH STREET NW**

Legal Description: **MAP 27 TRS 6 15A X 15B CONT 4.33 AC**

Approved By:


Authorized Building Official

Date: **October 1, 2007**

PART A - APPENDIX

LETTER FROM:

PUBLIC SCHOOLS FACILITIES
AUTHORITY

State of New Mexico
Public School Facilities Authority



Robert A. Gorrell, Director
Tim Berry, Deputy Director

Santa Fe Office
410 Don Gaspar
Santa Fe, NM 87501
(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)

September 24, 2012

Mr. Ray Barton
North Valley Academy Charter School
7939 4th Street NW
Los Ranchos de Albuquerque, New Mexico 87114

Dear Mr. Barton:

This letter is being provided to you because North Valley Academy Charter School's (NVA) reauthorization is fast approaching and the application for that renewal is due October 1, 2012 and, pursuant to 22-8B-4.2 NMSA 1978, which states that,

the facilities of a charter school whose charter has been renewed at least once shall be evaluated, prioritized and eligible for grants pursuant to the Public School Capital Outlay Act in the same manner as all other public schools in the state; provided that for charter school facilities in leased facilities, grants may be used to provide additional lease payments for leasehold improvements made by the lessor.

The facilities that house NVA were assessed on September 9, 2008 and a weighted New Mexico Condition Index (wNMCI) score of 2.56 was generated based on that assessment. The current average wNMCI score for all public school facilities, statewide, is 22.24%.

HAW's facilities are currently ranked among all public schools in New Mexico and the school is eligible to apply for capital improvement grants from the Public School Capital Outlay Council.

If you have any questions about this information, please do not hesitate to contact PSFA. We wish you success as you navigate the charter school renewal process.

With Highest Regards,

A handwritten signature in black ink, appearing to read "Richard A. Romero".

Richard A. Romero, Facilities Specialist
Public School Facilities Authority

CC: Martica Casias, Planning & Design Manager
Kelly Callahan, Director - Options for Parents - Public Education Department

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

PART A - APPENDIX

Principal's Certification Letter

and

Petition of Support **NVA Households**

**PETITION OF SUPPORT
FROM NVA HOUSEHOLDS
(In support of NVA Charter Renewal)**

Certification from NVA Head Administrator

I am the Head Administrator of the North Valley Academy Charter School. I hereby certify that the attached petition, in support of the North Valley Academy Charter School renewing its charter, was circulated to households whose children were enrolled in our charter school.

This petition contains the signatures of 261 households. This represents 83% of the households whose children were enrolled in the North Valley Academy Charter School.

STATE OF NEW MEXICO

ss.

COUNTY OF BERNALILLO

I, Stephanie Belmore, being first duly sworn, upon oath state:

That I have read the contents of the attached petition, and my statements herein are true and accurate to the best of my knowledge and belief.



Subscribed and sworn to before me this 1ST day of October, 2012.



Notary Public

My Commission Expires:

03/13/2016

PETITION OF SUPPORT

Parents and Guardians
North Valley Academy
Students

We Support the Charter
Renewal Application of the
North Valley Academy
Charter School

Last Name	Parent	Student	Signature
Acosta	Connie Acosta	Lee Acosta Jr.	
Alvarado	Lee Acosta		
Alvarado	Maria Alvarado	Hunter Alvarado	<i>Maria Alvarado</i>
Alvarado	Luis Alvarado		
Alvarado	Manuel Alvarado	Trinity Alvarado	<i>Manuel Alvarado</i>
Amos	Olivia Alvarado		
Amos	Ian Amos	Samantha Amos	<i>Ian Amos</i>
Anaya	Andrea Amos		
Anaya	Anaya Dolly	Abigail Anaya	<i>Anaya</i>
Anaya	Samuel Anaya		
Anaya	Angelica Anaya	Catalina, Elijah Anaya	<i>Angelica Anaya</i>
Apodaca	Isidro Anaya		
Apodaca	Jennifer Apodaca	Adrianna Apodaca	<i>Jennifer Apodaca</i>
Apodaca	Matthew Toffer		
Apodaca	Carol Apodaca	Antonio Apodaca	<i>Carol Apodaca</i>
Apodaca	David Apodaca		
Aragon	Eileen Aragon	Cameron, Dakota Aragon	<i>Eileen Aragon</i>
Aragon	Paul Aragon		

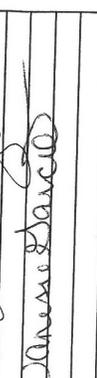
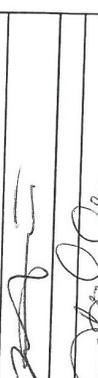
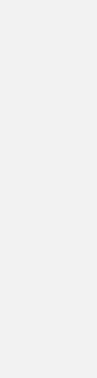
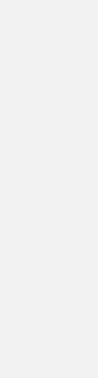
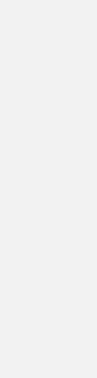
Aragon/Notah	George Aragon Virginia Notah	Damian Aragon, Lorenzo Notah	
Aragon	Renee Barela	SaVanna Aragon	
Archuleta	Christopher Archuleta Marisa Archuleta	Isaiah Archuleta	
Armentariz	Christy Armentariz	Luis Armentariz	
Baca	Luiz Armentariz Yvette Baca	Dominic Baca	
Baca	Paul Baca Stephanie Baca	Nickolas Baca	
Baca	Bou		
Baca	Felicia Martinez	Sergio Baca, Shaun Savaadra	
Barela	Janell Barela	Alexis Barela	
Barela	Pete Sedillo	Seth Barela	
Bargas	Vanessa Bargas	Amari, Mia Bargas	
Bargas	Martin Bargas		
Barranca	Susan Barranca Richard Barranca	Ashley, Paul Barranca	
Barreda	Rachel Lovato-Barreda Aron Barreda	David, Noah, Santana Barreda	
Barton	Ray Barton	Natalia Barton	
Beasley	Beasley, Monica Gregory Beasley	Maurice Beasley	
Benavidez	Alyssa Benavidez Chris Benavidez	Carissa Benavidez	
Benavidez	Louie Benavidez Teresa Benavidez	Gabriel, Louie Benavidez	
Bencomo	Eugenia Bencomo James Bencomo	Cruz, Reina Bencomo	

Benderman	Elizabeth Benderman	Ila, Maya, Leah Benderman	
Bennett	Weston Benderman		
Bink	Shawn Bennett	Renatta Bennett-Perez	<i>Wendy</i> <i>Shawn P. Bennett</i> <i>Renatta Bennett</i> <i>Bink</i>
Bloise	Delia Bennett	Joshua Bink	
Bloom	Steven Bink	Michael, Zachary Bloise	
Bourg	Danielle Bink	Haley Bloom	
Boyd	Summer Bloise	Eli, Jeanaelle Bourg	
Brazfield	Michael Bloise	Karina Boyd	
Brower	Tara Tafoya	Hannah Brazfield	<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
Buckner	Max Jr. Tafoya	Jeffrey Brower	
Bussey	Cameron Bourg	Bryce Buckner	<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
Calabaza	Loli Bourg	Lawrence Bussey	<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
Calderon	Edward Boyd	Jennifer Calabaza	<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
Calton	Nicole Forrester	Randell Calderon	<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
Campbell	Michelle Brazfield	Iyanna Calton	<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
Candelaria	Casey Brower	Ashlyn Campbell	<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
Cantu	Eric Brower	Hannah, Rebecca Candelaria	<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	Crystal Buckner	Nathan, Jonathon Cantu	<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	James Buckner		<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	Melanie Padilla		<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	Joseph Bussey		<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	Carmel Whipple		<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	Jolene Calderon		<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	Randy Calderon		<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	Dawn Calton		<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	John Calton		<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	Jennifer Campbell		<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	Marc Campbell		<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	LaTosha Candelaria		<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	Troy Sanchez		<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>
	Rhonda Cantu		<i>Michelle Brazfield</i> <i>Casey Brower</i> <i>Eric Brower</i>

Carothers	Jeremy Cantu	Jayden Carothers	
	Alex Carothers		
Castillo	Carri Carothers		
	Tyron Castillo	Lynise Castillo	
Catanzaro	Denise Cordova		
	Amanda Catanzaro	Abigail Catanzaro	
Chavez	David Catanzaro		
Chavez	Raina Luna	Elias Chavez	
Chavez	Monica Chavez	Faith, Lilia Chavez	
Chavez	Paul Chavez		
Chavez	Rebecca Chavez	Jacob Chavez	
Chavez	Richard Chavez	Merissa Chavez	
	Rose Chavez		
Chavez	Debra Chavez	Rayann Chavez	
	Michael Chavez		
Chavez-Hernandez/Nu	Cecilia Hernandez	Christina Chavez-	
	George Nunez	Hernandez, Annaliese	
Chesley	Ramona Chesley	Nunez	
	Michael Chesley	Isabella Chesley	
Cintron	Jasmin Cintron	Alexis, Caleb Cintron	
	Jeremy Cintron		
Clark	Brian Clark	Jordan Clark	
	Michele Clark		
Clay	Devon Clay	Emerald Clay	
Clevenger	Coleen Clevenger	Kiera Clevenger	
	Ryan Clevenger		
Cockerham/Reynolds	Gloria Cockerham	James, Jayden Cockerham,	
	James Cockerham	Brianna Reynolds	

Coleman-Molina	Patricia Coleman	Jacob Coleman-Molina	<i>J.P. Coleman</i>
Coraci	Amy Coraci	Alexis, Mariah Coraci	<i>Alexis Mariah Coraci</i>
Cordova	Matthew Coraci		
	Sharon Baca Herrera	Jade, Jordan Cordova	<i>Sharon Baca Herrera</i>
Currell	Christopher Cordova		
	David Ruckel	Genevieve Currell	<i>Genevieve Ruckel</i>
	Rebecca Ruckel		
DePoy	Jason DePoy	Aidan, Alyssa, Livia DePoy	<i>Jason DePoy</i>
	Marlene DePoy		
Deve	Jessica Deve	Emma Deve	<i>Jessica Deve</i>
	Mitch Deve		
DeVolk	Thresa Devolk	Alaina, Angelina, Daniel DeVolk	
DeWall	Garia DeWall	Devin DeWall	<i>Thresa DeVolk</i>
	Chad DeWall		<i>Chad DeWall</i>
Dewitt-Cisneros	Matthew DeWitt-Cisneros	Andrew, Matthew, Rachel Dewitt-Cisneros	<i>Matthew DeWitt-Cisneros</i>
	Rachael DeWitt-Cisneros		
Diaz	Marissa Diaz	Nathan Diaz	<i>Rachael DeWitt-Cisneros</i>
	Michael Diaz		
Doby	Jennifer Jansson	Steven Doby	<i>Jennifer Jansson</i>
	Robert Doby		<i>Robert Doby</i>
Douglas	Nancy Douglas	Joshua Douglas	<i>Nancy Douglas</i>
	James Douglas		
Driskell	Stacey Driskell	Lillian Driskell	
	Tammy Bensch		
Duneman	Donald Duneman	Derek, Emily, Isabella Duneman	<i>Donald Duneman</i>
	Stephanie Duneman		
Elliot	Jennifer Elliot	Tyler Elliot	<i>Stephanie Duneman</i>
	Robert Elliot		
Ellis	Michael Ellis	Joshua Ellis	<i>Robert Elliot</i>
			<i>Michael Ellis</i>

Erwin	Scott Richard Erwin	Ian Erwin	<i>[Signature]</i>
Espinoza	Kimberley Erwin	Alana, Jouric Espinoza	<i>[Signature]</i>
Esquivel-Lane	David Espinoza	Logan Esquivel-Lane	<i>[Signature]</i>
Fagan	Amy Espinoza	Frank Fagan	<i>[Signature]</i>
Faith	Erica Esquivel	Jayden Faith	<i>[Signature]</i>
Fernandez	Donavan Lane	Wesley Fernandez	<i>[Signature]</i>
Fichtner	Maria Fagan	James Fichtner	<i>[Signature]</i>
Flores	Andrew Fagan	Danessa Flores, Denton Irvin	<i>[Signature]</i>
Foran	Chris Faith	Xavier Foran	<i>[Signature]</i>
Ford	Amy Hayward	Alex, Mason Ford	<i>[Signature]</i>
Franks	Bernadette Fernandez	Kendell Franks	<i>[Signature]</i>
Fuentes	Kara Fichtner	Antonio Fuentes	<i>[Signature]</i>
Gabrielle	Chris Fichtner	Andrew Gabrielle	<i>[Signature]</i>
Galindo	Sherri Schoenberger	Esperanza Galindo	<i>[Signature]</i>
Gallegos	Carmelita Torres	Daniel Gallegos	<i>[Signature]</i>
Gallegos	Marcus Foran	Donavan Gallegos	<i>[Signature]</i>
Gallegos	JoAnna Ford	Emily, Noah Gallegos	<i>[Signature]</i>
Gallegos	Michael Ford	Marquiza, Rayes Gallegos	<i>[Signature]</i>
Gallegos	Cynthia Saavedra		
Gallegos	Domingo Fuentes		
Gallegos	Krista Galindo		
Gallegos	Chelsea Gabrielle		
Gallegos	Phil Baca		
Gallegos	Krista Galindo		
Gallegos	Domingo Fuentes		
Gallegos	Melanie Padilla		
Gallegos	Hank Gallegos		
Gallegos	Adrianna Gallegos		
Gallegos	Patricia Gallegos		
Gallegos	John Gallegos		
Gallegos	Martin Gallegos		

Gallegos	Angelica Gallegos	Savana Gallegos	
Gallegos	Alexandra Gallegos	Shawn Gallegos	
Gallegos	Robert Gallegos	Andrea Gamboa	
Gamboa	Renee Gallegos	Camden, Erin Garbett	
Gamboa	Jason Gallegos	Carlos, Gabrielle, Olivia Garcia, Ashton Sykes	
Gamboa	Socorro Gamboa	Elijah Garcia, Angelica Ornelas	
Garbett	Humberto Gamboa	Florent, Keane Garcia	
Garbett	Angleina Garbett	Isabella Garcia	
Garbett	Steven Garbett	Destiny Garcia-Benavidez	
Garcia/Sykes	Joepaul Garcia	Christina, Isaac, Noella Garcia-Soberanez	
Garcia/Sykes	Trielle Sykes	Shawn Gilbert	
Garcia	Veronica Torres-Garcia	Rodney Giroir	
Garcia	James Garcia	Gabriel, Valerie Gmyr	
Garcia	Gretchen Garcia	Alexandria Gonzales	
Garcia	James Garcia		
Garcia	Christina Garcia		
Garcia	Samuel Garcia		
Garcia-Benavidez	Vanessa Garcia		
Garcia-Benavidez	Alyssa Benavidez		
Garcia-Benavidez	Chris Benavidez		
Garcia-Soberanez	Vanessa Garcia		
Garcia-Soberanez	Tito Soberanez		
Gilbert	Michael Gilbert		
Gilbert	Jennifer DaCamara		
Giroir	Helen Arce		
Gmyr	Daniel Gmyr		
Gmyr	Karen Gmyr		
Gonzales	Max Gonzales		
Gonzales	Andrea Gonzales		

Gonzales	Cheryl Anzures	Juan Gonzales	<i>Rosmary August</i>
Gonzales	Roxanne Gonzales	Nathaniel, Alexis Gonzales, Elijah Martinez	<i>Roxanne Gonzales</i>
Good	Isaac Martinez	Jordan Good	
Good	Kayleena Ellis	Joshua Good	
	Lindsey Good		
	Giles Good		
Goodridge	Kristye Grissom	Jasmine Goodridge	<i>Michelle Goodridge</i>
	Victor Goodridge		
Granone	Kerilyn Granone	Nicole Granone	<i>Michelle Granone</i>
	Jeff Granone		
Grenko-Sanchez	Sherry Sanchez	Simonita Grenko-Sanchez	<i>Sherry Sanchez</i>
	Mike Grenko		
Griego	Sauntino Griego	Dominic Griego	
	Alexis Camerina		
Griego	Cynthia Griego	Iliana Griego	
	Benito Griego		
Griego-Luna	Barbara Griego	Dominique, Jayme Griego- Luna	<i>Justina</i>
	Daniel Serna		
Griffith	Corrie Griffith	Kannon Griffith	
	Sherise Rose		
Gurule	Brenda Gurule	Liana Gurule	<i>Brenda Gurule</i>
	Armando Gurule		
Gutierrez	Angela Mares	Andres Gutierrez	
	Michael Gutierrez		
Gutierrez/Pena	Cecilia Pena	Krysianna Gutierrez, Dominic, Naveah Pena	<i>Cecilia Pena</i>
	Anthony Pena		
Gutierrez	Betty Gutierrez	Natalie Gutierrez	<i>Betty Gutierrez</i>
Gutierrez	Michelle Gutierrez	Noah Gutierrez	<i>Michelle Gutierrez</i>
Hale	Aimee Hale	Annabelle, Iris Hale	<i>Aimee Hale</i>

Haley	Luke Hale	Maya, Taja Haley	<i>Maya Haley</i>
Harker	Kevin Haley	Hannah Harker	<i>Hannah Harker</i>
Harris	Denise Gonzales	Isaiah Harris	<i>Isaiah Harris</i>
Herbert	Bryan Harker	Alexis Herbert	<i>Alexis Herbert</i>
Hernandez	Carla Harker	Antonio Hernandez	<i>Antonio Hernandez</i>
Hewitt	Valarie Carrillo	Auric Hewitt	<i>Auric Hewitt</i>
Holguin	JR Oldhorn	Dante, Diego Holguin	<i>Dante, Diego Holguin</i>
Hrasky	Ingrid Michael	Ian, Quincy, Ripley Hrasky	<i>Ian, Quincy, Ripley Hrasky</i>
Humphreys	Sonia Brackeen	Hannah Humphreys	<i>Hannah Humphreys</i>
Irvin	Allen Hewitt	Destiney Irvin	<i>Destiney Irvin</i>
Izzolo	Eddie Holguin	Isabella, Izaiah Izzolo	<i>Isabella, Izaiah Izzolo</i>
Jacobs	Joanne Baca de Holguin	Preston Jacobs	<i>Preston Jacobs</i>
Jarrett	Kassandra Hrasky	Conner Jarrett	<i>Conner Jarrett</i>
Jimenez	Carlie Humphreys	Naomi Jimenez	<i>Naomi Jimenez</i>
Jinzo	Jesse Humphreys	Ariel Jinzo	<i>Ariel Jinzo</i>
Johnson	Elizabeth Horek	Alexander Johnson	<i>Alexander Johnson</i>
Johnson	Olivia Izzolo	Tannyn Johnson	<i>Tannyn Johnson</i>
Jones	Justin Izzolo	Allie Jones	<i>Allie Jones</i>
	Tanya Bachicha		
	Preston Jacobs Sr.		
	Shanna Jarrett		
	Greg Jarrett		
	Jeanice Gutierrez		
	Jose Lovato		
	Richard Jinzo		
	Eleanor Molina		
	Cindi Johnson		
	Edwin Johnson		
	Clair Johnson		
	Isaiah Johnson		
	Eric Jones		

Jones	Sarah McGarvey	Casien Jones, Josiah	<i>Sarah McGarvey</i>
Jones	Candice Marquez	Marquez	<i>Melba Maez</i>
Jones	Seth Jones	Kelsen Jones	<i>Desiree Jones</i>
Jones	Desiree Jones		
Jones	Heather Stephens Jones	Melody Jones	<i>Heather Jones</i>
Jones	Travis Jones Sr.	Travis Jones Jr.	<i>Travis Jones Sr.</i>
Juarez	Sheena Hawkins		
Juarez	Ruben Juarez	Armando Juarez	<i>Armando Juarez</i>
Juarez	Sandie Valdez		
Juarez	Lisa Juarros	Alejandro Juarros	<i>Lisa Juarros</i>
Juarez	David Juarros		
Juarez	Maria Jurado	Annett Juardo	<i>Maria B. Jurado</i>
Kebe	Jose Jurado		
Kebe	Marissa Kebe	Amani, Coby Kebe	<i>Marissa Kebe</i>
Keith	Abdul Kebe		
Keith	Michael Keith	Jessica-Noel Keith	
Kotoski	Tim Kotoski	Andrew Kotoski	<i>Tim Kotoski</i>
Kotoski	Candi Kotoski		
Kubiak	Melissa Kubiak	Anatazia, Izabella, Jazon	<i>Melissa Kubiak</i>
Kubiak	Peter Kubiak	Kubiak	
Lally	Patricia Candelaria	Samual Lally	<i>Patricia Candelaria</i>
Landrum	Tammy Landrum	Livia Landrum	
Lange	Ginger Lange	Josiah, Mario, Samuel	<i>Ginger Lange</i>
Lange	Jason Lange	Lange	
Large	Mario Large	Angelica, Celina, Joseph	<i>Mario Large</i>
Large	Kristen Manzanares	Large	
LeFebre	Michelle LeFebre	Jacob, Jeremy LeFebre	<i>Michelle LeFebre</i>
LeFebre	Angelo LeFebre		

Leyba	Alan Leyba	Luke Leyba	<i>Al Leyba</i>
Liming	Victoria Leyba	Evan, Noah Liming	<i>Kristin Schwartz</i>
Lindsey	Kristin Schultz	Ashton Lindsey	<i>Ashton Lindsey</i>
Lopez	Lee Liming	Timothy Alberto Lopez	<i>Timothy Lopez</i>
Lopez	Kristopher Lindsey	Francisco Lopez	<i>Francisco Lopez</i>
Lopez	Rebecca Arnold	Jonathon Lopez	<i>Jonathon Lopez</i>
Lopez	Linda Moya	Jazmine Lopez-Duran	
Lopez	Manuel Eylicio	Juliana Lovato	<i>Jose Lovato</i>
Lopez	Michelle Lopez	LeAndra Loya	<i>LeAndra Loya</i>
Lopez	Frank Lopez	Yusaleth Lozano	
Lopez	Valerie Jaramillo Lopez	Hilario Lucero	<i>Hilario Lucero</i>
Lopez-Duran	Julian Lopez	Madison Lucero	<i>Madison Lucero</i>
Lovato	Lourdes Duran de Sanchez	Madison, Marlei Lucero	<i>Madison, Marlei Lucero</i>
Loya	Reynaldo Sanchez	James, Jesse Lyon	<i>James, Jesse Lyon</i>
Lozano	Naomi Jimenez	Matthew Madrid	
Lucero	Jose Lovato	Mia Madrid	<i>Mia Madrid</i>
Lucero	Andy Loya	Melynda Madrid	
Lucero	Rachel Gallegos		
Lucero	Yusaleth Vasquez		
Lucero	Ricardo Lozano		
Lucero	Olivia Lucero		
Lucero	Hilario Lucero		
Lucero	Bonnie Bessom		
Lucero	Greg Lucero		
Lyon	Elizabeth Lucero		
Madrid	Michael Lucero		
Madrid	Danielle Lyon		
Madrid	Dan Lyon		
Madrid	Frank Madrid		
Madrid	Annette Rodarte-Chavez		
Madrid	Michael Madrid		
Madrid	Melynda Madrid		

Madrid-Parks	Cory McGuinn-Parks	Destiny, Kristiana Madrid-Parks	
Mai	Randi Klein	Mark Mai	<i>Karime Mai</i>
Maldonado	Robert Mai	Sysco, Ezekiel Maldonado	<i>Ezekiel Maldonado</i>
	Katherine Mai	Mac, Mari, Miles	<i>Mari Miles</i>
	Bernadette Gonzales	Manzanares	
	Joseph Gonzales	Evey, Abby Markham-Sandoval	
Manzanares	Manzanares, Lena	David Ray Marquez	
	Ed Manzanares	DaVinci Marquez	
Markham-Sandoval	Amy Markham	Rio Marquez, Tristanne	
	Matt Sandoval	Marquez-McKillip	<i>Tristanne Marquez</i>
Marquez	Antionette Perez	Christina Martinez	<i>Christina Martinez</i>
	Leon Marquez	David Martinez	
Marquez	Vanity Gates	Esilin Martinez	<i>Esilin Martinez</i>
	Leon Marquez	Jeremiah, Makayla, Naveah	
Marquez	Maria Marquez	Martinez	
Martinez	Josephine Martinez	Jordan Martinez	
Martinez	Cynthia Griego	Sara Martinez	
	Rogelio Martinez		
	Benito Griego		
Martinez	Anthony Yotter		
	Angie Nunez-Yotter		
Martinez	Christina Vigil		
	Miguel Martinez		
Martinez	Lysa Martinez		
	William Davis		
Martinez	Patrick Martinez		
	Jessica Martinez		

Martinez-Baca	William Baca	Emmanuel, Rebecca Martinez-Baca	<i>William Baca</i>
Martinez-Murphy	Judith Baca		<i>Judith Baca</i>
Mascone	Angelica Martinez	Aidan Martinez-Murphy	<i>Angelica Martinez</i>
	Mary Jane Mascone	Charles, Paul Mascone	<i>Paul Mascone</i>
	Paul Sena		
Mather	Jennifer Mather	Mia Mather	<i>Jennifer Mather</i>
	Nick Mather		<i>Nick Mather</i>
Mayberry	Rosemary Mayberry	Evan Mayberry	<i>Rosemary Mayberry</i>
	Dale Mayberry		<i>Dale Mayberry</i>
McCall	Aquilla McCall	Evan McCall	<i>Aquilla McCall</i>
	Chelsea Gabrielle		<i>Chelsea Gabrielle</i>
McGrew	Jasmine McGarvey	Aden McGrew	<i>Jasmine McGarvey</i>
	Jason McGrew		<i>Jason McGrew</i>
McNaughton	Jerome McNaughton	Everton McNaughton	<i>Jerome McNaughton</i>
	Samaiya Sterling-McNaughton		<i>Samaiya Sterling-McNaughton</i>
Medina/Patten	Anthea Fleming	Logan Medina, Christian Patten	<i>Anthea Fleming</i>
	Josh Patten		<i>Josh Patten</i>
Mestas	Dana Mestas	Timothy Mestas	<i>Dana Mestas</i>
	Rosa Hurley		<i>Rosa Hurley</i>
Miera-Moseley	Lee Moseley	Alberto, Marie Miera- Moseley	<i>Lee Moseley</i>
	Debbie Miera-Walck		<i>Debbie Miera-Walck</i>
Montano	Melissa Montano	Adrian, Izaih Montano	<i>Melissa Montano</i>
	Gilbert Montano		<i>Gilbert Montano</i>
Montano	Martha Montano	Ava, Estrella Montano	<i>Martha Montano</i>
	Chuck Montano		<i>Chuck Montano</i>
Montoya	Angelo Montoya	Analycea, Andres, Ariana, Anika Montoya	<i>Angelo Montoya</i>
	Alicia Montoya		<i>Alicia Montoya</i>
Montoya	Brandie Montoya	Cameron Montoya	<i>Brandie Montoya</i>

Montoya	Chris Montoya	James, Ramon Montoya	<i>[Signature]</i>
Montoya	Theresa Montoya	Matthew Montoya	<i>[Signature]</i>
Morales	Adrian Montoya	Saidah Morales	<i>[Signature]</i>
Mulryan	Melissa Hernandez	Abigale, Frank, Natalie	<i>[Signature]</i>
Naegele/Silos-Autry	Bennie Montoya	Mulryan	<i>[Signature]</i>
Nash	Leticia Morales	Jazmyn Naegele, Tristan	<i>[Signature]</i>
Nightingale	Gary Mulryan	Silos-Autry	<i>[Signature]</i>
Nunez	Mary McGuiggin	Aden Nash	<i>[Signature]</i>
Ortega	Tania Silos-Autry	Cedric Nightengale	<i>[Signature]</i>
Ortiz	Matthew Naegele	Isaiah Nunez	<i>[Signature]</i>
Ortiz	Chad Autry	Cristobal Ortega	<i>[Signature]</i>
Padilla	Robert Thompson	Alexandria, Alicia Ortiz	<i>[Signature]</i>
Padilla	Heidi Thompson	Araceli, Ariana Ortiz	<i>[Signature]</i>
Padilla	Marcia Pineda	Connor, Emma Padilla	<i>[Signature]</i>
Padilla	Julies Nightingale	Jazmine, Marissa Padilla	<i>[Signature]</i>
Padilla	Bobby Nunez	Mazzarea Padilla	<i>[Signature]</i>
Padilla	Cruz Torres	Sharia Pedraza	<i>[Signature]</i>
Padilla	Brenda Torres	Tyler, Jakob Pennebaker	<i>[Signature]</i>
Padilla	Evangelina Ortiz		
Padilla	Rafael Ortiz		
Padilla	Abigail Chavez		
Padilla	Elias Ortiz		
Padilla	Julie Padilla		
Padilla	Adam Padilla		
Padilla	Michael Padilla		
Padilla	Julie Lopez		
Padilla	Mamie Padilla		
Padilla	Miguel Padilla		
Padilla	Sarah Abrams		
Padilla	John Pennebaker		

Perea Phy	Tiffany Pennebaker Michelle Pizarro Perea Jennifer Phy	Nicholas, Brianna Perea Lenore Phy	<i>Nicholas Perea</i> <i>Lenore Phy</i>
Pineda-Harris	Joseph Phy Steve Harris	Marcus, Stephen Pineda- Harris	<i>Stephen Pineda</i> <i>Steve Harris</i>
Pipkin	Christina Pipkin Josh Pipkin	Kina, Noah, Zachary, Pipkin	<i>Christina Pipkin</i> <i>Josh Pipkin</i>
Pizarro	Erik Pizarro Nancy Taylor	Integrity, Noble, Serenity Pizarro	<i>Erik Pizarro</i> <i>Nancy Taylor</i>
Porter	Stefanie Porter Daniel Porter	Mychele, Ashley Porter	<i>Stefanie Porter</i> <i>Daniel Porter</i>
Potts	Rebecca Ramirez John Potts	Jane, Janessa Potts	<i>Rebecca Ramirez</i> <i>John Potts</i>
Powell Preston	Kathryn Watkins Grant Preston Karen Preston	Samara Powell Gracin Preston	<i>Kathryn Watkins</i> <i>Grant Preston</i> <i>Karen Preston</i>
Pretty Paint	Erin Atwood Adrian Yazzie	Hailee, Myrisa Pretty Paint	<i>Erin Atwood</i> <i>Adrian Yazzie</i>
Ramirez	Guadalupe Nicolas Alejandro Ramirez	Alejandra Ramirez	<i>Guadalupe Nicolas</i> <i>Alejandro Ramirez</i>
Ramirez	Sylvia Ramirez Joseph Apodaca	Annamarie, April Ramirez	<i>Sylvia Ramirez</i> <i>Joseph Apodaca</i>
Ramirez Ramos	Michelle Ramirez Derrick Ramos	Jerusalem Ramirez Dominic, Krystina Ramos	<i>Michelle Ramirez</i> <i>Derrick Ramos</i>
Ranieri	Raven Reed Marcello Ranieri	Ellie, Marcello Ranieri	<i>Raven Reed</i> <i>Marcello Ranieri</i>
Red Thunder	Suzanne Ranieri Ashley Red Thunder Ian Red Thunder	Aaliyah Red Thunder	<i>Suzanne Ranieri</i> <i>Ashley Red Thunder</i> <i>Ian Red Thunder</i>

Perea Phy	Tiffany Pennebaker Michelle Pizarro Perea Jennifer Phy	Nicholas, Brianna Perea Lenore Phy	<i>Nicholas Perea</i> <i>Lenore Phy</i>
Pineda-Harris	Joseph Phy Steve Harris	Marcus, Stephen Pineda- Harris	<i>Stephen Pineda</i> <i>Steve Harris</i>
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Ramirez	Sylvia Ramirez Joseph Apodaca	Annamarie, April Ramirez	<i>Sylvia Ramirez</i> <i>Joseph Apodaca</i>
Ramirez Ramos	Michelle Ramirez Derrick Ramos	Jerusalem Ramirez Dominic, Krystina Ramos	<i>Michelle Ramirez</i> <i>Derrick Ramos</i>
Ranieri	Raven Reed Marcello Ranieri Suzanne Ranieri	Ellie, Marcello Ranieri	<i>Raven Reed</i> <i>Marcello Ranieri</i> <i>Suzanne Ranieri</i>
Red Thunder	Ashley Red Thunder Ian Red Thunder	Aaliyah Red Thunder	<i>Ashley Red Thunder</i> <i>Ian Red Thunder</i>

Rose	Ginnie Rose	Benjamin, Gregory, Jessica Rose	
Rowland	Gregory Rose		
	Bryan Rowland	Ryan Rowland	
	Nadine Rowland		
Ruiz	Jennifer Ruiz	Jazmine Ruiz	
	Jason Ruiz		
Sais-Lucero	Michelle Sais-Lucero	Mya Sais-Lucero	
	Anthony Lucero		
Saiz	Martin Saiz	Alyiah Saiz	
Salmon	Theresa Salmon	Grace, McKenna Salmon	
	Jack Salmon		
Sanchez	Jessica N. Geoffrion	Angelyssa, Matthew, Joseph Sanchez	
	Fidel Ayon		
	Joseph M. Sanchez		
Sanchez	Cynthia Sanchez	Cynthia, Brannndi Sanchez	
	Ray Sanchez		
Sanchez	Freddy Sanchez	Cruz, Diego Sanchez	
	Stephanie Sanchez		
Sanchez	Javiar Sanchez	Destiny Sanchez	
	Ebonie Bogdan		
Sanchez	Laura Vasquez	Isaac Sanchez	
Sanchez	Pam Sanchez	Veronica Sanchez	
	Ronnie Sanchez		
Sandhu	Harvender Sandhu	Kushpreet Sandhu	
	James McLaughlin		
Sands	Iris Sands	Kiera, Thaden Sands	
	Timothy Sands		
Santa Ana	Kalyn Santa Ana	Alyssa Santa Ana	
	Joey Santa Ana		
Schatzman	Monica Walsh	Timothy Schatzman	

Schmidt	Thomas Ruiz	Ava, Jacob Schmidt	<i>[Signature]</i>
Sears	Sharon Salazar-Schmidt	Arthur Sears	<i>[Signature]</i>
Sedillo	Charles Schmidt	Destiny Jasmine, Robert, Xzavier Sedillo	<i>[Signature]</i>
Silva	Jodi Sears	Vanessa Silva	<i>[Signature]</i>
Sisneros	Donald Sears	Gabrielle, James Paul Sisneros	<i>[Signature]</i>
Sisneros	Mary Homan	Isaiah Sisneros	<i>[Signature]</i>
Solis	Jim Homan	Astrid, Isaac Solis	<i>[Signature]</i>
Stack	Lorraine Sanchez	Steven Stack	<i>[Signature]</i>
Stone	Corinne Sisneros	Robert, Rylee Stone	<i>[Signature]</i>
Swapp	Ray James Sisneros	James, Sydney Swapp	<i>[Signature]</i>
Szulc	Cynthia Sisneros	Haiden, Reagan Szulc	<i>[Signature]</i>
Tafoya	Mario Sisneros	Alejandro Tafoya	<i>[Signature]</i>
Tafoya Tena	Mario Sisneros	Ethan Tafoya	<i>[Signature]</i>
Torres	Mario Solis	Adan, Jude Tena	<i>[Signature]</i>
Torres	Rafaela Solis	Cyan, Isaac Torres	<i>[Signature]</i>
Torres	Amy Stack	Eva Torres	<i>[Signature]</i>
	Casey Stone		
	Jennifer Stone		
	Jim Swapp		
	Deborah Swapp		
	Tad Szulc		
	Toni Bisio Szulc		
	Alma Delgado		
	Chris Tafoya		
	Leanna Chavez		
	Miguel Tena		
	Adelle Tena		
	Jo Dronet		
	Barbara Garcia		
	Andrea Torres		
	Dave Torres		

Torres	Carla Torres	Isatah Torres	<i>Carla Torres</i>
Treisman	Sammy Torres	Aaron, Alexander Treisman	<i>Aaron Treisman</i>
Trinkhaus	Kimberly Treisman	Kailey, Jordyn Trinkhaus	<i>Jordyn Trinkhaus</i>
Trujillo	Brett Williams	Jaycob, Adam Trujillo	<i>Adam Trujillo</i>
Trujillo	Jennie Trinkhaus	Jessalyn Trujillo	<i>Jessalyn Trujillo</i>
Trujillo	Marvin Trinkhaus II	Nehemiah Trujillo	<i>Nehemiah Trujillo</i>
Trujillo	Barbara Trujillo	Penelope Trujillo	<i>Penelope Trujillo</i>
Trujillo	Chris Trujillo	Jordan Tucker	<i>Jordan Tucker</i>
Tucker	Stephanie Trujillo	Mia, Ian Urioste	<i>Mia, Ian Urioste</i>
Urioste	Salomon Trujillo	Anastasia Valdez	<i>Anastasia Valdez</i>
Valdez	Annette L Esperance	Jamie Valdovinos-Villanueva	<i>Jamie Valdovinos-Villanueva</i>
Valdez	Richard Trujillo	Devin Valles	<i>Devin Valles</i>
Valdovinos-Villanueva	Erika Hernandez	Victoria Vargas	<i>Victoria Vargas</i>
Valles	Michael Trujillo	Alejandro Vasquez-Mercado	<i>Alejandro Vasquez-Mercado</i>
Vargas	Dennell Tucker	Isaac, Daniel Vigil	<i>Isaac, Daniel Vigil</i>
Vasquez-Mercado	Alec Urioste	Nikolia, Emerson Vogler	<i>Nikolia, Emerson Vogler</i>
Vigil	Amanda Brown		
Vogler	Angela Valdez		
	Luciano Valdez		
	Guillermina Villanueva		
	Jorge Valdovinos		
	Frances Valles		
	Joseph Valles		
	Ramona Archibeque		
	Lawrence Vargas		
	Maricela Vazquez		
	Ernest Vigil		
	Stephanie Layne		
	Shelley Vogler		
	Eric Vogler		

Walsh	Brian Walsh	Rachel Walsh
Washburn	Norma Walsh	
Wenger	Jeanne C Washburn	
Wheeler	David D Washburn	
Wilcox	Theresa Johnson	
	Kendra Montoya	
	Jennifer Wilcox	
	Javier Higuera	
Winkler	Julie Winkler	Josiah Winkler
	Jason Winkler	
Winter	Stephanie Winter	Dante Winter
	Jonah Winter	
Woody	Arian Woody	Tzion Woody
Woolcott	Christopher Woolcott	Carolyn, Phoenix Woolcott
	Jennifer Woolcott	
Worker	April Worker	Bastian, Hannah Worker
	Andrew Worker	
Zamora	Claudia Zamora	Ana Sophia Zamora
	Gilberto Zamora	
Zapata	Ramona Garcia	Saul Zapata
	Ruben Dominguez	

[Handwritten signature]

Vigil Izacua

Vigil Taylor

Morris Wyatt

GUARDIADO Joseph

CERVANTES Rene

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

PART A - APPENDIX

Principal's Certification Letter

and

Petition of Support **NVA Employees**

**PETITION OF SUPPORT
FROM NVA EMPLOYEES
(In support of NVA Charter Renewal)**

Certification from NVA Head Administrator

I am the Head Administrator of the North Valley Academy Charter School (NVA). I hereby certify that the attached petition, in support of the North Valley Academy renewing its charter, was circulated to all NVA employees.

There are 44 persons employed by North Valley Academy. This petition contains the signatures of 44 employees. This represents 100% of the NVA employees.

STATE OF NEW MEXICO

SS.

COUNTY OF BERNALILLO

I, Stephanie Belmore, being first duly sworn, upon oath state:

That I have read the contents of the attached petition, and my statements herein are true and accurate to the best of my knowledge and belief.



Subscribed and sworn to before me this 1st day of October, 2012.



Notary Public

My Commission Expires:

03/13/2016

PETITION OF SUPPORT

North Valley Academy

FACULTY & STAFF

We support the charter renewal application- of The North Valley Academy

LastName	FirstName	Signature
Andujo	Arturo	<i>Arturo Andujo</i>
Armijo	Abby	<i>Abby Armijo</i>
Atencio	Pauline	<i>Pauline Atencio</i>
Beasley	Monica	<i>Monica Beasley</i>
Belmore	Stephanie	<i>Stephanie Belmore</i>
Brothers	Kimberly	<i>Kimberly Brothers</i>
Brown	Summer	<i>Summer Brown</i>
Casey	Nicole	<i>Nicole Casey</i>
Catanzaro	Amanda	<i>Amanda Catanzaro</i>
Cavellier	Candace	<i>Candace Cavellier</i>
Clark	Michele	<i>Michele Clark</i>
Craig	Terri	<i>Terri Craig</i>
Doherty	Linda	<i>Linda Doherty</i>
Evridge	Billy	<i>Billy Evridge</i>
Flink	Eve	<i>Eve Flink</i>
Ghelfi	Kaitlin	<i>Kaitlin Ghelfi</i>
Gleason	Sarah	<i>Sarah Gleason</i>
Godard	Lance	<i>Lance Godard</i>
Green	Randall	<i>Randall Green</i>
Hobbs	Jennifer	<i>Jennifer Hobbs</i>
Holland	Linda	<i>Linda Holland</i>
Humphrey	Nicole	<i>Nicole Humphrey</i>

Jackson	Tamara	Tamara A. Jackson
Kotoski	Candi	Candace D. Kotoski
Lopez	Paula	Paula C. Lopez
Manzanares	Magdalene	Magdalene S. Manzanares
McConnell	Kristen	Kristen McConnell
McConnell	Susan	Susan McConnell
Michael	Dunagan	Contractor
Morett	Angelique	Angelique Morett
Pattison	Suzanne	Suzanne Pattison
Payne	Kathleen	Kathleen Payne
Pettit	Michael	Michael Pettit
Pina	Sarah	Sarah Pina
Reid	Jayma	Jayma Reid
Roback	Melissa	Melissa F. Roback
Romero	Ramona	Ramona Romero
Rose	Sally	Sally Rose
Sanchez	Angela	Angela Sanchez
Sorci	Denise	Denise E. Sorci
Trujillo	Amanda	Amanda Trujillo
Wilkening	Brian	Brian Wilkening
Worker	April	April Worker
Yazzie	Tilly	Tilly Yazzie

PART A - APPENDIX

NVA "TIP" SURVEY **(Team-mate Input)**

SY 2011-2012

"TIP SURVEY"

NVA Team-mate InPut Form

NVA's Greatest Strength(s): _____

NVA's Largest Weakness(es): _____

Your "Dream" for NVA is: _____

If you could start with a "blank sheet of paper"- you would start designing NVA with:

The new MISSION (i.e. purpose/attraction/reason for being) should be: _____

If you could change one thing about NVA, it would be: _____

NVA - "TIP SURVEY"

As we plan for the future, it is vital for us to understand how well we are fulfilling our mission now. With that in-mind (and that all responses should be focused on helping us move forward and solving problems), could you give us your "grade" :

(A=Excellent.....B=I'm impressed.....C=Average.....D=Not so hot.....F=Terrible).

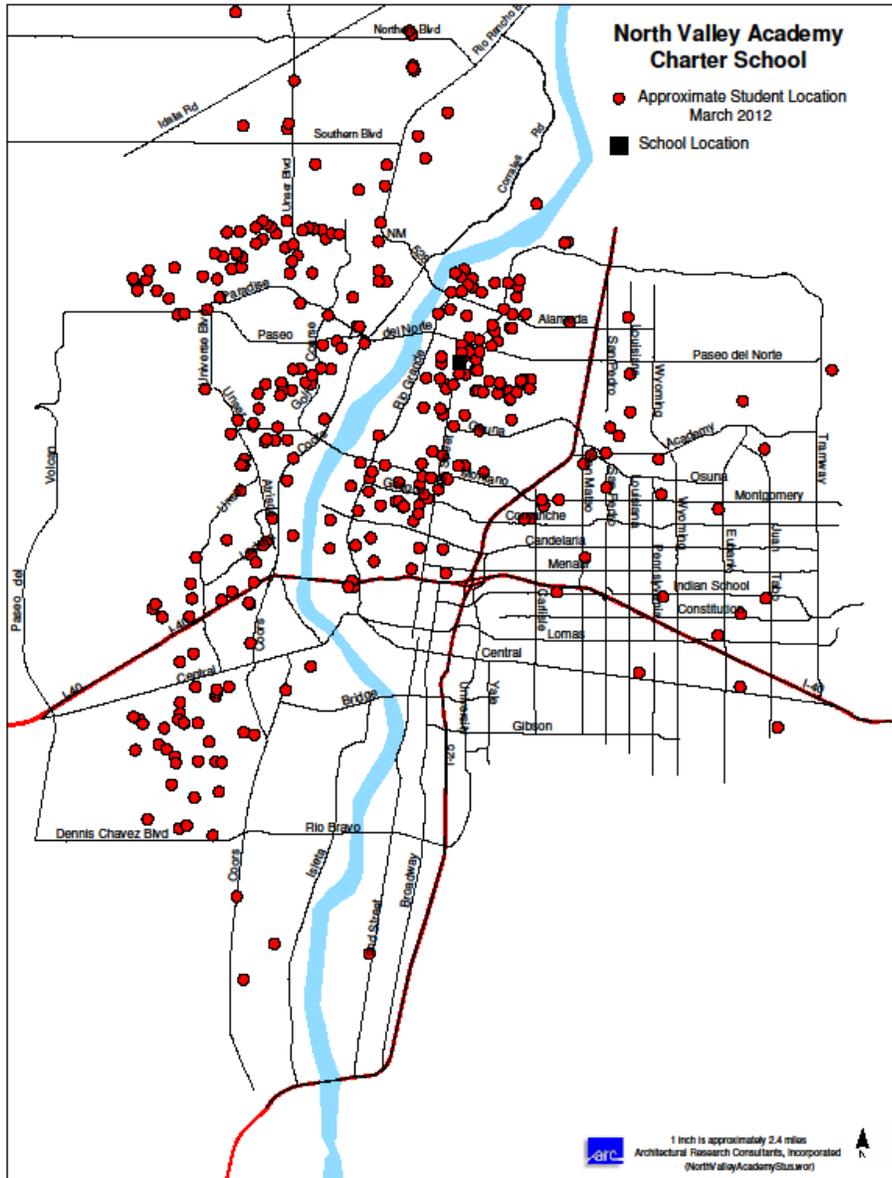
HOW ARE WE DOING IN THE FOLLOWING AREAS:

<u>Grade</u>	<u>Focus Area</u>	<u>Comment</u>
_____	= Quality of teachers	_____
_____	= Quality of Administration	_____
_____	= Communication with parents	_____
_____	= Quality of children's education	_____
_____	= Amount of homework	_____
_____	= Sense of safety at school	_____
_____	= My child is being challenged	_____
_____	= Current daily schedule (hours)	_____
_____	= Yearly Calendar (days of school)	_____
_____	= My child is reaching his potential	_____
_____	= NVA Grading System	_____
_____	= NVA Leadership in education	_____
_____	= Extra Help for my child	_____
_____	= Measuring Student Performance	_____
_____	= Innovation at NVA	_____
_____	= NVA Restrooms	_____
_____	= School Campus	_____

PART A - APPENDIX

Scatter-Diagram

showing Geographic Location of NVA Households



PART B - THE CHARTER RENEWAL



Part B—The Charter Renewal

**Part B
The Charter Renewal**

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2012–2013 Renewal Application

I. Executive Summary

Provide the enrollment and demographic information for the current charter term. In addition, provide a brief (1–2 pages maximum) description of the school, including an overview of the mission/vision, educational program, community and local connections, and leadership and governance.

Part B—The Charter Renewal

NORTH VALLEY ACADEMY CHARTER SCHOOL

North Valley Academy (NVA) is located in the North Rio Grande Valley of Albuquerque. It borders the Bosque of the Rio Grande River and is surrounded by a multi-generational, historic Hispanic communities.

77% of NVA's students are Hispanic/Native American/Non-Caucasian. 57% of NVA students qualify for free/reduced lunches. This student population mix provides significant challenges, for both educational programming and familial support issues.

In the past, NVA has concentrated on recognizing and developing "the whole child." In fact, the school's focus on health & wellness has helped the school in balancing individual development vs. pure academics. Many NVA parents, past & present, have voiced their strong approval of this "whole child" approach.

As a result, when NVA staff and parents provide feedback on "the product" of the school (i.e. outcome and future success of the student), they give NVA a high grade. In addition, when past students are asked about their transition to high school academics and culture, the feedback has been universally positive. This is confirmed by the wide geographic range from which NVA parents drive to attend NVA (see family locator scatter-diagram in the Appendix).

Success in developing the whole child (in a very supportive and family-oriented setting), also led to a positive rise in demand for enrollment at NVA. As a result of word-of-mouth (i.e. parent-to-parent recommendations), the NVA student population rapidly increased. At the beginning of this school year, NVA experienced a dip in enrollment due to the change in leadership. However, this has now stabilized and enrollment is again on the rise.

Three key questions were being discussed by the Governing Council and school leadership:

- "What aspects of the NVA model were working & have attracted new families?"
- "What did NVA parents like or not like about NVA?"
- "What should be changed at NVA?"

In an effort to better answer these three questions, the NVA Governing Council (GC) created a comprehensive parent survey. The four-page survey was called "TIP" (Team-mate Input). A variety of different survey formats was used to better understand what NVA parents wanted for their children. This included asking parents to assign a letter grade to everything from bathrooms & homework....to curriculum & Administration (modeled after the PED school-grade initiative).

The results were striking. The most important TIP Report conclusions were:

1. The overwhelming reason that hundreds of parents drove such long distances to attend NVA was the core of exceptional Teachers.
2. NVA parents feel very strongly about "educating the whole child."
3. The principles of Health & Wellness were having a positive impact on their children.

Just as striking, however, was the fact that rigorous and challenging academics was not among the leading positives. In fact, low grades were often given in both administrative leadership and providing academic challenge to students.

Part B—The Charter Renewal

During the same time period, an "academic performance storm" was brewing at the State. When PED produced its State Report Card for Schools, NVA received an "F" grade. NVA families were shocked! This was certainly NOT the grade which our 500 families were expecting! Who was to blame? The children? The school? PED? The test?

The irony is that by issuing that report card, PED did North Valley Academy a great favor. The "NM State Report Card for Schools" is the best thing that has happened to this school!

For some time, the Governing Council had also been increasingly concerned about the low test scores at NVA. The State Report Card simply confirmed these concerns. It became very clear that in addition to developing the whole child and offering exceptional teachers, it was imperative that NVA also raise academic standards and improve student academic performance.

The struggle for the future identity of the North Valley Academy had begun and would continue for more than a year. The three parent-members of the Governing Council began to press for nothing less than "a charter school revolution." The community-members of the Governing Council resigned and the GC was left without a quorum. With the help & guidance of PED staff, the three parents on the GC were able to reconstitute the GC membership. They were also able to recruit a new reform-oriented Principal.

Some felt that the "status quo" had served them well in the past, and should continue. However, a clear majority of NVA parents and staff supported the imperative of fundamental educational reform at the North Valley Academy. The year-long struggle was stressful & wearing. However, the end result is now a new and completely unified NVA leadership team (both administrative and Governance).

A number of NVA staff and parents were surprised that the three GC parents didn't also resign. However, they were fighting for their children. They were convinced that these committed efforts would result in a focused and successful school, as well as a renewed charter. The hope was that NVA would be seen as a valuable example of educational reform and a commitment to higher standards. In short, NVA leadership is optimistic that the sizable risks which have been taken, will be recognized and rewarded by the State.

With the considerable shift in NVA culture this past year, the school was able to demonstrate a significant improvement in academic scores & student performance. We want to continue demonstrating that a charter school can address the whole student, while at the same time inducing a culture of academic excellence.

This doesn't have to be a choice between one or the other. This becomes a great educational experiment....for an innovative charter model. We believe in educational reform, excellence and innovation. We want to be partners with PED, PEC and those who are dedicated to these same principles. We are simply seeking the time and support, to continue what we have already started.

The new NVA leadership team is willing to make the sacrifices, and NVA students have already demonstrated that they can improve the academic measurements. In short, we are your allies. We ask only for your support and encouragement.

Part B—The Charter Renewal

Enrollment Cap: 510

Enrollment	2008–2009	2009–2010	2010–2011	2011–2012
Total Enrollment	430	486	485	489
Number of Students on Waiting List	70	71	82	91
Ethnicity/ Race				
Asian	13	10	7	5
Black	14	12	13	13
Hispanic	291	339	335	351
Native American	10	12	8	7
White	102	113	122	113
Other				
English Language Learners	22	18	17	19
Students with Individualized Education Programs (IEP)	51	48	43	44
Eligible for Free and Reduced Lunch	239	271	268	277

Part B—The Charter Renewal

II. Renewal Performance Plan

The following sections provide an opportunity for the school to discuss plans for the next charter term. In addition to providing basic data, schools should treat the following sections as an opportunity to outline a deliberate plan for sustaining success, addressing areas requiring improvement, and ensuring the ongoing viability of the organization.

Please Note: The response to Part B will not affect the Renewal Findings from Part A or the recommendation for renewal or non-renewal. It may, however, affect the length of the new charter term awarded to the school and will inform the terms of a new charter contract. Should the chartering authority grant renewal for an additional term, the plans presented below will serve as a blueprint for relevant sections of the charter contract for the new term and the performance contract as required under the SB 446 legislation (enacted by Laws of 2011, chapter 14, section 3).

A. **Mission:** Provide a mission for the school.

Mission:

MISSION OF THE NORTH VALLEY ACADEMY

To foster personal growth & academic success for each NVA student:

- **by educating & developing "the whole child"**
- **by proffering exceptional teachers.**

**The framework is Science, Technology, Engineering and Mathematics (STEM)
The focus is Health & Wellness.**

MISSION PRIORITIES

Each student is academically challenged.

Each student develops life-long decision-making skills.

Each student is provided the tools to compete at a national level.

Each student demonstrates a commitment to excellence, innovation & character.

Part B—The Charter Renewal

- B. **Performance Plan:** Per SB446, it is helpful if you submit a performance plan that will be the basis for the Charter Performance Contract (22-8B-9 NMSA 1978) and subsequent monitoring processes utilizing the Performance Framework (22-8B-9.1 NMSA 1978). State the student performance indicators that specifically relate to the mission of the school. We encourage you to submit a plan that is specific and measurable (based on identified indicators and expected performance levels that can be measured by a reliable instrument), and ambitious, but attainable, and aligned with a time frame by which achievement is expected to be accomplished.

1. Student academic performance

Student academic performance indicator:

INTRODUCTION TO FUTURE GOALS/INDICATORS

The "big picture" perspective for setting future NVA goals and indicators is that NVA focuses on the following building blocks for real learning:

- Critical thinking
- Rigorous project-based learning
- Investigation
- Real world problem-solving
- Design & use of individual "personalized learning"

Using ISTE NETS and Common Core Standards, our classrooms are being redesigned with authentic lessons. This redesign encourages innovation and relies on the benefits of educational technologies. This approach will prepare our students for high-stakes testing. Differentiated instruction is critical to NVA. By reviewing student assessment & indicators, we will be able to create and implement personalized learning plans (PLP).

As one of the largest elementary (K-8) charter schools, NVA has a responsibility to move to the front and provide innovative leadership. Future decision models need to be data-driven. In addition, charter decisions need to take more advantage of the professional talent within.

With these principles in-mind, NVA has now fully implemented Professional Learning Communities (PLC). We are using PLCs to create both collegial/supportive relationships within grade clusters, and also to generate synergies for producing innovative results. Currently, this effort is focused on student performance, goal setting, curriculum mapping and improved data / performance indicators.

Year One: Develop and implement academic plans for each of the four-paths, associated with the STEM framework for learning. This includes aligning these pathway plans with Core Curriculum.

Elements & Specifics: Every teacher has already created basic curriculum maps for aligning common core standards. The task of aligning these pathway plans also includes integration of the charter focus on Health and Wellness. Interdisciplinary methods are used to improve mathematics, language arts, and core curricular areas.

Part B—The Charter Renewal

NVA is just introducing student-led parent/teacher/student conferences. The intent is to help the parent and teacher focus on the learning goals of the student - with the opportunity for the student to present his "best work." By using the student portfolio method, individual learning goals are set by examining the student's work - addressing deficient areas on their standardized tests and daily class work. This conference method is one of the tools to encourage parents to support their child's learning, as well as in planning for the "Next Step" of their education.

NVA views common core mapping and alignment as a critical process. This is a vital part of the multi-year goals/indicators in this application. The initial phases of this process has begun at NVA, with the 7th & 8th grades aligning and formatting the standards into SciMatics (Science & Mathematics interacting) and Humanities (Language Arts & Social Studies interacting). This includes altering the actual classroom lay-out and structure.

Availability and access to technology equipment is a critical need and priority. The goal is to train and utilize the *Discovery* program (the newly selected assessment tool from the State listing). An NVA Technology Council, comprised of both parents and teachers (at every grade level), have set the goal of creating a new Media Center. Attached to the school library, the Media Center will allow for stronger internet streaming and train students to utilize technology in preparing for state performance testing.

Year Two: Develop and implement a computer-based learning system (equipment & training), to enhance common core student performance in grades 3 - 6, in order to address digital readiness for assessments (an expectation of the State).

Elements & Specifics: This system will include a student baseline assessment, training for use of technology, support for differentiated learning, a post-test assessment, and a re-learning and re-teaching strategy to support individual student weaknesses.

A necessary parent-support function is having teachers training parents regarding how to read and utilize standardized assessments, including how to identify areas of most concern. We believe that if this training is conducted on a regular basis, parents will become advocates for our students and a valuable asset for life-long learning.

Year Three: Implement and extend the computer-based learning system to all grade levels. Also, complete an assessment of the benefits and limitations of the system.

Elements & Specifics: Increasing the technology equipment each year will allow NVA to grow the technology tools and implement 21st Century learning skills. The primary focus is on pre and post test assessments and differentiated learning instruction. The challenge will be to design a preparatory learning system. The goal is to introduce and then strengthen computer-based learning skills for younger students.

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2. Student academic growth

Student academic growth indicator:

Years One - Five: To increase the overall state testing performance of NVA students by an average of 1% per year, over the 5 year charter term.

Elements & Specifics: The overall realignment and culture shift at NVA drives the most significant component of this objective. However, data driven decisions, student-led conferences, individual learning plans, advisory transitioning to the next level for every student, allow for support to "wrap-around" the student. This major culture shift, raising the academic standards and introducing excellence as-a-given, began prior to SBA testing last school year. The results are already promising and the individual initiatives in this area will be quickly adjusted, if they do not produce the necessary results.

3. Achievement gaps in both proficiency and growth between student subgroups

Achievement gaps in both proficiency and growth between student subgroup indicator:

Years One - Five: To reduce the state testing margin between the highest student subgroup and the lowest subgroup by an average of 1% per year, over the 5 year charter term.

Elements & Specifics: This may be the most difficult of all goals/indicators to achieve, as well as to accurately measure. NVA is actively planning to better address the academic needs of the accelerated student. At the same time, NVA is constantly working to provide stronger learning tools and support for the lowest performance subgroup. Perhaps, the real challenge is to help the lower, without compromising the upper subgroup's need to be challenged.

NVA is willing to start this effort, with targeted services for both subgroups. It is recognized that the targeted services for the two subgroups will be very different in nature. However, planning will begin to craft how this dual priority can be met.

4. Attendance

Attendance indicator:

Years One - Five: To maintain an average daily attendance level of at least 92 %, calculated as a school-wide average for each school year.

Elements & Specifics: The NVA leadership team feels strongly that on-time and consistent attendance is fundamental to academic progress. Therefore, great emphasis has now been placed on this indicator. Realizing that attendance is a direct product of a school's culture, the NVA team has set-out to change the old culture.

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A loose system of tracking late-arrivals has been replaced with a precise on-time system. Late arriving parents are now required to personally ensure that students are safely checked in and out. Classes are now starting the day on-time and teaching to the end of the day. As a result, entire classes are not repeatedly interrupted by late arrivals and/or early departing students. This will continue to be a school-wide imperative.

5. Recurrent enrollment

Recurrent enrollment indicator:

Years One - Five: To increase the yearly retention rate between the fifth and sixth grade levels by an average of 1% per year, over the 5 year charter term

Elements & Specifics: Historically, NVA loses more of its progressing students between grades 5 & 6 than at any other level. Therefore, this will be a major challenge. For this reason, NVA is prioritizing changes to our higher level grades. A part of this is to engage these older students in a non-traditional classroom.

In addition, great emphasis will be placed on changing the student culture, particularly in the older grades. This includes providing skill development in decision-making, logic and problem solving. In addition, "big picture" planning for future student education will begin with the introduction of the "Next Step Program" (i.e. "If you don't know where you're going, you'll probably end up somewhere else.").

6. High school college-readiness (if appropriate)

High school college-readiness indicator:

Years One - Five: To provide both academic learning skills and personal development to middle school students, in preparation for transition to high school.

Elements & Specifics: Academic skill programs which provide such universal skills as note-taking, study techniques, test-taking and preparation will be a part of the academic preparation. Personal development and skills such as positive decision-making, logic and problem-solving will be a part of the "whole child" preparation. These programs are currently in the early discussion stage.

In addition, middle school students will have expanding opportunities to participate in a much more active student government. This includes committee activities and project work. The "Next Step" program is targeted at middle school grades, to assist them in viewing the big picture, in relation to planning for their educational future.

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7. Graduation rate (if appropriate)

Graduation rate indicator:

8. Growth of the lowest scoring twenty-fifth percentile of students in the public school in reading and mathematics.

Growth of the lowest scoring 25th percentile of students in the public school in reading and mathematics indicator:

Years One - Five: To develop & implement a Focused Enrichment Program for the lowest 25%, which is dedicated to increasing their average yearly state test scores in Reading and Mathematics by an average of 1% per year MORE THAN the overall school average (over the 5 year charter term).

ELEMENTS & SPECIFICS: It is clear that in order to incrementally advance the performance of this lowest subgroup, more individualized attention must be provided. The challenge is how to accomplish this, given the limitation of finite teacher resources. NVA would like to try several different approaches, to determine which works best with limited resources. In the longer term, we look to a technology-extender option. In the short term, initiatives such as tutorials, mentors, after school homework support, and train-the-parent programs will be developed and evaluated. It is just as important to innovate and find out what doesn't work, as it is to find out what does work.

C. Additional Indicators (Optional): Briefly state any rigorous, valid, and reliable indicators that should be considered for incorporation into a charter agreement, if renewed.

Please Note: The performance framework shall allow for the inclusion of additional rigorous, valid, and reliable indicators proposed by a charter school to augment external evaluations of its performance, provided that the chartering authority shall approve the quality and rigor of such proposed indicators and the indicators are consistent with the purposes of the Charter Schools Act. (22-8B-9.1 NMSA 1978)

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Additional Indicators No. 1:

Years One - Five: To develop and implement at least one new school program each year, demonstrating charter school innovation. The intent is to develop and showcase significant teacher innovations and student learning formats.

Elements & Specifics: The initial, year-one target of this goal needs to be in grades 6 - 8. The focus will be on teaching interactions within SciMatics and Humanities, and the alignment of common core with the STEM framework. Creation of a "Next Step Program" has also been identified as a significant need for middle school students and their parents. This will assist students and families with information & a transition plan for secondary or vocational education. This needs to include a "Charter Career Day" - to review and evaluate student options. In addition, an increase in wellness and Enrichment Block activities will help students build confidence and a success-orientation.

As a part of the "Facilities Master Planning" process, NVA plans to research and evaluate a commercial kitchen program. This has the potential to serve as a catering classroom and utilize links with the Los Ranchos Farmers Market. This would allow students to participate in real world math, science and economics - through the preparation, selling, and marketing concepts (i.e. the entrepreneurial experience). Students also have the opportunity to participate in creating a feasibility study and analysis, for potential grant applications for the "Garden Box and Greenhouse Project." Other wellness-related grant opportunities are available in both the Safe School-Healthy Students and advanced technology applications. All of these programs have potential secondary and college linkages, which we are currently just beginning to explore.

After year-one, STEM integration priorities shift to grades 3 - 5. Technology equipment and training is critical at this phase of implementation. In order to strengthen the synergistic effect of technology for these grades, programs must also address the needs of parents in technology. In order to encourage all innovation and motivate NVA students/teachers, NVA plans to prepare and showcase each year's most significant innovation in a case-study report and/or presentation. The NVA leadership team believes that charter schools must share both our failed and successful programs with our charter-partners, in order to find the best solutions to our mutual challenges.

Additional Indicators No. 2:

Year Two: Organize and appoint a "STEM Assessment Commission" with representatives from various stakeholders (such as: parents, grandparents, teachers, GC, business community, students and administration). The Commission will be charged with producing and distributing a formal evaluation on the effectiveness of the STEM framework at NVA, with recommendations for improvement.

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Additional Indicators / Goal, No. 3:

Year One: To develop and implement a model "Performance Evaluation System" for NVA teachers, which utilizes student and school performance indicators. These indicators will comprise one-half of the total evaluation score. The team to develop this system will be the Teacher Governance Committee, with support and input from other stakeholders (such as educational assistants, GC, and parents).

Additional Indicators / Goal No. 4:

Years One - Five: To produce a multi-faceted "STATE OF THE SCHOOL" Report. The report should be produced within eight weeks of the end of each school year, with the NVA Chief Administrator as editor. After approval by the Governing Council, the report will be distributed to all NVA stakeholders. This is a major step in the advancement of open communication and transparency at NVA.

Elements & Specifics: The State of the School report will include an assessment of at least the following elements:

- Student test performances - both State and School based
- School facilities and grounds
- The STEM framework
- The teaching staff, including individual teacher results for student performance

In addition to a written report, the Principal and other appropriate members of the NVA leadership team are committed to open-forum meetings with families. This not only provides face-to-face opportunities to present the State of the School information, it also provides the forum for a true, town-meeting exchange.

Additional Indicators / Goal No. 5:

Years One - Five: To generate a comprehensive Team-mate Input ("TIP") Survey. After review and approval by the Governing Council, a summary will be distributed to NVA households and NVA staff.

Elements & Specifics: The primary purpose of the TIP Survey is to provide parent feedback on significant components of the school, including teaching staff, curriculum, facilities, administration, governance and overall school performance. It is recognized that parent feedback may or may not be factual. However, parent feedback accurately reflects perceptions and the opinions of key stakeholders. Therefore, it has inherent informational value, as well as providing parents an additional voice to the school leadership. Along with the "State of the School" initiative, this significantly advances the philosophy of open communication and greater transparency.

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III. Amendments

Provide “State Charter School Change/Amendment Request Form” for any material or substantial change(s) to the charter. (e.g. adding grade levels, increase enrollment cap, curricula change, instructional model, etc.) The amendment forms should be in the Part B Appendix.

IV. Financial Plans

- A. Provide a financial statement that discloses the cost of administration, instruction and other spending categories for the charter school that is understandable to the general public, that allows comparison of costs to other schools or comparable organizations and that is in a format required by the PED.

The current year's annual budget (as approved by PED), is attached and included in the Appendix.

This information is in the format required by PED and also provides a comparison of costs. An easily read graphic is also included, illustrating the proportions of expenditures which NVA spends on each major component of the school (i.e. direct education, facilities, administration, etc.).

- B. Provide a description of how the governing body will provide the proper legal fiscal oversight to ensure compliance and financial stability. Demonstrate a commitment to maintaining the financial viability of the school.

A demonstration that the NVA Governing Council will continue to provide sufficient fiscal oversight in the future.....can be found in the past four years. During this period, the GC has always required comprehensive financial reporting by Administration. The NVA Finance Committee was organized to discuss financial reporting at even a more detailed level, as well as to ensure that the financial reports to the GC were accurate and understandable.

Over the past 12 months, the GC leadership has recognized that NVA was not timely in submitting some reports to the state. Once recognized, this has now been corrected. Full compliance and timely reporting is a priority for the new NVA leadership team.

Good communication is always the fundamental key to compliance, stability & oversight. NVA has now established compliance response mechanisms to ensure that future compliance is both timely and accurate.

The GC has been and will continue to be vigilant in ensuring the financial viability of the school. In the short-term, should fiscal adjustments be necessary, we are committed to supporting those adjustments. However, we are convinced that given the new energy and revised direction of NVA, the long-term viability is secure.

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- C. Describe the school's strategic vision (long-range planning) for the sustainability of the school. Discuss the plans for addressing enrollment that do not meet the projections stated in your application.

THE STRATEGIC PLAN

For more than a year, the NVA Governing Council has been working very hard to establish a dynamic strategic planning process for The North Valley Academy. The goal is to engage the entire spectrum of stakeholders, in a comprehensive process.

With the new NVA Leadership Team now in-place, this process is actively engaged. The GC established a Strategic Planning Committee and it is this committee, which has spear-headed the content of this application for the new charter.

Therefore, this application accurately mirrors the current strategic vision for the school. This vision is one of absolute determination - that excellence & innovation have been adopted as unwavering goals. The only variable is how quickly this can be achieved.

In addition, we are also united in utilizing the STEM framework to achieve that goal. As the GC has gathered feedback from parents and the community, we are convinced that we must offer our children a more progressive approach and skill set." If we don't do this, our children will not be successful in "tomorrow's economy."

Despite the challenge & difficulty of transitioning to the STEM framework, it provides exactly what our parents and business community have been seeking from our schools. Not surprisingly, when a comprehensive search was conducted for our new Principal, our unanimous choice turned out to be a specialist and consultant in the application of educational technology. She also turned out to be an experienced teacher/administrator, who believes in the pay-off of a STEM framework.

In short, the GC has worked very hard to align all of NVA's assets, staff, volunteers and resources behind this very aggressive plan. We are not deterred by the difficulty. 500 kids are depending on us all....to provide the tools for their success.

ENROLLMENT PLANNING - TO ENSURE VIABILITY

Over the past four years, NVA has been very successful in attracting new students. The lottery has been virtually full in each of the past three years. In addition, a predictable waiting list has also been generated. It is important to note that this enrollment success has been achieved:

- without a program for accelerated or gifted students
- without the "magnet" of Science / Technology / Engineering / Math
- without strong student test results

Imagine the potential of enrollment demand at NVA, WITH these programs as positives!

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Remember that the most striking finding in the "TIP Report" was that virtually all current parents brought their children to NVA because of the quality of NVA teachers! Therefore, in the reform process this past year, the most important imperative was that NVA keep this core of exceptional teachers. We have been successful in that effort.

Now, we add a new focus on the "progressive disciplines" offered under STEM. We also add a charter school with a completely unified leadership, staff and parent team. The attraction and demand from additional families would seem certain.

Although the current enrollment numbers have been slightly lower during this difficult transition period, the enrollment is once again rising & is expected to continue. However, the school has also undertaken contingency planning. Were enrollment to remain in the mid 400s for even an entire school year, the school would still be able to operate at those enrollment levels.

Finally, a high confidence level for viability should exist, when reflecting on the success of a similar transition in other charter schools. When schools have focused on technology and the hard sciences, they have typically found this to be very appealing to parents and students alike. In addition, once they have shown positive student performance results, the numbers of interested families have far exceeded the school's enrollment capacity. Extensive waiting lists of interested families have clearly demonstrated that families are searching for these charter schools. From these other charter examples, the pent-up demand for this approach is evident. With the STEM framework and a unified leadership team, NVA is well-positioned to fill that demand.

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V. Organizational Plans

A. **Enrollment Plan:** Complete the enrollment plan for the next charter term. If the school has determined a need to change the enrollment numbers from the current charter, discuss and demonstrate that need.

Grade	2013–2014	2014–2015	2015–2016	2016–2017	2017–2018
Kinder	60	60	60	60	60
1st	60	60	60	60	60
2nd	60	60	60	60	60
3rd	60	60	60	60	60
4th	56	56	56	56	56
5th	55	55	55	55	55
6th	48	48	48	48	48
7th	48	48	48	48	48
8th	48	48	48	48	48
TOTAL	495	495	495	495	495

The reason for requesting a change in the student enrollment numbers:

No change in the enrollment cap of 510 students.

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B. Governance:

1. Provide a plan for an annual self-evaluation of the governing body that reflects an assessment of its overall effectiveness.

This past year, the GC created and implemented a new, self-evaluation format. The new format asked GC members to rate governance performance in 13 different areas - for both the individual GC member, and for the GC as a whole. Therefore, there were a total of 26 different assessments made by each GC member.

The plan is to utilize and refine this instrument for future, annual use by the GC. In addition, the GC would like to create an instrument to solicit both staff and parental input on the effectiveness of the GC.

2. Describe how the governing body will monitor operational, financial, and academic outcomes on an ongoing basis to ensure that the school is meeting its mission and vision.

The members of this reorganized GC are fully vested in the concept of close teamwork with Administration. This requires high-quality information and accurate measurement. Administration and the GC will work together to develop the "specs" for this information and then monitor the production & analysis of these reports.

It is fully recognized that along the way, adjustments to programs and strategies will need to be made. However, these adjustments need accurate data to guide the decisions.

Finally, the GC is in the process of restructuring its committee structure, in order to provide better oversight in the new reform era. In addition to the current Finance Committee and the Strategic Planning/Operational Committee, a third committee on Academics and Student Performance is being formed. Discussions have already begun regarding how to implement this revised oversight and support structure.

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3. Describe what steps your governing body and school will take to ensure that the operations of the school and governing body are transparent and open to the public.

In the past, formal feedback and input from the various NVA stakeholders has not been actively solicited. In addition, open & frequent communication has been adequate but clearly far from ideal.

The current GC and Administrative team at NVA is absolutely committed to dramatic improvement in both areas. As was noted earlier in this application, the GC undertook creation of the TIP Survey & TIP Report this past year. Since that time, the level of open communication with all stakeholders has increased dramatically. In addition, the intention is to repeat the TIP Survey, as an annual exercise in open and honest communication.

In addition to the TIP Survey & Report, NVA will create a "State of the Charter" Report (SAC), at the end of each school year. This comprehensive report will also be sent to all NVA households, as well as being available to prospective parents. Its purpose is to provide an informational basis - for comparing NVAs educational and developmental performance with other schools.

The goal in all of these efforts is measurement, communication and transparency.

Additionally, NVA makes every effort to comply with the New Mexico Open Meetings requirements, and will continue to do so.

C. Waivers:

1. Identify the waivers as provided for in Section 22-8B-5 NMSA 1978 that you are requesting and describe how use of this waiver will support the school’s plan. Additional information should be added as Appendix B.

No.	Requested Waiver	Description of how use of this waiver will support the school’s plan
1.		
2.		
3.		
4.		
5.		

Part B—The Charter Renewal

2. Identify any *discretionary* waivers as provided for in Section 22-8B-5 NMSA 1978 or elsewhere in the Public School Code that you are requesting; and describe how use of this waiver will support the school’s plan. Upon approval of the charter, the PED waiver request process must be completed. The following link provides forms for the various waiver options. http://ped.state.nm.us/admin.personnel/waiver_requests.html. If this is an application to a local district, you must identify all waivers you are requesting from local board policies.

No.	Requested Discretionary Waiver	Description of how use of this waiver will support the school’s plan
1.		
2.		
3.		
4.		
5.		

D. Partnerships: If the school has identified a partner organization or a contractor that is essential to the existence of the charter school, its governance, key instructional, or management functions, provide the following information:

- name of the entity or person
- contact information
- description of the nature and purpose of the relationship with the charter school
- involvement in the school’s governance (if applicable)

Attach copies of contracts, memorandums of understanding (MOU), or evidence of the terms of the proposed agreement with the partnership as *Appendix C*.

No.	Name of Entity or Person	Contact Information	Description of the nature and purpose of the relationship and involvement with the school’s governance (if applicable)
1.			
2.			
3.			

Part B—The Charter Renewal

- E. **Third-Party Relationships:** Attach a copy of the proposed contract, MOU, or evidence of the terms of the proposed agreement with the Third-Party Relationship or contractor as an Appendix.

NVA believes in the concept of partnerships and synergistic relationships, especially in seeking to enrich traditional education with real-world applications. As a result, the new leadership team is in the very early stages of contacting potential partners. The establishment of educational networks will also be a component of most future NVA programs. Grant applications, which stimulate innovative learning solutions, will also fit into the new NVA paradigm.

Potential partners will certainly include other schools known for excellence and/or innovation. We seek to also include technology, engineering and science based businesses from the private sector. Early, first-contact discussions have been encouraging.

Facilities

Provide a description of the charter school facilities and assurances that the facilities are in compliance with the requirements of 22-8B-4.2 NMSA 1978. Attach a copy of approval from the Public School Facilities Authority regarding your facilities index rating.

NVA enjoys one of the most modern and well-planned campuses in Albuquerque. The campus is currently made-up of 12 separate buildings, which include a full-court, 3-story gymnasium. We are fortunate to have 29 classrooms, including a very large drama department (with a full stage), a library, a media center and special education rooms. The school buildings generate nearly 40,000 square feet of utilized space.

The NVA campus is comprised of approximately 6.5 acres. NVA has three separate playgrounds: Pre-K and Kindergarten, Elementary, Middle School. Its field has a full oval running-track, with circuit exercise stations ringing the entire infield. In addition to the indoor gym (Basketball, Volleyball, Indoor Soccer, Climbing Wall, etc.), there are also 4 outdoor Basketball Standards/Courts on the grounds. The final addition this past year, was the installation of an outdoor climbing wall.

Over the past two years, NVA has been actively expanding the focus of health & wellness on its campus. In a partnership with Home Depot, NVA has planted hundreds of fruit trees across the entire campus. In addition, greenhouses were also installed. Each classroom has its own specific garden area, for growing vegetables and science projects.

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The facilities and campus have an E-Occupancy Certificate and meets the requirements for a charter school campus. In addition, NVA has also been actively involved in the "Facility Master Plan" process this past year, as supported & directed by the State. This process has provided yet one additional review of the facilities and campus, providing even more documentation that the NVA facilities fully meet the State Facility requirements.

A letter from the Public Schools Facilities Authority (PSFA) is attached and is included in the Appendix.

Part B—The Charter Renewal

Part C—Most Current Charter Application/Contract



Part B—The Charter Renewal

**Part C
Most Current Charter Application/Contract**

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Indicate the page numbers for each section in the designated column. Please include not only a copy of your most current charter application/contract, but also copies of all approved amendments to this charter.

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PART C

I. Most current Charter Application/Contract

(North Valley Academy)

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NORTH VALLEY ACADEMY APPLICATION COVER SHEET

School Information:

Name of Proposed Charter School: North Valley Academy

School Address (if known): 7939 4th Street, NW

School Location (City/Town): Los Ranchos de Albuquerque

Contact Information:

Primary Contact Person: Jerald Snider, Headmaster

Address: 7939 4th Street, NW

City: Los Ranchos de Albuquerque **State:** New Mexico **Zip:** 87114

Daytime Tel: (505) 998-0501 Ex. 135 **Fax:** (505) 998-0505

Alternate Tel: (505) 977-3444 **E-mail:** jsnider@nvanm.org

Secondary Contact Person: Susan McConnell, Assistant Principal

Address: 7939 4th Street, NW

City: Los Ranchos de Albuquerque **State:** New Mexico **Zip:** 87114

Daytime Tel: (505) 998-0501 Ex. 129 **Fax:** (505) 998-0505

Tel: **E-mail:** smcconnell@nvanm.org

Alternate

Partner Organizations (if applicable): None

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Enrollment Information:

Grade span at full enrollment: Pre-K through Eighth **Total**
number of students at full enrollment: 420

STATEMENT OF ASSURANCES

STATE OF NEW MEXICO)
)
COUNTY OF)

I, _____, after being duly sworn, state as follows:

1. My name is _____ and I reside in _____.
2. I am the authorized representative of the governing body, or applicant group, for _____ (*name of school*) to be located at _____, I certify that, if awarded a charter:

1. The CHARTER SCHOOL's admission process shall not discriminate against anyone regarding race, gender, national origin, color, ability level, or age.
2. If more students apply than can be accommodated, The CHARTER SCHOOL shall admit students on the basis of a lottery.
3. The CHARTER SCHOOL's admission processes shall be in compliance with Section 22-8B-4.1 NMSA 1978.
4. The CHARTER SCHOOL shall be a nonsectarian, non-religious, and non-home-based public school.
5. Except as otherwise provided in the Public School Code, the CHARTER SCHOOL shall not charge tuition or have admission requirements.
6. The CHARTER SCHOOL shall comply with all state and federal health and safety requirements applicable to public schools, including those health and safety codes relating to educational building occupancy.
7. The governing body shall not contract with a for-profit entity for the management of the CHARTER SCHOOL.
8. The CHARTER SCHOOL shall comply with all applicable state and federal laws and rules related to

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- providing special education services.
9. The CHARTER SCHOOL shall avoid apparent and actual conflicts of interest when administering grants and entering into contracts for equipment and services.
 10. The CHARTER SCHOOL shall comply with conflict of interest provisions identified in the New Mexico Procurement Code, Section 13-1-128 et seq. NMSA 1978 and the Prohibited Sales Act, Section 22-21-1 et seq. NMSA 1978; and the federal regulations at 34 CFR 75.525 and 80.36.
 11. The CHARTER SCHOOL shall ensure that criminal background checks are conducted on all employees in accordance with Section 22-10A-5 NMSA 1978.
 12. The CHARTER SCHOOL shall develop written procurement procedures and conduct all procurement transactions in a manner that provides open and fair competition.
 13. The CHARTER SCHOOL shall comply with the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and part B of the Individuals with Disabilities Education Act;
 14. The CHARTER SCHOOL shall provide equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
 15. The CHARTER SCHOOL shall be economically sound and the fiscal management shall comply with all applicable federal and state laws, regulations and rules relative to fiscal procedures.
 16. The CHARTER SCHOOL shall provide to the Public Education Commission by the sooner of the end of the planning year or within ten (10) days of receipt of any federal or state stimulus funds a detailed plan indicating how the CHARTER SCHOOL will manage its fiscal responsibilities, the plan will include a description of the internal control procedures that the charter school will utilize to safeguard assets, segregate its payroll and other check disbursement duties, provide reliable financial information, promote operational efficiency, and ensure compliance with all applicable federal statutes and regulations and state statutes and rules relative to fiscal procedures.
 17. Meetings of the CHARTER SCHOOL Governing Body shall comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978.
 18. The CHARTER SCHOOL shall adopt policies and procedures of the governing body, that address governance, relationship to staff, professional development, the role of the governing body in policy-making, personnel decisions, budgeting, and operation of the school, including how decisions will be made.
 19. The Governing Body or head administrator of the CHARTER SCHOOL shall recognize and work with employee labor representatives, if any.
 20. The CHARTER SCHOOL shall produce a certificate of occupancy prior to opening a facility for use as a school; the facility shall meet all applicable federal and state health, safety and code requirements and be suitable for use as a school.
 21. The CHARTER SCHOOL shall develop and maintain a plan for addressing code, accessibility, health and safety requirements as well as operation, maintenance and repair of any facility it seeks to use as a school.
 22. The CHARTER SCHOOL shall develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them and shall submit the policies to the Public Education Department for comment prior to the hiring of any employees.

I hereby certify that the information submitted in this application for a charter is true to the best of my knowledge and belief. I understand that, as the authorized representative of the applicant group, or as a member of the governing body, of this charter school, I am responsible for ensuring that our school complies with these assurances even if that means that the applicant group or governing body must

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retain counsel to actively research current state and/or federal rules, laws, and other requirements referenced herein.

I understand that I, and the applicant group or members of the governing body, may be held liable if our school does not comply with these assurances.

[Signature] Date
_____, representative of the applicant group, or governing body
member, of the proposed _____ Charter School.

Subscribed and sworn to before me, this ____ day of _____, 20__.

[Notary Seal:]

[signature of Notary]

[typed name of Notary]

NOTARY PUBLIC

My commission expires: _____, 20__.

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CHARTER SCHOOL OVERVIEW AND RATIONALE

MISSION STATEMENT

North Valley Academy Charter School is committed to providing all students with a rich and well-balanced education, through a rigorous focus on Mathematics, Language Arts, and an emphasis on Health and Wellness.

VISION STATEMENT:

The vision for North Valley Academy includes a school community with a reputation for creative, dynamic teachers with regard to instruction and assessment, students who are excited about coming to school and are fully engaged and empowered with regard to their own educational program, and a strong academic tradition that includes an emphasis on Mathematics, Language Arts, and Health and Wellness.

EDUCATIONAL PHILOSOPHY AND APPROACH

- * Every student has the right to a high quality education.
- * Education should nurture the “whole” child.
- * Teachers are responsible for engaging in professional development.
- * Student achievement should be measured continually, in relation to potential and regard to Educational Goals.
- * Curriculum should be relevant.
- * School environment should be clean, safe, and conducive to learning.

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EXPLANATION OF NEED:

North Valley Academy has a current population of approximately 400 students, of which only 39% reside in the immediate North Valley community, and the rest choose to attend our school from all over the greater Albuquerque area, Rio Rancho and Bernalillo. Our student population comes from 25 different zip codes. Our students are split evenly by gender with 51% male and 49% female. 44% of our students participate in our free/reduced lunch program, based on socio-economic status, and 62% of our population is Hispanic. American Indian, Asian and African American students comprise 10% of our population and the remaining 28% is Caucasian. North Valley Academy offers an alternative to traditional Pre-Kindergarten through Eighth grade schools for students of not only the north valley, but also for the surrounding Albuquerque metro area. The focus on Language Arts, Math and Health will offer curriculum and instruction that is better suited to the needs of students. North Valley Academy, with a lower student/teacher ratio and a lower overall population, offers a more individualized approach to instruction and a family-style atmosphere. This benefits our students by providing an educational setting that is more engaging and personal. Other approaches offered, including same-sex classes at the middle school level, tutoring programs, on-site nutritional meals, and a variety of Fine Arts and Fitness classes, are all tailored to address the needs of our students. North Valley Academy offers an opportunity for students to learn and excel in an atmosphere of community, trust and respect.

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EDUCATIONAL PLAN

PHILOSOPHY AND APPROACH TO INSTRUCTION

Description of Educational Philosophy and approach with description of education methods:

The educational philosophy and approach at North Valley Academy is based upon a pedagogic creed established by the new administration in 2005. Our creed states;

- * Every student has the right to a high quality education.
- * Education should nurture the whole child.
- * Teachers are responsible for the engagement in ongoing professional development.
- * Student achievement should be measured continually, in relation to individual potential and with regard to educational goals.
- * Curriculum should be relevant.
- * School environment should be clean, safe, and conducive to learning.

This educational philosophy was not chosen as much as it was developed through years of combined experience and various school models that have proven to be effective. Much of the foundation for the work that we do at North Valley Academy comes out of publications like Breaking Ranks, written and published by the National Association of Secondary School Principals, Multiple Intelligences, by Howard Gardner, The Passionate Teacher, by Robert Fried, Punished by Rewards, by Alfie Kohn, and The Power of Their Ideas, by Deborah Meier. These educational leaders have some shared ideas that contribute to the approach that we are taking with our instruction at North Valley Academy.

Method of instruction varies, taking into account different learning and teaching styles. Methods include expository instruction, Mastery learning (where appropriate), direct instruction, technology assisted instruction, discovery learning, authentic activities, class discussion, cooperative learning and peer tutoring. All of these methods are built into instruction and delivery at every level.

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Research that supports the Philosophy and Approach:

The research that supports this philosophy is contained within the educational works mentioned above. Addition research on programs and approach is always done as needed to support our programs and decisions.

Multiple Intelligence:

Howard Gardner's multiple intelligences theory identifies eight intelligences: Linguistic - the capacity to use language effectively in speech and in writing; logical-mathematical- the capacity to use numbers effectively and to reason well; musical - the capacity to perceive, discriminate transform, and express musical forms; bodily-kinesthetic - expertise in using one's whole body to express ideas and feelings and facility in using one's hands to produce or transform things; spatial - the ability to perceive the visual-spatial world accurately and to perform transformations upon those perceptions; naturalist the capacity to recognize and classify the numerous species of flora and fauna in one's environment and the ability to care for, tame, or interact subtly with living creatures or with whole ecosystems; interpersonal - the ability to perceive and make distinctions in the moods, intentions, motivations, and feelings of other people; and intrapersonal - self-knowledge and the ability to act adaptively on the basis of that knowledge.

Why this Philosophy and Approach was chosen:

Along with these foundational ideas, North Valley Academy has implemented some other instructional methods to improve the learning environment and ultimately our educational outcomes. These methods include gender separation at the middle school level for core coursework, a year long, balanced calendar that improves retention (the number of students that have committed to returning to NVA for the 2008-2009 school year is our highest ever, almost 10% more than the previous year) and provides more consistent schooling, a health and wellness focus that incorporates nutrition and fitness into the daily curriculum for all grades, and ongoing, short cycle assessments that are leveled to provide an accurate baseline and tangible growth measures.

This philosophy and approach is based in separate ideas that have been measured and proven reliable each in their own right. Our goal is to combine them into an overall school program that is relevant, measurable, healthy and effective in terms of a well rounded education for all students at North Valley Academy

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Why this Philosophy and Approach will result in improved educational performance:

The philosophy and approach will result in improved student performance because the research shows that it works. Also our approach is researched-based variety that addresses the needs of our particular students. If an approach is shown to not be addressing the needs of our students our governance structure allows the school to change to address those needs.

CURRICULUM FRAMEWORK

Detailed description of curriculum:

North Valley Academy uses a diverse set of curricula through the pre-school/8th grade program. At the elementary level, Language arts and mathematics are taught using the Harcourt curriculum. Harcourt is completely aligned with the NM State Standards and benchmarks. Science is taught using the hands on science kits from The Center for Hands-On Learning and it is supplemented with Scott Forsman science textbooks. Both of these materials are also aligned with state standards and benchmarks. Social Studies are also taught using the Scott Forsman textbooks, along with teacher developed resources directly related to the grade level standards.

At the middle school level, math instruction is provided through the Holt Mathematics program, completely aligned with NM State standards and benchmarks. This program includes remediation as well as enrichment so that instruction is leveled appropriately with regard to individual students.

Language Arts instruction is built upon a variety of conventional publishers as well as trade books and juvenile novels. Literature based units are structured under Language of Literature, by McDougal Littell. The spelling program is from the Scott Foreman internet website and writing curriculum is compiled from the *6 Trait Writing* program along with Writing & Grammar – Communication in Action published by Prentice Hall.

Science instruction is embedded in the Glencoe (McGraw-Hill) science texts. Middle level science classes also conduct experiments and discovery learning; students engage in technology assisted instruction and they utilize science kits from The Center for Hands-On Learning and outreach programs through the NM Museum of Natural History. All of these programs align with the NM State standards and benchmarks.

Social Studies classes are taught using texts published by Prentice Hall and are grade specific. They include World Explorer and The American Nation. Also, A Brief History of New Mexico, published by UNM Press is used.

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Clear description of the framework and research, experience and sound reasoning that demonstrates alignment with the schools mission and the student needs:

The combined experience of the administrative team at North Valley Academy has created an educational atmosphere that is nurturing, rigorous and well monitored. This is reflected in questionnaires answered by parents and the evaluation tools used to monitor our five main goals in the next section. Working from the basis framework of the NM state standards and benchmarks, this school offers an academic experience that satisfies all aspects of sound educational models. Methods of instruction are diverse and grounded in the philosophical idea that all students can learn. The sound framework already established by the state of New Mexico is the foundation for a well rounded educational experience for all in the North Valley Academy School community.

GOALS, OBJECTIVES, AND STUDENT PERFORMANCE EXPECTATIONS

Goals, objectives, and student performance standards that are aligned with the mission, vision, and education program; specific and measurable; designed to meet or exceed New Mexico Standards.

GOALS

The following goals are for the 2008 – 2009 school year. North Valley Academy's goals will be revisited, reassessed, and changed to address need for each year of the five year charter term.

Goal 1:

Seventh and Eighth Grade Proficiency Levels for Mathematics according to the New Mexico Standards Based Assessment will increase by 5% at the Advanced, Proficient, and nearing proficiency levels for the 2008-2009 school year.

The seventh and eighth grade have been combined for this goal because of our relatively low numbers in those grades and because they share the same instructors.

In 2005, the seventh grade had 0% Advanced, 11 % Proficient, and 50% Nearing Proficiency. In 2006, seventh grade had 0% Advanced, 13% Proficient, and 62 percent

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Nearing Proficiency. For 2007, the percentages were 0% Advanced, 11% Proficient, and 60% Nearing Proficiency. No data is available for 2008 yet.

For 2009 expected results would be 5% Advanced, 16% Proficient, and 65% Nearing Proficiency.

In 2005, the eighth grade had 0% Advanced, 9 % Proficient, and 47% Nearing Proficiency. In 2006, eighth grade had 0% Advanced, 5% Proficient, and 60 percent Nearing Proficiency. For 2007, the percentages were 0% Advanced, 13% Proficient, and 73% Nearing Proficiency. No data is available for 2008 yet.

For 2009 expected results would be 5% Advanced, 18% Proficient, and 78% Nearing Proficiency.

To achieve our first goal of improved math achievement scores the following strategies have been or are being implemented:

1. A new Math curriculum has been introduced at all grade levels.
The effectiveness of this new curriculum will be evaluated yearly by measuring test performance, short term assessments, and teacher evaluation of materials.
2. After school tutoring is being offered four days a week to seventh and eighth grade students that have a need based on teacher recommendation or parent request.
The effectiveness of this program will be evaluated by trimester and based on teacher evaluation of the student's receiving tutoring.
3. A third strategy is to improve the quality of instruction.
North Valley Academy will actively hire and train personnel who fit the vision of the school. In the last year 100% of our teachers have participated in on-site training during our intersession breaks. Only 20% have attended off-site workshops and training. Our teachers will be encouraged and assisted in attending professional development training in the area of differentiated instruction.
4. Increase seventh and eighth grade parent involvement in our Math/Science night.
This year, 2007, only about 15 % of our seventh and eighth students and parents attended this event. For 2008-2009 we would like to increase the involvement of 7/8 parents to 50%. We also hope to involve them through weekly progress reports and trimester conferences.

Goal 2:

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Seventh and Eighth Grade Proficiency Levels for Reading according to the New Mexico Standards Based Assessment will increase by 5% at the Advanced, Proficient, and nearing proficiency levels for the 2008-2009 school year.

The seventh and eighth grade have been combined for this goal because of our relatively low numbers in those grades and because they share the same instructors.

In 2005, the seventh grade had 4% Advanced, 30 % Proficient, and 43% Nearing Proficiency. In 2006, seventh grade had 0% Advanced, 48% Proficient, and 39% Nearing Proficiency. For 2007, the percentages were 6% Advanced, 17% Proficient, and 60% Nearing Proficiency. No data is available for 2008 yet.

For 2009 expected results would be 12% Advanced, 23% Proficient, and 66% Nearing Proficiency.

In 2005, the eighth grade had 0% Advanced, 31 % Proficient, and 47% Nearing Proficiency. In 2006, eighth grade had 0% Advanced, 27% Proficient, and 60% Nearing Proficiency. For 2007, the percentages were 0% Advanced, 40% Proficient, and 52% Nearing Proficiency. No data is available for 2008 yet.

For 2009 expected results would be 6% Advanced, 46% Proficient, and 48% Nearing Proficiency with no Beginning Step Students.

To achieve our second goal of improved Reading achievement scores the following strategies have been or are being implemented:

1. A new Reading/Language Arts curriculum has been introduced at all grade levels. The effectiveness of this new curriculum will be evaluated yearly by measuring test performance, short term assessments, and teacher evaluation of materials.
2. After school tutoring is being offered four days a week to seventh and eighth grade students that have a need based on teacher recommendation or parent request. The effectiveness of this program will be evaluated by trimester and based on teacher evaluation of the student's receiving tutoring.
3. A third strategy is to improve the quality of instruction.

North Valley Academy will actively hire and train personnel who fit the vision of the school. In the last year 100% of our teachers have participated in on-site training during our intersession breaks. Only 20% have attended off-site workshops and training. Our teachers will be encouraged and assisted in attending professional development training in the area of differentiated instruction.

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Goal 3:

For the 2008 -2009 school year students in grades two through six will improve performance by 5% on the sit-up, shuttle run, and standing jump portions of the President’s Council on Youth Fitness Test and by 10% on the one mile run portion.

Second through sixth grades were chosen so students would not only see improvement yearly, but also be able to track improvement over the duration of their enrollment at North Valley Academy.

During the 2006 – 2007 school year second graders showed an increase of 12% on the sit-up test, 4% on the shuttle run, 5% on the standing jump, and time in the one mile run decreased by 4%.

During the 2007 – 2008 school year these same students, now third graders, have shown an increase of 0% in the sit up test, 6% in the shuttle run, 12% in the standing jump, and 5% decrease in the time of the mile run. (These results are from mid-year)

Base line data was collected for all other grades in September 2007 and end of the year results will be collected in July 2008 to determine percentage increases.

To achieve our goal of increased strength, endurance, and speed as determined by the modified President’s Council on Youth Fitness Test the following strategies have been or are being implemented.

1. A para-course with fitness stations has been installed at the school. Students keep fitness journals that track height, weight, performance goals at the fitness stations, and performance goals on modified Presidents Physical Fitness test (sit ups, pull ups, shuttle run, 12 minute run-walk, and standing jump). One third of NVA’s students are involved in this each trimester and 100% participate during the year.
2. Students participate in homeroom daily walk/jogs and are eligible for 100, 200, and 300 mile clubs. Students are awarded markers for every 25 miles walked. In 2006-2007 10% of students were included in the 100 mile club and 2% in the 200 mile club.
3. A deal with Bernalillo County Parks and Recreation has been made for a track to be installed around the para-course. This will improve the accuracy and consistency of testing.
4. Fitness is incorporated in to all of the Elective classes at North Valley Academy. A portion of each class (at least 15 minutes) is devoted to activities that relate directly to this goal. Examples of this are: 15 minute walks to start Art class, body movement and kinesthetics taught in Drama, and warm up activities for PE that include elements of the actual test.

PLAN FOR EVALUATING STUDENT PERFORMANCE

Types of assessments that will be used to measure student progress toward the goals, objectives, and student performance standards:

2012 State Charter Renewal Application Kit

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North Valley Academy uses a variety of assessment tools to evaluate student performance. Short Cycle assessments include the Brigance, the DIBELS, and assessment tools specific to the published curriculum for each content area. NVA uses the Brigance for identifying math, spelling, and sight word vocabulary levels. This instrument is administered three times per year to all students, once each trimester. All information is kept in a super data base, unique to the school and growth can be assessed at a glance, by class or individual student. The DIBELS is also administered three times per year and the data base is sponsored by the University of Oregon. DIBELS measures fluency, word recognition, comprehension and retelling for students kindergarten through 6th grade. A variety of reports can be generated through the data base relative to school goals, classroom expectations and individual student progress.

North Valley Academy participates in all mandated statewide assessments as well, including the NM English Language Placement Test for students kindergarten through 8th grade

Evidence that assessments will be valid and reliable measures of student progress toward achieving the identified student performance standards:

All instruments mentioned are normed and reliable with regard to their validity and the scale of measurement.

Strategy for using student assessment and performance data to evaluate performance and to inform instruction on an ongoing basis:

Student assessment is one element of the data used to drive curriculum and instruction. Using these methods of assessment and administering them consistently over a period of time allows us to identify strengths and areas of concern with regard to our goals and overall student achievement and the performance of the school. As noted in our educational philosophy, student achievement must first be assessed in regard to the individual student potential, and then in relation to school and state and national goals.

Strategy for taking corrective action that may include remediation for students not achieving standards, utilizing additional assessments, and creating additional

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reporting documentation in the event that student performance falls below the standards:

All curriculum includes a measure of remediation and re-teaching for students who are not performing at the determined standards. Additional assessments, one on one instruction through the variety of tutoring programs, and parent involvement are all methods utilized to reach students who fall below the standard. Teachers are trained in differentiated instruction, resource development and re-teaching methods to facilitate learning for students. The consistent administration of leveled assessments measures growth quickly to provide indicators for teachers of student progress.

Plan for sharing student performance information with students and parents:

North Valley Academy understands the importance of engaging students in their education and keeping parents informed. We share progress reports with families every trimester and schedule mid term conferences each trimester with every student. Each student receives a report card at the end of each trimester. Families are invited onto campus several times per year to view curriculum related projects such as science fair, book publishing, math game night, etc.

SPECIAL POPULATIONS

Description of how the school will comply with state and federal requirements for serving students with disabilities, including the procedures that will be utilized for identifying students with special needs, developing Individualized Education Plans and 504 plans, and providing a full range of services:

North Valley Academy will continue to comply with the laws under IDEA for students holding an IEP. Students in the initial stage of receiving possible Special Education services will follow all special education procedures as required. North Valley Academy will continue to provide services via Cooperative Educational Services (CES) ancillary staff including licensed personnel employed by North Valley Academy. All licensed personnel shall continue to carry out the hours needed to meet their levels of services as indicated in student Individual Educational Plans (IEP).

North Valley Academy utilizes CES services for testing and screening Bilingual speakers in the area of Speech and Language. Should scores indicate a need for Speech services, a Bilingual CES therapist will be utilized to provide services to students who hold an IEP.

North Valley Academy holds a contract with CES for ancillary services; therefore, Students with an IEP will be provide services for Social Work and Clinical Psychology if a child's IEP requires these services.

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Description of the school’s proposed approach to identifying and meeting the needs of English language learners tailored to the anticipated population, including modifications to the Educational Plan:

Currently North Valley Academy has no students that qualify as ELL. All instruction is delivered in English and uses a sheltered instruction model for students who speak two languages. When the need arises as many teachers as needed will be hired that are either bilingual or TESOL endorsed in order to facilitate development of methods and curriculum appropriate to bilingual and Limited English Proficient students. Instruction will be delivered in students' native languages when possible and appropriate, as they work to develop English proficiency. The cultures of all students will be incorporated into instruction as possible.

One full-time special education teacher will be on staff, and more will be hired if the student population necessitates it. In addition to all instruction being differentiated, individual IEP’s will guide modifications and accommodations for special education students. North Valley Academy will be a full-inclusion school, with all special education students attending regular education classes with support. Where the student's needs require instruction in a separate classroom, appropriate staff, materials, and equipment will be provided.

Testing accommodations will be made according to individual student needs, and will include but not be limited to: Un-timed testing, testing in student's native language, reading of test to student, student dictation of answers, and shortening of tests.

All teachers will team in planning lessons based on state standards. Inquiry-, problem- and discovery-based lessons will be layered or tiered to provide instruction at each student's level while challenging and providing complex, authentic instruction. The special education teacher will identify modifications necessary to address individual student needs and skill levels. Modifications to meet individual student needs include working in a smaller group, using multi-sensory approaches, differentiating instruction, using a variety of assessment techniques, using project-based learning, checking for student understanding, offering technology support, and using visually based examples and demonstration and other strategies compatible with best teaching practice for at-risk, gifted, special education, bilingual, and ELL students. Students with exceptionalities will also have modifications based on their IEP.

Description of how the school will provide access to other services including, but not limited to counseling and health:

A guidance counselor, who will also teach, will be on staff. North Valley Academy contracts ancillary services through CES. Ancillary services include but are not limited to SLP, OT, PT, Diagnostician and Psychology Services. We will contract with a nurse for full-time services. This person will also complete vision/hearing screenings and will identify student health and other health screenings as well as health histories as required for special education evaluations and re-evaluations.

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FINANCIAL PLAN

BUDGET

Operating budget covering each year of the charter term based on current unit value in a form specified by the department:

See attachments.

Detailed narrative description of the revenue and expenditure assumptions on which the operating budget is based:

Revenue – North Valley Academy (NVA) revenues are generated from three main revenue streams: 1. State Equalization money, 2. Federal program money, and 3. individual grants.

1. SEG State Equalization Grant – the major share of money generated to NVA comes from the state funding formula in the form of a unit value based on the schools population.
2. Federal programs – this money comes to us from the federal government Title programs, IDEA, Special Education Program and the federal food service program.
3. Individual grants – the school applies for several individual grants that help with the instruction of the individual classroom. We also apply for larger grants like the Carl Perkins, Microsoft and the Pre-K4 grant.

Expenditure – NVA expenditures is handled in an organized and systematic, checks and balanced method to avoid any improprieties. Included in this process are the Cash Reconciliation, Disbursement, Licensure, Pledged Collateral and Budgetary Conditions.

1. Cash Reconciliation – the headmaster and business manager review bank reconciliation once a week. This includes an accounting of all checks.
2. Disbursements – all disbursements are coded and presented with all necessary documentations.
3. Licensure – the business manager is licensed from the state of New Mexico and as completed the Spring Budget Workshop offered by the state.
4. Pledged Collateral – business manager presents to the headmaster every purchase order, requisition, and invoice as well as all accounts payable and receivable.
5. Budgetary Conditions – the headmaster, business manager and Governance Council will meet to prepare the budget for review.

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FISCAL MANAGEMENT

Description of the internal control procedures that the NVA will utilize to safeguard assets, segregate its payroll and other check disbursement duties, provide reliable financial information, promote operational efficiency, and ensure compliance with all applicable federal statutes and regulations and state statutes and rules relative to fiscal procedures:

The North Valley Academy Charter School employs a licensed business manager who is responsible for budget management, accounts payable, budget adjustments, reporting, payroll, benefits and taxes, and purchasing. We use the APTA accounting software program.

All checks require two authorized signatures, all expenditures are approved by the headmaster before payment by business manager, and all bank statements are reconciled by the business manager then approved by the headmaster.

Our business manager attends all meetings and trainings that are required.

The North Valley Academy complies with all federal and state laws and regulations. All rules/regulations/fiscal policies and financial procedures are subject to and/or subordinate to the laws of the State of New Mexico and the federal government as a matter of policy as performed by the administration of the North Valley Academy Charter School on behalf of its Governing Board.

The North Valley Academy Charter School is held accountable to both Albuquerque Public Schools and New Mexico Public Education Department, while at the same time meeting all of its own administrative/fiscal needs.

Description of the manner in which the annual audit of the financial operations of the charter school is to be conducted:

The annual audit is currently contracted and scheduled by Albuquerque Public Schools. Future annual audits will be determined by the Public Education Department's Charter School Division.

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GOVERNANCE/MANAGEMENT PLAN

GOVERNANCE STRUCTURE

How the school will be governed:

North Valley Academy will be governed by a school governance council consisting of parents and community members. The governance council will approve policy. The Headmaster will make decisions on the day to day running of the school and propose policy with input from the school administrative team and the teacher’s governance committee.

organizational chart for the school and a narrative description of the chart:



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Governing Board

Community Representative (President)	Jeff Romanowski	
Community Representative	Gary Hveem	
Community Representative	Lonnie Juarez	
Parent Representative	David Juarros	
Parent Representative (Secretary)	Suzanne Ranieri	
Parent Representative (Vice-President)	Tony Otero	
Faculty Representative (non-voting)	Barbara Ibarra	
Community Representative	Darrell Frisse	



<p>Headmaster Jerald Snider</p>
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<p>Vice-Principal Susan McConnell</p>	<p>Dean of Students Mark Tolley</p>	<p>Business Manager Julie Crespy</p>	<p>Special Education Director Marcella Gachupin</p>
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The Governance Council will hire the Headmaster and approve all policy, the Headmaster will hire all other employees and oversee the operation of the school, and all other administrators will be responsible for teacher evaluation and their areas as described in their job descriptions.

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Policies and procedures by which the governing body will operate, including board powers and duties; budgeting and operation of the school; and how decisions will be made:

Governing Board Organization

Legal Status and Authority of the Governing Board

The authority of the North Valley Academy Charter School Governing Board is derived from its own charter, the laws governing public schools, the Public Education Department of New Mexico and is subject to all pertinent federal statutes as well as its rules and regulations, after appropriate approvals, both locally and on a state-wide basis.

Role and Purpose of the Governing Board

The Governing Board is responsible for the fair uniform application of all federal, state, and local laws as well as rules, regulations, and policies of the North Valley Academy in the operation of the school in conformance with its charter. The Governing Board serves as a policy-making body for North Valley Academy and adopts the philosophy and vision of its charter by annually setting objectives that respond to the mission statement of the school itself. The Governing Board is responsible to oversee fiscal operations of the North Valley Academy. It exercises leadership through the formulation and adoption of policy as well as hiring, establishing the duties, evaluating, and determining the salary of the headmaster. The Governing Board also approves the budget as submitted by the headmaster, salaries, position descriptions, school policies, and governing procedures and it relates to the institution identified in the charter.

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Policy Adoption

The Governing Board shall maintain a written statement of policies for the information and guidance of all employees, students, and members of its constituency.

The statement of policies shall be subject to revision and review from time to time and approved annually as a matter of procedure by the Governing Board of NVA at its regularly scheduled May meeting. Amendments to policies may be suggested by members of the Governing Board or the Head Master and shall be discussed by the Governing Board at a regular meeting. However, approval of any policy change require for it to be submitted for a first reading at a regular meeting; it may then only be approved for implementation at the next regular meeting or special meeting as approved by a majority of the Governing Board members in advance of what the next regularly scheduled meeting may be procedurally.

Amendments to Policies/Procedures/Regulations Established by the Governing Board

Proposal

Amendments to the Regulations/Procedures/Policies established by the Governing Board must be proposed in writing at least twenty calendar days prior to inclusion at the regularly scheduled meeting of the Governing Board, except the Governing Board may act or authorize on an emergency basis anytime throughout the year changes/adjustments to policies for a specific period. A majority vote of the Governing Board to enact the emergency provision is required in advance.

Voting

Members of the Governing Board shall vote “yes” affirming the action requested, or “no” rejecting the action requested, or “abstain” taking no position in regard to the final outcome of that particular issue.

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Governing Board per diem in mileage

Governing Board members shall be entitled to receive \$75.00 per day pursuant policy to the per diem and \$0.30 per mile consistent with the mileage policy. The latter policy is in concert with the 1978 NMSA 10-8-1.n.seq. (for North Valley Academy Charter School business which is pre-approved), and any applicable state regulations interpreting and implementing that act. The per diem and mileage paid for attendance at meetings or for other activities in which per diem and mileage are allowed shall be the maximum allowed set forth by applicable state regulations unless the Governing Board shall by resolution provide for a lower amount. The Governing Board may also by resolution specify the types of activities for which per diem may be received provided that such specification may not include any activities in which per diem and mileage would not be permitted by the per diem and mileage act or applicable state regulations interpreting or implementing that act.

Per diem may be paid for pre-approved training sessions other than regularly scheduled Governing Board meetings or standing committee or overnight travel regarding Governing Board /school business as needed and providing such request if approved by the Governing Board in advance.

Policies

Sexual Harassment Policy for employees, volunteers, administrative

personnel and others attached to the operation of the North Valley Academy Charter School.

The Governing Board of the North Valley Academy Charter School under no circumstances will tolerate sexual harassment by or of anyone in/or at any meeting or in the school during or outside of the regular operation hours of said institution. This includes all classrooms, functions, activities (athletic or non-athletic), anything directly or indirectly related to the personnel or any organization as has been established by the North Valley Academy Charter School in or of the property of the North Valley Academy Charter School.

Sexual harassment is defined by the North Valley Academy Charter School Governing Board as any unwanted physical, verbal, or visual sexual advances, requests for sexual favors, or any other sexually oriented conduct which may be deemed offensive or objectionable to the recipient including but not limited to epithets, derogatory or suggestive comments, slurs or gestures; offensive posters, cartoons, pictures, drawings or objects; or objectionable touching. A violation occurs as a matter of procedure when:

- (1) Submission to such contact is made implicitly a condition of an individual's employment.
- (2) Submission to or rejection of such contact by an individual is used as a basis for any employment decision effecting such individual, or

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- (3) Such conduct has a purpose or effect of unreasonably interfering with the individual's work performance, participation, or creating an intimidating, hostile or offensive environment to patrons, participants or other workers, voluntary or paid employees/individuals.

Any employee, volunteer, individual, spectator has the legal right at any time to raise their concern about sexual harassment without fear of reprisal. Allegations of sexual harassment will be promptly investigated, giving due regard to the need for confidentiality.

Harassment should be brought to the attention of the immediate supervisor in such event and/or the Headmaster of the North Valley Academy Charter School.

The Budget

The adoption of the annual operating budget is the responsibility of the Governing Board. The Administration/Headmaster and his or her designee will prepare and present to the Governing Board for approval the specific budget for the coming school year. The process will include specific budget information along with the Governing Board input as a matter of procedure with recommendations from the Headmaster as well as other populations being served through the school and establishing priorities as to what the charter expects as a major focus of the North Valley Academy Charter School.

The Headmaster will also be expected to speak to various programs, contracts, New Mexico laws and Public Education Department regulations which govern the issuance of contracts as well as policies, requirements and regulations established by the North Valley Academy Charter School Governing Board. The Headmaster, in submitting the budget for approval by the Governing Board in March each year, for the next fiscal year, shall be responsible for securing all appropriate state, federal, and corporate/individual fundraising monies to satisfy the budget as presented and subsequently approved.

All rules/regulations/fiscal policies and financial procedures are subject to and/or subordinate to the laws of the State of New Mexico and the federal government as a matter of policy as performed by the administration of the North Valley Academy Charter School on behalf of its Governing Board.

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Investments

The Governing Board will when appropriate consider an investment program as a critical ingredient of the fiscal management plan. The Governing Board authorizes the administration to engage in an investment program for the purposes of securing private, federal, or other state entitlements. All investments shall first be approved upon recommendation by the Headmaster through the Governing Board as a matter of procedure.

Purchasing

The Governing Board through the Headmaster and his/her designee pursuant to sections 22-5-4 and 13-1-97 (NMSA 1978) will establish a central purchasing process in accordance with state law, rules, and the procurement act.

The Headmaster (after appropriate approval) will purchase, rent, lease, or otherwise acquire on behalf of the North Valley Academy Charter School all items of tangible personal property, services or construction as may be applicable. All purchases will be strictly in accordance with the laws in the State of New Mexico and Federal law in addition to applicable policies and procedures of the North Valley Academy Charter School and the Public Education Department.

As a matter of procedure there shall be two signatures on all checks/warrants written by the school over \$250.00. One of the signatures shall be the Headmaster as appointed by the Governing Board, and the second signature shall be the Chairman of the Governing Board or the Vice-Chair of the Governing Board in the Chair's absence. If the vice-chair is not available, the procedure below is to be followed.

All purchases, regardless of prior budget approval, in the amounts of \$1,500.00 or more on an individual basis require advance approval by the Governing Board by policy. Amounts up to and including \$250.00 may be taken from the Activities Account only and do not require any signatures other than the Headmaster. Any amount above \$250.00 requires two signatures (one administrator and one Governing Board member, and the board member is determined using the following procedure:

- 1) Chairperson of the Governing Board shall sign all checks in concert with the procedure identified above.
- 2) If the Chair is unavailable or unable to perform that task of signing checks/warrants, the vice-chairperson may do so in his/her absence.

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- 3) If the Chairperson or the Vice-Chairperson are unavailable or cannot perform that task, the secretary shall then be responsible for performing said task of signing the checks/warrants that may be applicable.

- 4) If none of the other three identified officers are available or... the chair shall assign another board member the task of signing checks/warrants that may be applicable and approved in advance in accordance with the aforementioned procedures.

The Business Office through the Headmaster shall establish and maintain a manual for purchasing policies and procedures which shall be open to the general public upon request and to other various individuals within the school community. The Manual of Procedures shall be submitted annually for approval to the NV Governing Board (at its January meeting).

Responsibility of the Headmaster/Business Manager to Report

As a matter of policy at each Governing Board meeting (inclusive of special meetings upon request by the Governing Board) the Headmaster/Business Manager is required to submit a register of expenses which by policy require advanced approval and a second expense report which shows by line item and date those expenditures made during the past month. The latter includes a separate breakout of those expenses under \$250 which may come from the activities account. The reports alluded to shall contain the date of the expense, the line item and description, amount, and balance in that particular line remaining in the budget each month.

The criteria and process that will be used to select the school's leader and the process by which the school leader will be evaluated:

The Governing Board will evaluate the Headmaster annually in compliance with its own procedures and generally accepted protocol as it relates to New Mexico State Statutes and Public Education Department Standards. The process and criteria that are mutually agreeable to the Headmaster and the Governing Board will evaluate the Headmaster's effectiveness as it relates to the policies/procedures and regulations promulgated through the Governing Board as well as all pertinent state statutes.

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The manner in which the annual audit of the administrative operations of the charter school is to be conducted:

An independent auditor will review, evaluate and report to the Governing Board regarding the fiscal management and financial status of all departments and programs, finances, etc. in compliance with applicable laws, policies, practices, and guidelines and procedures as well as effectiveness of economy of the operation.

DESCRIPTION OF THE GOVERNING BODY

Description of the responsibilities and obligations of the governing body as a whole, individual members, and officers of the governing body:

Governing Board Membership

The Governing Board of the North Valley Academy Charter School shall consist of no more than seven voting members (a minimum of five of which must be in attendance for board action to be taken at any regular or special meeting) with the possibility upon board action of adding a maximum of two additional resource non-voting members (to be approved by the governing board and, upon recommendation, the headmaster). The members of the Governing Board shall be appointed and represent the general community, parents involved with their children, within said school, the broader interests of the school/educational community and the programmatic substance as it relates to the charter. The faculty member representative which is one of the two resource members allowed shall be appointed by the Headmaster.

Four of the seven Governing Board positions shall consist of general or business members of the broader community, not restricted to any regular or conventional boundaries. Three positions shall be reserved for parents who have at least one student in attendance in good standing currently at NVA.

The resource members are appointed by the governing board and may come from either identified population.

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Terms of Office

The term of office for all appointees shall be four years. Their terms in any case require that the individual is in good standing in the community organization or group (individually or otherwise) they represent regardless of their position. The anniversary date for all terms shall be June 30 of each election year and all members are permitted to succeed themselves for a maximum of three terms. Unfilled terms, regardless of the time frame, count as one full term.

Insurance

Voting members of the Governing Board shall be covered with liability insurance as per local and state law and requirements.

Officers of the Governing Board

The governing Board shall elect every other year (even years on the calendar – 2006, 2008, 2010, 2012, etc. in June) a chairperson, vice-chairperson, and secretary from within the board's seven voting members. In any case, no more than two of the three elected positions on the Governing Board may come from a single population grouping, i.e. general community members and parents. Unfilled terms as officers shall be dealt with procedurally once that officer is removed or resigns at the next regularly scheduled meeting of the governing board of the North Valley Academy Charter School.

Those members up for election to any one of the positions identified shall be selected based upon the following criteria:

Candidates must complete a statement/application of interest to serve in an elected role prior to June 1st of the election year.

The individual must be a willing participant and be actively involved in all facets of the governing board activities that support the charter in both intent and spirit as it has been written.

He/she must demonstrate a sense of loyalty and possess a strong character to be considered for any elected position. This means that violation of any law, regulation, rule, that any staff member or the general populace is subject to would serve as cause for that person's expulsion or termination of consideration for that role.

Candidates must be devoted to the holistic education, as it relates to our charter, and be representative of that commitment in one's own life.

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A list of each of the members of the school’s governing body with a brief description of the qualifications of each member:

Governing Board

Community Representative (President)	Jeff Romanowski
Community Representative	Gary Hveem
Community Representative	Lonnie Juarez
Parent Representative	David Juarros
Parent Representative (Secretary)	Suzanne Ranieri
Parent Representative (Vice-President)	Tony Otero
Faculty Representative (non-voting)	Barbara Ibarra
Community Representative	Darrell Frisse

Qualifications

All members of the governing board must either be parents or representative members of the general/business/professional community. The appointed individuals shall rise to a position on the governing board upon recommendation from either the headmaster or chairperson of the current governing board as it stands. Each individual must be willing to serve as a contributing member and is expected to subscribe to and honor the Charter of North Valley Academy Charter School as well as its established rules and regulations. Further, members are required to participate in governing board/school board training sessions sponsored by various organizations including the New Mexico School Board Association, the National School Board Association, New Mexico Public Education Department, and other such organizations/institutions where appropriate. An orientation session is also required in advance of the first regular meeting prior to being allowed to vote as a matter of board policy.

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Plans for board member recruitment and selection, including the orientation process for new members and ongoing professional development:

The rotation shall be four members (two general/community and two parent representatives) who shall be up for appointment/reappointment each odd year as identified on a four-year rotational basis beginning with the regular June meeting of the Governing Board in 2007. The second part of the rotation shall consist of three members (two general/community and one parent) who shall be up for appointment/reappointment during even years on a four-year rotation beginning with the regular meeting of the governing board in June of 2008. Appointments shall take place every fourth year, i.e. Group 1: 2007, 2011, 2015, etc... Group 2 will appoint/reappoint during the regular June meeting 2008, 2012, 2016, etc. Members not filling their complete term will be appointed on recommendation of the chair and headmaster after ratification by the full board within 60 days of their resignation/removal. Members may not miss more than two regular meetings without being properly excused by the full board as a matter of procedure. Failure to meet that requirement shall constitute grounds for removal by the full board of said position at the next regularly scheduled meeting.

Unfilled Terms

Unfilled terms shall be filled by the approval of the Governing Board upon recommendation of the governing board chair and headmaster, and then affirmed by a majority of the remaining members of the Governing Board. Appointed members under these circumstances shall serve out the unfilled term only, and then be subject to the reappointment process as a matter of procedure.

New Governing Board Member Orientation

Each new Governing Board Member shall be provided an orientation per the direction of the Headmaster. Included shall be an updated copy of all policy, procedures, the current budget and such other documents as the Headmaster deems essential to the operation of the North Valley Academy Charter School and as it relates to the Governing Board's responsibilities. The Headmaster shall set aside such time as necessary to answer any questions.

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How staff, families, and the community will be notified of the opportunity to be involved in the governance of the school:

Open Meetings

The Governing Board submits to the “Open Meetings Act” and a schedule of its meetings shall be published on a monthly as well as an annual basis determined by the Governing Board in its January meeting of each year.

Note: When determining a quorum members shall be present in the same room except when prior arrangements are made to permit individual voting members to be connected to the meeting (regular, special, emergency or executive session meetings) by telephone and still be viewed as part of the quorum.

Regular Meetings

Regular meetings of the Governing Board shall be scheduled in January when the formal calendar is approved for the following school year and published in its master calendar of events. The Governing Board shall meet on a regular basis one time per month, the second Wednesday of each month with the exception of the month of July.

Special Meetings

The Governing Board may also meet at such other times as deemed necessary or appropriate to transact business that may come before the next scheduled regular meeting. Notice of special meetings shall be provided to the news media and posted on the building at least three days before the scheduled meeting date.

Emergency Meetings

The Governing Board may also hold emergency meetings. Notice of an emergency meeting will be given to the news media at least 24 hours prior to the meeting date/time.

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Executive Session/Closed Meeting

If any meeting is closed pursuant to the exclusions contained in the Open Meetings Act the closure:

If made in an open meeting, shall be approved by a majority vote of a quorum of the Governing Board, the authority for the closure and the subject discussed shall be stated with reasonable specificity in the motion calling for a vote on the closed meeting; the votes shall be taken in an open meeting, and the vote of each individual member for or against closure shall be recorded in the minutes. Only those subjects announced or voted on prior to closure by the Council may be discussed in the closed meeting, and

If called for when the Governing Board is not in an open meeting, shall not be held until public notice, appropriate under the circumstances, stating the specific provisions in the law authorizing the Closed/Executive meeting and stating with reasonable specificity the subject to be discussed, is given to the members of the media and general public by posting such meeting at the North Valley Academy Charter School.

Agenda

The Chairperson and Headmaster (or designee) are responsible for preparing and distributing the agenda. A report containing supporting information should accompany the agenda as a matter of procedure.

The agenda shall be mailed, emailed or delivered to members of the Governing Board no later than two weeks prior to the meeting exclusive of the addendum agenda. Regular meetings shall be announced a minimum of one week in advance to all concerned populations through school calendars/announcements, etc. and distributed equitably to students through their classrooms (such as but not limited to the Thursday folders).

Items may not be added to the agenda by the Headmaster or by a board member less than five days (addendum agenda exception), prior to the meeting except in the case of an emergency. An emergency is defined as unforeseen circumstances, if not addressed immediately by the Governing Board will likely result in an injury or damage “personally or professionally” to a person or property or substantial financial loss to North Valley Academy Charter School or its Governing Board.

Individuals wishing to appear before the Governing Board at a regular meeting may do so by signing the appropriate form at the entrance of the location of the meeting at North Valley Academy Charter School as published prior to the starting time of the meeting. See 2.4.3 for additional procedural information. Only Governing Board members or the Headmaster as a matter of procedure may submit an item on the agenda for consideration. Such items shall be submitted in writing (and must be received) to the Chairperson and/or Headmaster a minimum of five working days in advance of that regular meeting, stating the request. The final agenda will be available to the Governing Board, general public and school’s constituency as well as the media upon request minimally 72 hours in advance of the regularly scheduled starting time of the meeting as well as at the meeting site.

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The official records of the Governing Board shall be kept in the office of the Headmaster at the school itself and are subject to public view upon reasonable request. These records may be reviewed in the Headmaster's office only. Copies will be furnished within 72 hours of a written request being submitted to the Headmaster as a part of the procedure.

All meetings are conducted in accordance with the New Mexico Statutes and the Open Meetings Act.

Conduct of the Meetings

Agenda for Meetings:

There shall be three types of items that may appear on the agenda identifying the appropriate event or activity with each.

Information/Report Item:

This shall be an item which will report results of a committee hearing, a positive or negative incident which is deemed necessary for the Governing Board to be aware of as a matter of procedure.

Discussion Item:

A discussion item may be transformed into an action item or simply discussed as a particular item on the agenda. First readings are discussion items and are not action items by definition, but discussion items may be action items with the majority of the Governing Board's approval at that meeting.

Action Item:

All items that have action attached to it and require a vote of the Governing Board one way or the other are action items. The Governing Board may approve or reject such item or may table as may be applicable, but in any and all cases a vote must be taken by the Governing Board.

The Chairperson shall announce each item.

Members requesting comment, address, or question of any aspect of a particular item on the agenda must ask the Chairperson for an opportunity to speak. Members of the Governing Board shall request such by addressing the Chair as Mister or Madam Chair. Upon acknowledgement, comments and/or questions may be addressed for that item only.

The Chairperson shall determine when discussion has been satisfied or fully completed including public comment input and may rule in concert with Robert's Rules as to when the question will be addressed.

All meetings shall be conducted in concert with Robert's Rules.

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Items not on the agenda may not be addressed publicly nor is deemed appropriate to make personal comments or contradicting the action of the view of the majority of the Governing Board upon completion of the process.

Motions – When appropriate a motion and second is required prior to discussion, completion of discussion, or a call for the question. The chair shall then conduct a vote on the motion or amended motion.

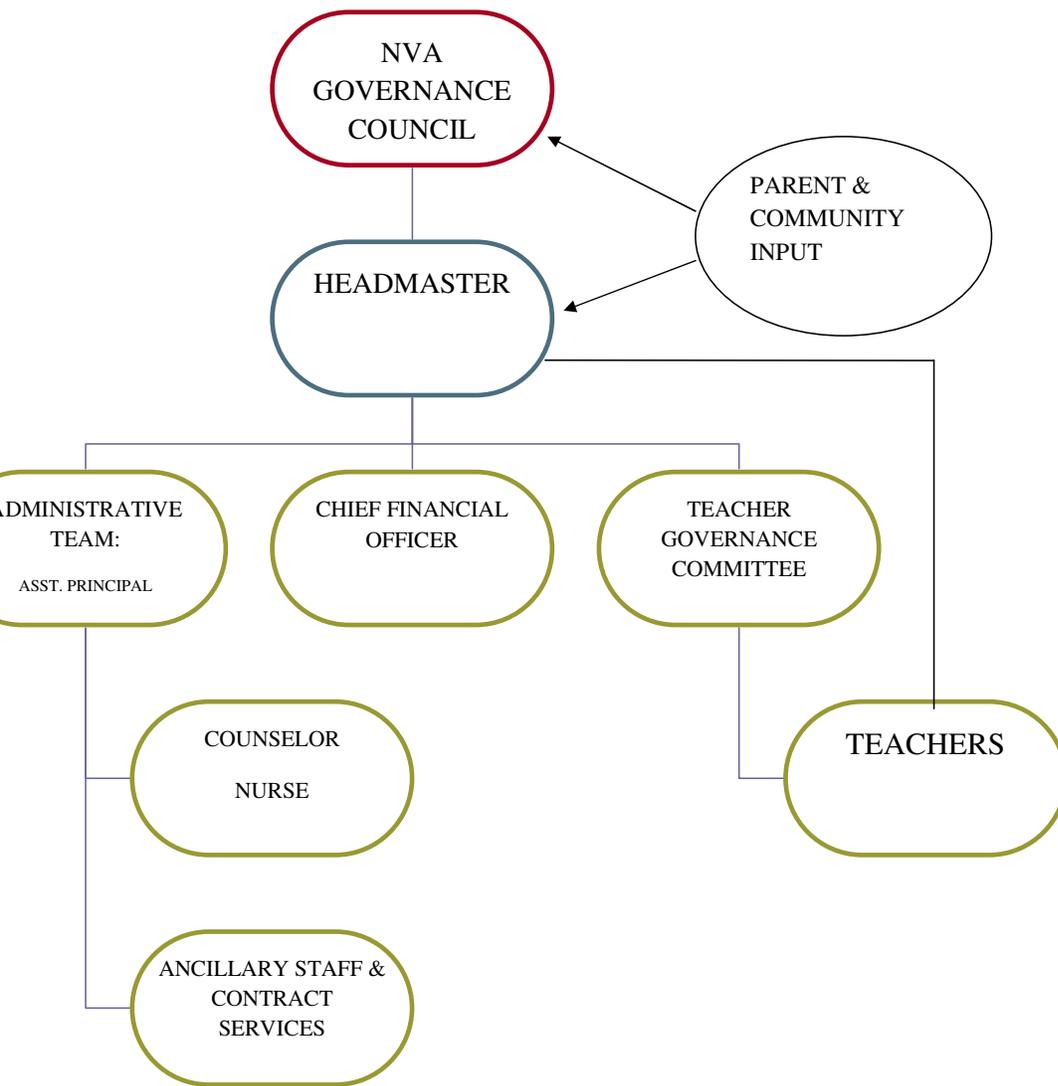
Addressing the Governing Board

An individual may speak on any item that appears on the adopted agenda or other North Valley Academy Charter School matters other than personnel by signing on the request sheet that is provided at the Governing Board meetings, subsequently after being recognized by the Chairperson of the Governing Board the guest may speak. Complaints about an individual and/or employees or any personnel matter will not be heard as a matter of procedure. Individuals must speak to an item on the approved agenda and all remarks are limited to three minutes or less in duration. Governing Board members may not respond other than the chair to the individual or individuals making comments at this point, one way or the other.

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SCHOOL ORGANIZATIONAL STRUCTURE

Description of the site-based management structure at the school, with an organizational chart that includes job descriptions that identify key roles, responsibilities and accountability for each position:



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Headmaster Position Description

General Description and Goals

The Headmaster shall be the leader who is driven by the vision as established by the North Valley Academy Charter School Governing Board for high academic achievement within a diverse student population, and is committed to social justice, utilizing the skills in his possession to guide and lead in a direction that affirms the goals and intent of said Governing Board. The Headmaster will model effective leadership defined by integrity, clear and open communication, fairness, high standards, and an understanding of the needs and interests of a diverse community.

The Headmaster shall be responsible to the Governing Board for each of the following general areas: programmatic and curricular leadership and fiscal operation of the school, including securing of appropriate state, federal, local monies as well as fund-raising operation through private fund raising in an effort to achieve the goals and intent of the governing board. Specific responsibilities shall be as follows

1. Demonstrate high expectations for all students and staff and a commitment to providing the support required to attain them.
2. Ensure a safe and nurturing environment for students, staff, and families.
3. Demonstrate cultural competencies and anti-racist leadership through behaviors and decision-making.
4. Develop and implement a Whole School Improvement Plan (WSIP) that sets the direction for school improvement efforts.
5. Analyze student performance data to inform school improvement efforts and benchmark progress.
6. Evaluate staff, design and implement professional development strategies that address instructional improvement priorities defined by student achievement and the individual needs of staff members (Each certified staff member shall be formally evaluated – using the approved evaluation form by the Governing Board a minimum of one time per school year, prior to any decision regarding potential retention or dismissal by the Governing Board. In addition, each certified staff member shall be informally observed and documented as a matter of procedure in the staff member's file a minimum of four times a year. Classified employees must be evaluated by the Headmaster and/or his or her designee a minimum of two times a year formally in concert with their position descriptions approved by the Governing Board.).
7. Conduct classroom observations to analyze instruction, and supervise staff to ensure continuous improvement in teaching and learning
8. Ensure that the learning needs of all students - Special Education, English Language Learners, and Regular Education - are met.
9. Establish a collegial environment that honors and encourages staff's continuous learning through involvement in outside seminars, educational initiatives, and in-service experiences among other opportunities that will enhance the North Valley Academy Charter School students.
10. Foster teacher leadership through delegation, and shared leadership and decision-making.
11. Align the use of time, people, money, and materials to school's instructional priorities.
12. Manage school facilities and operations.
13. Cultivate and sustain meaningful partnerships with families and community members that support student achievement and well-being.

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14. Engage in continuous learning and on-going professional development with other Principal / Headmaster colleagues.

15. Other -- The Governing Board may assign other responsibilities in the effort to offer a more complete program of learning based on the discretion of the Governing Board.

Chief School Financial Officer

Job Description and Goals

The Chief Financial Officer shall meet the accounting, financial, personnel, and purchasing needs of the school. Specific responsibilities shall be as follows:

Verify the receipt of all funds to which the North Valley Academy Charter School may be entitled by law or which may come into its possession for public school purposes

1. Verify the payment of such funds, such payments to occur only on written order of the Headmaster and/or Governing Board
2. Keep an accurate record of all receipts and expenditures, and provide such information to the Headmaster and the Governing Board
3. Make reports as may be required by law, by the Headmaster, or the Governing Board.
4. Prepare the annual school system budget and monthly financial statements, in the form required by law or the New Mexico Public Education Department
5. Ensure the school maintains an accounting system in accordance with generally accepted accounting principles and governmental accounting standards
6. Ensure the school maintains a school payroll accounting system in accordance with applicable laws and regulations
7. Supervises the preparation of financial reports annually and at other times as requested by the Headmaster, the Governing Board, and other agencies
8. Supervises the preparation of reports as required by other agencies.
9. Ensures the school maintains an adequate system of internal controls including property and inventory accounting
10. Ensures the school maintains a sound system of cash management
11. Ensures the school maintains a sound accounting system
12. Ensures the school maintains a system of contracting and purchasing procedures
13. Coordinates the preparation and presentation to the Governing Board of the annual budget and any amendments as appropriate
14. Ensures the school maintains the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
15. Supervises the accounting procedures and practices of all funds for which the Governing Board has responsibility
16. Supervises the preparation of and approves all payrolls and all payroll deductions
17. Supervises the preparation of and approves all Accounts Payables
18. Provides auditors such records and assistance as they may require
19. Supervises the financial accounting procedures of all funds controlled by the school; coordinates the auditing of the school's accounting

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20. Supervises the development of the indirect cost application to the State Department of Education
21. Directs, plans, and coordinates the operation of all fiscal activities
22. Performs other functions as the Headmaster may indicate.

Dean of Students

Job Description and Goals

The Dean of Students is responsible for discipline, curriculum, scheduling, evaluations, handbooks, the parking lot, and technology. Specific responsibilities shall be as follows:

1. Assists in designing and implementing emergency plans for the school in all needed areas as assigned by the Headmaster
2. Assists in the general responsibility for attendance procedures and identified tasks in the areas of pupil personnel services
3. Coordinates and assists staff efforts in maintaining student discipline and deals with special problems as necessary
4. Works in cooperation with the staff and guidance department for the social adjustment and welfare of students
5. Assists in the coordination of the student ID program, accounting of equipment, lockers and textbooks
6. Contacts parents as requested by the Headmaster
7. Assists in the coordination and supervision of extracurricular activities
8. Shares leadership in the development of school in-service training and the improvement of the learning environment
9. Assists in supervision of students before school and after school
10. Coordinates detention programs
11. Assists in ensuring a safe and secure environment
12. Assists in providing effective leadership in planning, developing, implementing and evaluating the instructional program.
13. Assumes other reasonable and equitable job-related duties assigned by the Headmaster.

Assistant Principal

Job Description and Goals

The Assistant Principal shall serve as an instructional and administrative leader of the school, to work with staff, students and community to ensure a high quality educational program, and to formulate and accomplish the school mission. Specific responsibilities shall include the following:

1. Assists in interpreting and enforcing local, state and federal policies, regulations and laws
2. Assists the principal in the personnel function
3. Assists the principal in securing, maintaining and managing material resources.

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4. Assists in improving student attendance.
5. Assists with scheduling and assigning students for instruction
6. Assists with extracurricular activities at the level assigned
7. Assists with the supervision of classroom instruction
8. Assists with the distribution and accounting of textbooks and instructional supplies
9. Assists with curriculum development and other related matters
10. Coordinates short-cycle assessments, state and federally mandated testing, and other testing as required by the Governing Board or other agencies
11. Prepares such reports as assigned
12. Assists with inspection of the physical plant and grounds and reports maintenance/custodial needs
13. Assists with procedures related to the health and safety of staff and students
14. Assumes overall responsibility for the school in the absence of the principal
15. Is on call when necessary to provide proper building security and building maintenance, and to handle emergency situations
16. Assumes other reasonable and equitable job-related duties assigned by the Headmaster.

Director of Special Education

Job Description and Goals

The Director of Special Education shall plan, organize, and implement all phases of the special education program. Specific responsibilities shall be as follows:

1. Provides general supervision for instruction in the special education programs
2. Provides technical assistance to special education teachers upon request of the Headmaster and/or individual teachers
3. Coordinates in-service and professional development activities for special education teachers
4. Assists with the selection, placement, supervision, evaluation, and staff development of personnel as required
5. Acquires, produces, and disseminates information related to effective programs, and practices in special education for school personnel and the community
6. Represents the school as directed at conferences, committee sessions, training seminars, and/or State Department of Education or community meetings
7. Coordinates the acquisition and/or installation of specialized equipment or modifications to classrooms for special education students
8. Monitors and participates in the development of IEPs to ensure accuracy, completeness, and implementation according to local, state, and federal regulations
9. Assists, educates, and directs school administrators, teachers, and other personnel in matters specifically related to the implementation of federal and state laws and regulations involving special education
10. Coordinates activities with mental health agencies, hospitals, and other community agencies which directly involve special education students and/or programs
11. Adheres to federal, state, local and board rules and regulations
12. Assumes other reasonable and equitable job-related duties assigned by the Headmaster.

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School Counselor

Job Description and Goals

The school counselor shall provide service through which each student is helped to develop skills in the areas of personal and social growth and educational planning. Specific responsibilities shall include:

1. Plans and develops an organized developmental program of student counseling services with administrative cooperation
2. Maintains accepted standards by submitting counseling plans to the Headmaster for approval
3. Facilitates the counseling process and provides as many services as possible to the students
4. Assesses the needs for counselor materials, supplies and equipment and provides this information to the Headmaster for budget consideration
5. Counsels with students individually and in small groups:
 - o Helping each student understand and accept one's responsibilities, limitations, interests, attitudes, values and emotions as maturing persons who are learning to make decisions and to accept the consequences of one's decisions
 - o Providing meaningful information to the students about plans, choices and/or problems
 - o Identifying potential drop-outs and provide information and materials to aid the student in making realistic and acceptable decisions.
 - o Seeking to develop within the student a continuing increase in the ability to function as a self-directing individual
6. Assumes the role of leader and consultant in the school's student appraisal program by:
 - o Collecting and organizing necessary information about each student from a variety of sources (academic records, parental conferences, personal data forms, standardized and non-standardized tests and other materials for referral purposes)
 - o Identifying and referring students and parents to other resources when the student needs further assistance
7. Assists students in educational planning by:
 - o Collecting, organizing, analyzing and making available current educational and vocational information
 - o Helping students translate previous learning and experiences into a meaningful plan
8. Provides placement information for students, teachers, administrators and parents to:
 - o Assist administrators and teachers in providing the best curricular program for each student
 - o Help the student plan toward future educational experiences as well as evaluate progress
9. Helps parents understand the school and their children by:
 - o Providing parents with information about educational opportunities as they contribute to the maximum develop of their children
 - o Providing parents with information about the school, its policies, procedures and educational resources
 - o Helping parents develop realistic perceptions of their children's abilities and aptitudes as they progress through school and make plans for the future
10. Conducts in-service with administrators and teachers through faculty meetings and continuous in-service education oriented toward student success
11. Conducts local studies and follow-up evaluations to determine the extent to which a program is meeting the needs of the students

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12. As a member of the professional staff, assists in interpreting the counseling and guidance program to the community by the total school program
13. Reports suspicions of child abuse to the Children, Youth, and Families Department of the State of New Mexico
14. Supervise police officers, case managers, social workers, and other representatives of various agencies that require interviewing students on campus
15. Assumes other reasonable and equitable job-related duties assigned by the Headmaster that do not conflict with the guidance and counseling philosophy as mandated by the State Department of Education and the National Association of School Counselors.

School Nurse

Job Description and Goals

The school nurse shall plan, implement, and evaluate a comprehensive school health program. Specific responsibilities shall include the following:

1. Assists the administration in developing school health programs
2. Aids in primary prevention and control of communicable diseases
3. Assists school personnel in maintaining environmental standards in school
4. Speaks to PTA and faculty groups as requested
5. Works with community agencies to provide improved health services
6. Participates in professional organizations and educational programs
7. Administers first aid in accordance with established first aid procedures
8. Instructs teachers on screening students for health problems
9. Serves as a liaison between health professionals and the school system regarding the health needs of students
10. Reports child abuse and neglect to the Children, Youth and Families Department of the State of New Mexico
11. Recommends exclusion and readmission of students in compliance with state policy on infections and contagious diseases
12. When requested, provide effective in-service education on health-related topics for school system personnel
13. Coordinates and implements health screenings mandated by state law
14. Adheres to rules and regulations.
15. Assumes other reasonable and equitable job-related duties assigned by the Headmaster.

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Teacher

Job Description and Goals

The teacher shall facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able and responsible members of society. Specific responsibilities shall include:

1. Assesses student abilities as related to desired educational goals, objectives and student outcomes
2. Develops and implements a program of instruction that meets the individual needs and abilities of students and is consistent with state courses of study and standards and benchmarks
3. Plans and implements a variety of appropriate instructional/learning strategies and activities which serve the needs and capabilities of the students
4. Manages the behavior of learners in the classroom and participates in the management of student behavior in other parts of the school
5. Communicates to students and parents (either in writing or verbally) the instructional expectations, student progress or lack of progress
6. Continually assesses student achievement and maintains appropriate assessment and evaluation documentation for institutional and individual reporting purposes
7. Actively participates in and works with other school personnel in planning effective instructional goals, objectives, methods and curriculum
8. Participates in professional growth and development activities including staff meetings, in-services and staff development activities as required or assigned
9. Ensures that the classroom and/or instructional environment are attractive, healthful, safe and generally conducive to learning
10. Ensures confidentiality of all students' records, grades, performance and all other related matters
11. Maintains a valid New Mexico professional teaching certificate and is responsible for the renewal of the certificate
12. . Assumes other reasonable and equitable job-related duties assigned by the Headmaster.

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Instructional Aide

Job Description and Goals

The instructional aide shall assist the teacher in achieving identified instructional objectives and to help students take full advantage of the instructional program and available resource materials. Specific responsibilities shall include the following:

1. Performs tasks related to classroom activities under the supervision of a certified teacher
2. Works with small groups of students to reinforce and to re-teach, when necessary, material initially introduced by the teacher
3. Works with individual students who need special attention
4. Guides independent study, enrichment work, remedial help, and follow-up work as specified by the teacher
5. Provides feedback concerning student progress to the regular classroom teacher
6. Assists with checking notebooks, correcting papers, and supervising testing and make-up work
7. Assists with preparation of instructional aids, bulletin boards, and other learning displays.
8. Sets up and stores audio-visual equipment for classroom use
9. Assists with non-instructional classroom duties such as snack breaks, clothing routines, etc. as directed
10. Supervises small groups who leave the classroom to do library work
11. Helps with supervision of students during lunch periods, assemblies, and field trips
12. Maintains confidentiality of information as required by school policy
13. Maintains a high level of ethical and professional standards as expected of all personnel
14. Participates in in-service training provided by the school and the New Mexico State Department of Education.
15. Assumes other reasonable and equitable job-related duties assigned by the Headmaster.

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Office Manager

Job Description and Goals

The office manager shall organize the operation of the school's main administrative offices. Specific responsibilities shall include the following:

1. Provides secretarial services for the Headmaster and other administrators
2. Provides routine management of the Headmaster's office
3. Inputs and monitors all functions related to the time-clock and ensures its effective and accurate operation
4. Verifies and submits to the administration the monthly service report for approval
5. Ensures accurate and appropriate correspondences with parents, administration and staff
6. Contacts parents when necessary as directed by administration
7. Performs the duties of receptionist
8. Takes incoming phone calls and transfers to appropriate extensions
9. Maintains fax machine and copier
10. Maintains personnel folders
11. Distributes payroll, keeps track of leave and employee benefits
12. Distributes mail and deliveries
13. Arranges for substitute teachers
14. Orders supplies
15. Receives and keeps accounts for funds from staff, activities, and the cafeteria and makes bank deposits
16. Translates for Spanish-speaking parents
17. Assumes other reasonable and equitable job related duties as assigned by the Headmaster.

Registrar

Job Description and Goals

The registrar shall maintain student records and meet New Mexico state accountability requirements. Specific responsibilities shall include the following:

1. Establishes and maintains good public relations with the community, parents and school visitors
2. Maintains student cumulative record files
3. Maintains the ADS records for the State of New Mexico Public Education Department
4. Performs the duties of receptionist
5. Maintains attendance and tardy records and issues tardy passes
6. Prepares state and federal reports as required by administration
7. Registers new students
8. Makes copies of records for students withdrawing to another school
9. Maintains required enrollment, immunization records and lunch forms
10. Assumes other reasonable and equitable job related duties as assigned by the Headmaster.

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Director of Maintenance

Job Description and Goals

The director of maintenance shall keep the school facilities running properly and in good repair. Specific responsibilities shall include the following:

1. Establishes priorities on repairs and general building maintenance, both inside and outside the buildings
2. Examines the school building and grounds on a regular basis for needed repairs and general maintenance needs
3. Completes requests for general repairs or projects
4. Requests assistance for general repairs or projects beyond the capabilities of the school
5. Replaces light bulbs and cleans light covers as needed
6. Changes marquees as directed by the principal
7. Takes care of the school's security system during the day and after work hours by responding to emergency calls from the service provider, police department and fire department
8. Orders materials and supplies as needed for repairs and general maintenance of the school
9. Moves furniture, supplies and materials as needed
10. Assists with custodial duties as needed
11. Assists with the athletic facilities as needed
12. Assumes other reasonable and equitable duties as assigned by the Headmaster.

Staffing plan for each year of the first charter term, including the proposed pupil-teacher ratio:

Projected classes and size:

- 2 ½ day Pre-K 4 @ 20 students ea
- 2 Kindergartens @ 20 students ea.
- 2 First grades @ 22 students ea.
- 2 Second grades @ 22 students ea.
- 2 Third grades @ 22 students ea.
- 2 Fourth grades @ 24 students ea.
- 2 Fifth grades @ 24 students ea.
- 2 Sixth grades @ 24 students ea.
- 2 Seventh grades @ 27 students
- 2 Eighth grades @ 27 students

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= Total of 464 students each year for the next five years (this total number includes two pre-K classes)

The school's discipline process for staff that provides for due process:

Right of Appeal (Grievance Procedure)

Any decision of the Headmaster in which a student and/or employee of the school has been aggrieved may be appealed to a committee made up of three members of the Governing Board appointed by the Governing Board Chairperson. This applies to decisions made by the Headmaster or Principal as they pertain to policies established through the Governing Board relative to student and/or employee issues only relating to performance, policy adherence, etc. As a matter of policy the Governing Board has no authority over the hiring or retention other than approval as recommended by the Headmaster of any personnel other than the Headmaster. The Headmaster is responsible for conducting all background checks, reference reviews, submitting to state and federal requirements in terms of personnel prior to making said recommendation for final approval to the Governing Board of the North Valley Academy Charter School. The Governing Board does perform as a hearing authority in such cases which may be appropriate as identified earlier relative to policy and personnel performance decisions made by the Headmaster.

Policies, procedures, conduct of students, faculty shall initially be handled procedurally through the principal and all decisions not covered under board policy shall be considered final.

Appeal Process

All appeals shall be initiated by a letter from the aggrieved party. Such appeals/hearings shall be heard de novo. The Governing Board only hears appeals on performance related decisions of the staff members relative to their evaluations or policies as approved by the Governing Board. The decision of the Governing Board in any case shall be final.

Evidence and testimony at such review committee/hearing shall be informal but shall follow generally accepted rules and procedures for ensuring due process. New evidence shall not be allowed unless it was not in existence at the time of the decision by the Headmaster or although in existence at that time, it was not discovered.

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EMPLOYEE RELATIONS

An explanation of the relationship that will exist between the school and its employees, including evidence that the terms and conditions of employment will be addressed with affected employees:

Equal Employment

The North Valley Academy Charter School is an equal opportunity employer. The North Valley Academy Charter School will not discriminate based upon disability, race, ethnicity, color, gender, sexual orientation, national origin or ancestry, religion, age, veteran status and/or any other protected statuses defined by law, in all facets of employment, compensation, promotion, transfer, demotion, lay off or for school-sponsored training programs. Discriminatory behavior violates state and federal laws and regulations.

Employee Conflict of Interest

Employees are prohibited from using confidential information acquired by virtue of their association with the North Valley Academy Charter School for their individual and/or another's private gain.

Employees are prohibited from receiving or requesting and accepting a gift or loan for themselves or another that tends to influence them or appear to influence them in the discharge of their duties or employees.

Business with suppliers through the school will not be influenced or appear to be influenced by an employee's financial interest individually.

Employees must not engage in activities which violate federal, state or local laws or which in any way diminish the integrity and efficiency or discipline in the North Valley Academy Charter School.

Staff Development Opportunities

Staff members should continue to improve their competencies during their service. The administrator will promote opportunities for staff development and for staff members to take advantage of them. To the extent feasible, the administrator should establish procedures by which staff members can receive proper recognition for efforts to improve their qualifications and abilities.

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Terms and Conditions of Employment; Manner of Addressing Affected Employees and their Recognized Representatives

All North Valley Academy employment contracts will be individually negotiated, with participation by the Governing Council President, the administrator, the Business Manager and the prospective employee. Latitude is granted to all in these negotiations, within the limits of state law and NVA policy. As stated in the PED's "Charter School Handbook," the governing council and its employees can together decide whether it is in the best interest of the school to have its employees participate in collective bargaining. If the governing council and the school employees decide it is in the best interest of the school to have its employees participate in collective bargaining, the governing council will recognize the legitimacy of the union representation and will engage in collective bargaining regarding terms and conditions of employment.

Calendar, Annual Leave and Appropriate Professional Time

Professional Staff (Administrators, teachers, counselors, educational assistants, etc.)

Professional Staff who are twelve-month employees will be on duty from July 1st through June 30th and shall be entitled to 10 working days of sick leave and 10 working days of annual leave which may accumulate to a total of 30 days including the current year. The Headmaster, Principal, Counselor, and/or Business Manager (as may be applicable) will be paid upon termination for all earned leave; however, payment for earned leave may not exceed 30 days at the value of the current contract. All other professional employees (teachers, educational assistants) who have been awarded contracts that are less than 12 months of actual service shall be entitled to 10 working days of sick leave which may accumulate to a total of days including the current year. This category of employee does not have annual leave. All professional staff are permitted one personal/professional day each on an annual basis subject to the approval of the Headmaster and outside of the professional leave covered under the leave policy. This will take effect for the 2007/2008 school year.

Less than full time or contract employees are not eligible for either sick days or annual leave as a matter of policy. Employees who violate Governing Board Policy and are terminated may not receive credited annual leave.

Classified Staff (Custodians, clerical staff, cafeteria staff, etc.)

Classified employees who work full time are entitled to periods of annual leave ranging from 5 working days per year depending on the length of service. No annual or personal leave will be granted to classified employees during the first year of employment although those employees may earn annual leave during that period.

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If a classified employee terminates, the employee will be paid for all earned annual leave time only if a minimum of three years service has been established. However, payments for earned leave may not exceed two days salary and no classified employee will be paid for annual leave upon termination prior to three years of employment. Employees who are terminated for any reason may not receive any pay for earned annual leave.

Personnel Background Investigations

The North Valley Academy Charter School will conduct background checks of all prospective employees (i.e. applicants offered employment) with the school including teachers, administrators, classroom personnel, contractors, contractors' employees and volunteer who have unsupervised access to students. Background checks are based upon the results of the finger print identification of the prospective employee, teacher, administrator, classroom personnel, contractor/employee and/or volunteer.

Description of the school's personnel policies and procedures that comply with all applicable federal statutes and regulations, and the School Personnel Act:

Conflicts of Interest

All employees of North Valley Academy owe their full attention and their undivided loyalty while on the job to the best interests of NVA. Various situations can create the potential for interfering with the physical performance of employees' duties, or for bringing employees' personal interest or the interests of some other person, group or entity into conflict with the school's best interests. All NVA employees must use their good judgment and avoid situations or relationships which interfere with their physical ability to perform their duties or which tend to divide their on-the-job loyalties.

Non-School Employment

The governing council recognizes that many school employees find it necessary or desirable to supplement their income through outside employment. Nevertheless, the governing council considers that it has given its full-time employees full-time jobs, and expects all North Valley Academy employees to give their school responsibilities priority over outside work.

The governing council does not wish to infringe unduly on any employee's ability to augment his or her income through legal outside activities, such as professional consulting, college teaching, or research and writing; such activities reflect credit upon North Valley Academy and may contribute to an employee's professional growth. However, outside work may legitimately concern the governing council if it interferes with the effective performance of an employee's NVA responsibilities, if it tends to compromise or embarrass NVA, or if it suggests a conflict of interest. Accordingly, the following rules shall govern employees' non-NVA School employment:

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(a) Employees of North Valley Academy shall not perform any duties related to outside employment during regular working hours or during any additional time that is needed to fulfill the responsibilities of the NVA position.

(b) Employees shall not at any time use North Valley Academy facilities, equipment, or materials to assist them in performing non-NVA work.

(c) No employee of North Valley Academy may solicit or negotiate for, accept employment from, or render any services for, any outside person(s), firm, group, or entity or on the employee's own account if such employment or service:

(i) physically impairs the proper discharge of the employee's official NVA duties; or

(ii) creates or tends to create a conflict between the interests of NVA and the employee's personal interests or the interests of the outside person(s), firm, group, or entity.

Gifts and Gratuities

Employees of North Valley Academy are flatly prohibited from accepting anything of material value from company organizations or individuals doing business with NVA.

Employees are prohibited from accepting anything of material value from any other individual, organization, or company which might compromise or reasonably appear to influence the exercise of independent judgment in the performance of official duties for NVA.

Employee's Business Dealings with North Valley Academy

North Valley Academy exists to educate children in accordance with the highest and best human ideals. To foster public confidence in the system and to ensure fidelity to NVA's proper mission, it is essential that no employee of NVA be permitted to exploit the employment relationship for personal financial gain beyond his or her authorized compensation. Even a suspicion of such exploitation is sufficient to erode public confidence in the school. The governing council accordingly adopts the following policies to guard against such eventualities:

(a) Section 22-21-1, NMSA, broadly prohibits certified employees of a school from profiting, even indirectly, from additional business or contractual dealings with their employing schools beyond the employment relationship. The governing council hereby adopts the statutory prohibitions for non-certified employees as well as certified personnel. Except for authorized special services, as provided below, or for allowable overtime compensation for non-certified personnel, it is the policy of the governing council that no employee of North Valley Academy shall, directly or indirectly, receive or seek to receive any monetary gain from business dealings with, or work for, NVA beyond his or her authorized official compensation.

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(b) Section 22-21-1b, NMSA, exempts from the statute's general prohibitions those cases in which certified school instructors or certified school administrators contract to perform special services with the school with which they are employed during the time periods wherein service is not required under a contract for instruction or administration. The governing council, upon a recommendation by the administrator, may occasionally authorize special services contracts when such action seems appropriate to meet a particular need. However, no special services contract shall be authorized in any situation:

- (i) where the additional responsibilities would interfere physically with the proper performance of the employee's primary duties, or
- (ii) where the additional responsibilities would create a conflict of interest with or tend to influence the employee's exercise of judgment in the performance of his or her primary duties, or where the potential for the appearance of such a conflict or influence reasonably exists.

Paid Tutoring of Teacher's Assigned Students

To assure all students reasonable assistance without charge from their own teachers and to avoid the potential for conflicts of interest, no teacher may receive any pay or anything of material value for tutoring any student who is assigned to one of the teacher's classes.

Staff-Community Relations

The Governing Council will, upon the recommendation of the administrator, employ personnel who are specialists in the field of education to staff North Valley Academy. The Governing Council advises, however, that the task to be accomplished in the community by the professional school staff is not limited to the classroom. The Governing Council urges staff members to become active participants in community affairs and to set an example of good citizenship.

Participation in Community Activities

The Governing Council will provide opportunities for staff members to be absent during duty hours for participation in community obligations, such absence to be governed by procedures specified by the administrator. For example, staff members may be required to provide a speech regarding their duties. Common sense may also dictate that a staff member attend a civic function during school hours as a representative of the school or serve as an expert on a particular program sponsored by the school. All such leaves to participate in community activities are subject to approval of the administrator.

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Political Activities

Each Employee:

- (a) May assume full political and citizenship responsibilities, but shall refrain from exploiting the instructional privileges of one's professional position.
- (b) Shall make it clear while engaged in political activity that any statements and actions are his or hers as an individual and that they in no manner represent the views of North Valley Academy or the Governing Council.
- (c) Shall not engage in partisan political activity on school premises during hours of professional assignment.
- (d) Shall request a leave of absence from the Governing Council if extended community or political activity interferes with his or her professional duties.
- (e) Shall counsel with the administrator, Governing Council President, and the Governing Council prior to announcing for a public office in order to determine if any conflicts are apparent between responsibility to North Valley academy and the position of the public office.

Public Appearances

Staff members appearing before the public or professional groups may not speak for the Governing Council on matters that are solely within the purview of the Governing Council. Specific examples include comments on sensitive political and financial issues, including commentary on school policies, bond issues, levies, facility financing and other matters. This prohibition extends to speaking with journalists and with elected officials. This prohibition may be waived on a case-by-case basis via a written letter of permission from the president of the Governing Council.

The Governing Council encourages staff to discuss and support the extracurricular, curricular, and fundraising activities of the school when speaking before groups, in interviews with the press, and in discussions with elected officials.

Personnel Records

Employee Files

The administrator shall maintain a file on each employee. This file will be retained in the school's office.

The personnel records of North Valley Academy will comply with all State and Federal regulatory agencies. The records may include, but not be limited to, the following documents where applicable:

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- (a) Verification of previous service;
- (b) A complete transcript of college credits;
- (c) A current health certificate;
- (d) A current NM teaching certificate/license;
- (e) Retirement record;
- (f) Current contract or employment agreement;
- (g) Appropriate supervision reports;
- (h) A copy of birth certificate.

Protection of Privacy

It shall be the policy of the governing council to protect the privacy of current, former and prospective employees to the extent permitted by law. Accordingly, all personnel information retained by North Valley Academy shall be considered confidential unless the Inspection of Public Records Act, NMSA 14-2-1, et sec., requires otherwise.

Confidential personnel information will not be released without the affected person's written consent unless an administrator who is responsible for maintaining the relevant records determines that exceptional circumstances justify such action. Other personnel information will be made available pursuant to the Inspection of Public Records Act, as interpreted by the New Mexico courts.

The Act and decisions interpreting it provide that the following types of personnel information may be treated as confidential:

- (a) Letters of reference concerning employment, licensing or permits;
- (b) Letters of memoranda which are matters of opinion in personnel files, including documents concerning infractions and disciplinary actions, performance evaluations, and related materials, opinions as to whether a person should be rehired or reasons why an applicant was not hired, and any other material expressing an opinion as to a current or former employee or an applicant for employment;
- (c) Medical and related information pertaining to illness, injury, disability to perform a job task, or sick leave;
- (d) Names or other identifying information on applicants with North Valley Academy, until and unless one or more persons outside NVA are contacted for further information regarding a particular applicant; and
- (e) Other types of personal information, such as military discharge or arrest records
 - (i) which is solicited by North Valley Academy;
 - (ii) which is considered vital to the employment procedure; which was furnished after a promise to keep the information confidential, and for which disclosure would not appear to serve any identifiable interest.

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North Valley Academy will treat these types of information as confidential to protect the privacy of current, former, and prospective employees and to encourage qualified persons to apply for positions with assuring that the mere fact of their application for another job need not become public information.

North Valley Academy shall be entitled to ask persons seeking disclosure of personnel records to provide reasonable justification for such disclosure. (14-2-1 NMSA, 1978 Comp.)

Salary schedule for all employees that complies with the minimum salary requirements as identified in the School Personnel Act:

The salary schedule on the next three pages is for teachers. Because of the broad scope of other employee's duties all North Valley Academy employment contracts will be individually negotiated, with participation by the Headmaster, Business Manager, and prospective employee, and approval of the Governing Council. Latitude is granted to all in these negotiations, within the limits of state law and North Valley Academy policy.

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North Valley Academy Charter School
Proposed Pay Schedule

Level	Rank	BA		BA +15		BA +45		MA		MA +15		MA +45		P.H.D.	
		Annual	Hourly												
Level I	1	\$30,000	\$19,133	\$31,000	\$19,770	\$32,000	\$20,408	\$33,000	\$21,046	\$34,000	\$21,684	\$35,000	\$22,321	\$36,000	\$22,959
	2	\$30,400	\$19,389	\$31,400	\$20,026	\$32,400	\$20,963	\$33,400	\$21,301	\$34,400	\$21,939	\$35,400	\$22,577	\$36,400	\$23,214
	3	\$30,800	\$19,643	\$31,800	\$20,281	\$32,800	\$21,173	\$33,800	\$21,556	\$34,800	\$22,194	\$35,800	\$22,832	\$36,800	\$23,469
	4	\$31,200	\$19,898	\$32,200	\$20,526	\$33,200	\$21,429	\$34,200	\$21,947	\$35,200	\$22,449	\$36,200	\$23,087	\$37,200	\$23,724
	5	\$31,600	\$20,153	\$32,600	\$20,771	\$33,600	\$21,494	\$34,600	\$22,066	\$35,600	\$22,704	\$36,600	\$23,342	\$37,600	\$23,960
	6	\$32,000	\$20,408	\$33,000	\$21,046	\$34,000	\$21,939	\$35,000	\$22,321	\$36,000	\$22,959	\$37,000	\$23,842	\$38,000	\$24,598
	7	\$32,400	\$20,663	\$33,400	\$21,301	\$34,400	\$22,194	\$35,400	\$22,632	\$36,400	\$23,214	\$37,400	\$24,107	\$38,400	\$25,235
	8	\$32,800	\$20,918	\$33,800	\$21,556	\$34,800	\$22,449	\$35,800	\$23,087	\$36,800	\$23,724	\$37,800	\$24,598	\$38,800	\$25,872
	9	\$33,200	\$21,173	\$34,200	\$21,811	\$35,200	\$22,704	\$36,200	\$23,342	\$37,200	\$24,107	\$38,200	\$25,235	\$39,200	\$26,500
	10	\$33,600	\$21,429	\$34,600	\$22,066	\$35,600	\$23,087	\$36,600	\$23,842	\$37,600	\$24,598	\$38,600	\$25,872	\$39,600	\$27,128
	11	\$34,000	\$21,684	\$35,000	\$22,321	\$36,000	\$23,342	\$37,000	\$24,107	\$38,000	\$25,235	\$39,000	\$26,000	\$40,000	\$27,753
	12	\$34,400	\$21,939	\$35,400	\$22,577	\$36,400	\$23,600	\$37,400	\$24,362	\$38,400	\$25,490	\$39,400	\$26,256	\$40,400	\$28,378
	13	\$34,800	\$22,194	\$35,800	\$22,832	\$36,800	\$23,857	\$37,800	\$24,617	\$38,800	\$25,744	\$39,800	\$26,500	\$40,800	\$28,999
	14	\$35,200	\$22,449	\$36,200	\$23,087	\$37,200	\$24,107	\$38,200	\$24,872	\$39,200	\$26,000	\$40,200	\$26,753	\$41,200	\$29,620
	15	\$35,600	\$22,704	\$36,600	\$23,342	\$37,600	\$24,362	\$38,600	\$25,128	\$39,600	\$26,256	\$40,600	\$26,999	\$41,600	\$30,241
	16	\$36,000	\$22,959	\$37,000	\$23,597	\$38,000	\$24,617	\$39,000	\$25,383	\$40,000	\$26,500	\$41,000	\$27,200	\$42,000	\$30,862
	17	\$36,400	\$23,214	\$37,400	\$23,852	\$38,400	\$24,872	\$39,400	\$25,638	\$40,400	\$26,753	\$41,400	\$27,457	\$42,400	\$31,483
	18	\$36,800	\$23,469	\$37,800	\$24,107	\$38,800	\$25,128	\$39,800	\$25,893	\$40,800	\$27,000	\$41,800	\$27,706	\$42,800	\$32,104
	19	\$37,200	\$23,724	\$38,200	\$24,362	\$39,200	\$25,383	\$40,200	\$26,148	\$41,200	\$27,251	\$42,200	\$27,955	\$43,200	\$32,725
	20	\$37,600	\$23,979	\$38,600	\$24,617	\$39,600	\$25,638	\$40,600	\$26,403	\$41,600	\$27,500	\$42,600	\$28,204	\$43,600	\$33,346
	21	\$38,000	\$24,235	\$39,000	\$24,872	\$40,000	\$25,893	\$41,000	\$26,658	\$42,000	\$27,749	\$43,000	\$28,453	\$44,000	\$33,967
	22	\$38,400	\$24,490	\$39,400	\$25,128	\$40,400	\$26,148	\$41,400	\$26,913	\$42,400	\$28,000	\$43,400	\$28,702	\$44,400	\$34,588
	23	\$38,800	\$24,745	\$39,800	\$25,383	\$40,800	\$26,403	\$41,800	\$27,168	\$42,800	\$28,249	\$43,800	\$28,951	\$44,800	\$35,209
	24	\$39,200	\$25,000	\$40,200	\$25,638	\$41,200	\$26,658	\$42,200	\$27,423	\$43,200	\$28,500	\$44,200	\$29,196	\$45,200	\$35,830
	25	\$39,600	\$25,255	\$40,600	\$25,893	\$41,600	\$26,913	\$42,600	\$27,678	\$43,600	\$28,749	\$44,600	\$29,441	\$45,600	\$36,451
	26	\$40,000	\$25,510	\$41,000	\$26,148	\$42,000	\$27,168	\$43,000	\$27,933	\$44,000	\$29,000	\$45,000	\$29,686	\$46,000	\$37,072
	27	\$40,400	\$25,765	\$41,400	\$26,403	\$42,400	\$27,423	\$43,400	\$28,188	\$44,400	\$29,245	\$45,400	\$29,927	\$46,400	\$37,693
	28	\$40,800	\$26,020	\$41,800	\$26,658	\$42,800	\$27,678	\$43,800	\$28,443	\$44,800	\$29,486	\$45,800	\$30,172	\$46,800	\$38,314
	29	\$41,200	\$26,275	\$42,200	\$26,913	\$43,200	\$27,933	\$44,200	\$28,698	\$45,200	\$29,727	\$46,200	\$30,417	\$47,200	\$38,935
	30	\$41,600	\$26,530	\$42,600	\$27,168	\$43,600	\$28,188	\$44,600	\$28,953	\$45,600	\$29,972	\$46,600	\$30,662	\$47,600	\$39,556
	31	\$42,000	\$26,785	\$43,000	\$27,423	\$44,000	\$28,443	\$45,000	\$29,208	\$46,000	\$30,211	\$47,000	\$30,907	\$48,000	\$40,177
	32	\$42,400	\$27,040	\$43,400	\$27,678	\$44,400	\$28,698	\$45,400	\$29,463	\$46,400	\$30,454	\$47,400	\$31,146	\$48,400	\$40,798
	33	\$42,800	\$27,295	\$43,800	\$27,933	\$44,800	\$28,953	\$45,800	\$29,718	\$46,800	\$30,699	\$47,800	\$31,389	\$48,800	\$41,419
	34	\$43,200	\$27,550	\$44,200	\$28,188	\$45,200	\$29,208	\$46,200	\$29,973	\$47,200	\$30,944	\$48,200	\$31,630	\$49,200	\$42,040
	35	\$43,600	\$27,805	\$44,600	\$28,443	\$45,600	\$29,463	\$46,600	\$30,228	\$47,600	\$31,185	\$48,600	\$31,871	\$49,600	\$42,661
	36	\$44,000	\$28,060	\$45,000	\$28,698	\$46,000	\$29,718	\$47,000	\$30,493	\$48,000	\$31,426	\$49,000	\$32,112	\$50,000	\$43,282
	37	\$44,400	\$28,315	\$45,400	\$28,953	\$46,400	\$29,973	\$47,400	\$30,748	\$48,400	\$31,667	\$49,400	\$32,353	\$50,400	\$43,903
	38	\$44,800	\$28,570	\$45,800	\$29,208	\$46,800	\$30,228	\$47,800	\$30,993	\$48,800	\$31,902	\$49,800	\$32,598	\$50,800	\$44,524
	39	\$45,200	\$28,825	\$46,200	\$29,463	\$47,200	\$30,488	\$48,200	\$31,238	\$49,200	\$32,143	\$50,200	\$32,843	\$51,200	\$45,145
40	\$45,600	\$29,080	\$46,600	\$29,718	\$47,600	\$30,743	\$48,600	\$31,483	\$49,600	\$32,388	\$50,600	\$33,088	\$51,600	\$45,766	

Part B—The Charter Renewal

Level	Rank	BA		BA + 15		BA + 45		MA		MA + 15		MA + 45		Ph.D.	
		Annual	Hourly												
	1	\$ 40,000	\$ 25,510	\$ 41,000	\$ 26,148	\$ 42,000	\$ 26,786	\$ 43,000	\$ 27,423	\$ 44,000	\$ 28,061	\$ 45,000	\$ 28,699	\$ 46,000	\$ 29,337
	2	\$ 40,400	\$ 25,765	\$ 41,400	\$ 26,403	\$ 42,400	\$ 27,041	\$ 43,400	\$ 27,679	\$ 44,400	\$ 28,316	\$ 45,400	\$ 28,954	\$ 46,400	\$ 29,592
	3	\$ 40,800	\$ 26,020	\$ 41,800	\$ 26,658	\$ 42,800	\$ 27,296	\$ 43,800	\$ 27,934	\$ 44,800	\$ 28,571	\$ 45,800	\$ 29,209	\$ 46,800	\$ 29,847
	4	\$ 41,200	\$ 26,276	\$ 42,200	\$ 26,913	\$ 43,200	\$ 27,551	\$ 44,200	\$ 28,189	\$ 45,200	\$ 28,827	\$ 46,200	\$ 29,464	\$ 47,200	\$ 30,102
	5	\$ 41,600	\$ 26,531	\$ 42,600	\$ 27,168	\$ 43,600	\$ 27,806	\$ 44,600	\$ 28,444	\$ 45,600	\$ 29,082	\$ 46,600	\$ 29,719	\$ 47,600	\$ 30,357
	6	\$ 42,000	\$ 26,786	\$ 43,000	\$ 27,423	\$ 44,000	\$ 28,061	\$ 45,000	\$ 28,699	\$ 46,000	\$ 29,337	\$ 47,000	\$ 29,974	\$ 48,000	\$ 30,612
	7	\$ 42,400	\$ 27,041	\$ 43,400	\$ 27,679	\$ 44,400	\$ 28,316	\$ 45,400	\$ 28,954	\$ 46,400	\$ 29,592	\$ 47,400	\$ 30,230	\$ 48,400	\$ 30,867
	8	\$ 42,800	\$ 27,296	\$ 43,800	\$ 27,934	\$ 44,800	\$ 28,571	\$ 45,800	\$ 29,209	\$ 46,800	\$ 29,847	\$ 47,800	\$ 30,485	\$ 48,800	\$ 31,122
	9	\$ 43,200	\$ 27,551	\$ 44,200	\$ 28,189	\$ 45,200	\$ 28,827	\$ 46,200	\$ 29,464	\$ 47,200	\$ 30,102	\$ 48,200	\$ 30,740	\$ 49,200	\$ 31,378
	10	\$ 43,600	\$ 27,806	\$ 44,600	\$ 28,444	\$ 45,600	\$ 29,082	\$ 46,600	\$ 29,719	\$ 47,600	\$ 30,357	\$ 48,600	\$ 30,995	\$ 49,600	\$ 31,653
	11	\$ 44,000	\$ 28,061	\$ 45,000	\$ 28,699	\$ 46,000	\$ 29,337	\$ 47,000	\$ 29,974	\$ 48,000	\$ 30,612	\$ 49,000	\$ 31,250	\$ 50,000	\$ 31,888
	12	\$ 44,400	\$ 28,316	\$ 45,400	\$ 28,954	\$ 46,400	\$ 29,592	\$ 47,400	\$ 30,230	\$ 48,400	\$ 30,485	\$ 49,400	\$ 31,505	\$ 50,400	\$ 31,760
	13	\$ 44,800	\$ 28,571	\$ 45,800	\$ 29,209	\$ 46,800	\$ 29,847	\$ 47,800	\$ 30,740	\$ 48,800	\$ 31,378	\$ 49,800	\$ 32,015	\$ 50,800	\$ 32,143
	14	\$ 45,200	\$ 28,827	\$ 46,200	\$ 29,464	\$ 47,200	\$ 30,102	\$ 48,200	\$ 30,995	\$ 49,200	\$ 31,653	\$ 50,200	\$ 32,398	\$ 51,200	\$ 32,526
	15	\$ 45,600	\$ 29,082	\$ 46,600	\$ 29,719	\$ 47,600	\$ 30,357	\$ 48,600	\$ 30,995	\$ 49,600	\$ 31,653	\$ 50,600	\$ 32,643	\$ 51,600	\$ 32,909
	16	\$ 46,000	\$ 29,337	\$ 47,000	\$ 29,974	\$ 48,000	\$ 30,612	\$ 49,000	\$ 31,250	\$ 50,000	\$ 32,143	\$ 51,000	\$ 32,526	\$ 52,000	\$ 32,909
	17	\$ 46,400	\$ 29,592	\$ 47,400	\$ 30,230	\$ 48,400	\$ 30,867	\$ 49,400	\$ 31,505	\$ 50,400	\$ 32,398	\$ 51,400	\$ 32,781	\$ 52,400	\$ 33,143
	18	\$ 46,800	\$ 29,847	\$ 47,800	\$ 30,485	\$ 48,800	\$ 31,122	\$ 49,800	\$ 31,760	\$ 50,800	\$ 32,643	\$ 51,800	\$ 33,036	\$ 52,800	\$ 33,378
	19	\$ 47,200	\$ 30,102	\$ 48,200	\$ 30,740	\$ 49,200	\$ 31,378	\$ 50,200	\$ 32,015	\$ 51,200	\$ 32,897	\$ 52,200	\$ 33,281	\$ 53,200	\$ 33,612
	20	\$ 47,600	\$ 30,357	\$ 48,600	\$ 30,995	\$ 49,600	\$ 31,653	\$ 50,600	\$ 32,270	\$ 51,600	\$ 33,143	\$ 52,600	\$ 33,526	\$ 53,600	\$ 33,847
	21	\$ 48,000	\$ 30,612	\$ 49,000	\$ 31,250	\$ 50,000	\$ 31,888	\$ 51,000	\$ 32,526	\$ 52,000	\$ 33,398	\$ 53,000	\$ 33,781	\$ 54,000	\$ 34,081
	22	\$ 48,400	\$ 30,867	\$ 49,400	\$ 31,505	\$ 50,400	\$ 32,143	\$ 51,400	\$ 32,781	\$ 52,400	\$ 33,612	\$ 53,400	\$ 34,026	\$ 54,400	\$ 34,316
	23	\$ 48,800	\$ 31,122	\$ 49,800	\$ 31,760	\$ 50,800	\$ 32,398	\$ 51,800	\$ 33,036	\$ 52,800	\$ 33,847	\$ 53,800	\$ 34,270	\$ 54,800	\$ 34,551
	24	\$ 49,200	\$ 31,378	\$ 50,200	\$ 32,015	\$ 51,200	\$ 32,653	\$ 52,200	\$ 33,291	\$ 53,200	\$ 34,081	\$ 54,200	\$ 34,515	\$ 55,200	\$ 34,786
	25	\$ 49,600	\$ 31,633	\$ 50,600	\$ 32,270	\$ 51,600	\$ 32,909	\$ 52,600	\$ 33,546	\$ 53,600	\$ 34,316	\$ 54,600	\$ 34,760	\$ 55,600	\$ 35,020
	26	\$ 50,000	\$ 31,888	\$ 51,000	\$ 32,526	\$ 52,000	\$ 33,163	\$ 53,000	\$ 33,801	\$ 54,000	\$ 34,551	\$ 55,000	\$ 34,995	\$ 56,000	\$ 35,255
	27	\$ 50,400	\$ 32,143	\$ 51,400	\$ 32,781	\$ 52,400	\$ 33,418	\$ 53,400	\$ 34,081	\$ 54,400	\$ 34,821	\$ 55,400	\$ 35,239	\$ 56,400	\$ 35,489
	28	\$ 50,800	\$ 32,398	\$ 51,800	\$ 33,036	\$ 52,800	\$ 33,673	\$ 53,800	\$ 34,311	\$ 54,800	\$ 35,020	\$ 55,800	\$ 35,483	\$ 56,800	\$ 35,724
	29	\$ 51,200	\$ 32,653	\$ 52,200	\$ 33,291	\$ 53,200	\$ 33,929	\$ 54,200	\$ 34,566	\$ 55,200	\$ 35,264	\$ 56,200	\$ 35,718	\$ 57,200	\$ 35,958
	30	\$ 51,600	\$ 32,909	\$ 52,600	\$ 33,546	\$ 53,600	\$ 34,184	\$ 54,600	\$ 34,821	\$ 55,600	\$ 35,509	\$ 56,600	\$ 35,962	\$ 57,600	\$ 36,202
	31	\$ 52,000	\$ 33,163	\$ 53,000	\$ 33,801	\$ 54,000	\$ 34,439	\$ 55,000	\$ 35,077	\$ 56,000	\$ 35,714	\$ 57,000	\$ 36,352	\$ 58,000	\$ 36,446
	32	\$ 52,400	\$ 33,418	\$ 53,400	\$ 34,056	\$ 54,400	\$ 34,694	\$ 55,400	\$ 35,332	\$ 56,400	\$ 35,969	\$ 57,400	\$ 36,607	\$ 58,400	\$ 36,680
	33	\$ 52,800	\$ 33,673	\$ 53,800	\$ 34,311	\$ 54,800	\$ 34,949	\$ 55,800	\$ 35,587	\$ 56,800	\$ 36,224	\$ 57,800	\$ 36,882	\$ 58,800	\$ 36,914
	34	\$ 53,200	\$ 33,929	\$ 54,200	\$ 34,566	\$ 55,200	\$ 35,204	\$ 56,200	\$ 35,842	\$ 57,200	\$ 36,480	\$ 58,200	\$ 37,117	\$ 59,200	\$ 37,146
	35	\$ 53,600	\$ 34,184	\$ 54,600	\$ 34,821	\$ 55,600	\$ 35,459	\$ 56,600	\$ 36,097	\$ 57,600	\$ 36,735	\$ 58,600	\$ 37,392	\$ 59,600	\$ 37,380
	36	\$ 54,000	\$ 34,439	\$ 55,000	\$ 35,077	\$ 56,000	\$ 35,714	\$ 57,000	\$ 36,352	\$ 58,000	\$ 37,000	\$ 59,000	\$ 37,687	\$ 60,000	\$ 37,614
	37	\$ 54,400	\$ 34,694	\$ 55,400	\$ 35,332	\$ 56,400	\$ 35,969	\$ 57,400	\$ 36,607	\$ 58,400	\$ 37,245	\$ 59,400	\$ 37,983	\$ 60,400	\$ 37,848
	38	\$ 54,800	\$ 34,949	\$ 55,800	\$ 35,587	\$ 56,800	\$ 36,224	\$ 57,800	\$ 36,882	\$ 58,800	\$ 37,500	\$ 59,800	\$ 38,138	\$ 60,800	\$ 38,112
	39	\$ 55,200	\$ 35,204	\$ 56,200	\$ 35,842	\$ 57,200	\$ 36,480	\$ 58,200	\$ 37,117	\$ 59,200	\$ 37,755	\$ 60,200	\$ 38,393	\$ 61,200	\$ 38,346
		\$ 55,600	\$ 35,459	\$ 56,600	\$ 36,097	\$ 57,600	\$ 36,735	\$ 58,600	\$ 37,372	\$ 59,600	\$ 38,010	\$ 60,600	\$ 38,648	\$ 61,600	\$ 38,580

Part B—The Charter Renewal

North Valley Academy Charter School
Proposed Pay Schedule

Level	Rank	BA		BA +15		BA +45		MA		MA +15		MA +45		PH.D.	
		Annual	Hourly												
Level III	1	\$ 50,000	\$ 31,888	\$ 51,000	\$ 32,526	\$ 52,000	\$ 33,163	\$ 53,000	\$ 33,801	\$ 54,000	\$ 34,439	\$ 55,000	\$ 35,077	\$ 56,000	\$ 35,714
	2	\$ 50,400	\$ 32,143	\$ 51,400	\$ 32,781	\$ 52,400	\$ 33,418	\$ 53,400	\$ 34,056	\$ 54,400	\$ 34,654	\$ 55,400	\$ 35,292	\$ 56,400	\$ 35,930
	3	\$ 50,800	\$ 32,398	\$ 51,800	\$ 33,036	\$ 52,800	\$ 33,655	\$ 53,800	\$ 34,273	\$ 54,800	\$ 34,892	\$ 55,800	\$ 35,530	\$ 56,800	\$ 36,168
	4	\$ 51,200	\$ 32,653	\$ 52,200	\$ 33,291	\$ 53,200	\$ 33,929	\$ 54,200	\$ 34,566	\$ 55,200	\$ 35,204	\$ 56,200	\$ 35,842	\$ 57,200	\$ 36,480
	5	\$ 51,600	\$ 32,908	\$ 52,600	\$ 33,546	\$ 53,600	\$ 34,164	\$ 54,600	\$ 34,821	\$ 55,600	\$ 35,459	\$ 56,600	\$ 36,097	\$ 57,600	\$ 37,135
	6	\$ 52,000	\$ 33,163	\$ 53,000	\$ 33,801	\$ 54,000	\$ 34,439	\$ 55,000	\$ 35,077	\$ 56,000	\$ 35,714	\$ 57,000	\$ 36,352	\$ 58,000	\$ 36,990
	7	\$ 52,400	\$ 33,418	\$ 53,400	\$ 34,056	\$ 54,400	\$ 34,694	\$ 55,400	\$ 35,332	\$ 56,400	\$ 35,969	\$ 57,400	\$ 36,607	\$ 58,400	\$ 37,245
	8	\$ 52,800	\$ 33,673	\$ 53,800	\$ 34,311	\$ 54,800	\$ 34,949	\$ 55,800	\$ 35,587	\$ 56,800	\$ 36,224	\$ 57,800	\$ 36,862	\$ 58,800	\$ 37,500
	9	\$ 53,200	\$ 33,929	\$ 54,200	\$ 34,566	\$ 55,200	\$ 35,204	\$ 56,200	\$ 35,842	\$ 57,200	\$ 36,469	\$ 58,200	\$ 37,117	\$ 59,200	\$ 37,755
	10	\$ 53,600	\$ 34,184	\$ 54,600	\$ 34,821	\$ 55,600	\$ 35,459	\$ 56,600	\$ 36,097	\$ 57,600	\$ 36,682	\$ 58,600	\$ 37,372	\$ 59,600	\$ 38,010
	11	\$ 54,000	\$ 34,439	\$ 55,000	\$ 35,077	\$ 56,000	\$ 35,714	\$ 57,000	\$ 36,352	\$ 58,000	\$ 36,990	\$ 59,000	\$ 37,598	\$ 60,000	\$ 38,255
	12	\$ 54,400	\$ 34,694	\$ 55,400	\$ 35,332	\$ 56,400	\$ 35,969	\$ 57,400	\$ 36,607	\$ 58,400	\$ 37,245	\$ 59,400	\$ 37,882	\$ 60,400	\$ 38,512
	13	\$ 54,800	\$ 34,949	\$ 55,800	\$ 35,587	\$ 56,800	\$ 36,224	\$ 57,800	\$ 36,862	\$ 58,800	\$ 37,472	\$ 59,800	\$ 38,031	\$ 60,800	\$ 38,770
	14	\$ 55,200	\$ 35,204	\$ 56,200	\$ 35,842	\$ 57,200	\$ 36,480	\$ 58,200	\$ 37,117	\$ 59,200	\$ 37,755	\$ 60,200	\$ 38,369	\$ 61,200	\$ 39,028
	15	\$ 55,600	\$ 35,459	\$ 56,600	\$ 36,097	\$ 57,600	\$ 36,735	\$ 58,600	\$ 37,372	\$ 59,600	\$ 38,010	\$ 60,600	\$ 38,607	\$ 61,600	\$ 39,286
	16	\$ 56,000	\$ 35,714	\$ 57,000	\$ 36,352	\$ 58,000	\$ 36,990	\$ 59,000	\$ 37,628	\$ 60,000	\$ 38,286	\$ 61,000	\$ 38,923	\$ 62,000	\$ 39,541
	17	\$ 56,400	\$ 35,969	\$ 57,400	\$ 36,607	\$ 58,400	\$ 37,245	\$ 59,400	\$ 38,010	\$ 60,400	\$ 38,541	\$ 61,400	\$ 38,668	\$ 62,400	\$ 39,796
	18	\$ 56,800	\$ 36,224	\$ 57,800	\$ 36,862	\$ 58,800	\$ 37,500	\$ 59,800	\$ 38,138	\$ 60,800	\$ 38,776	\$ 61,800	\$ 39,413	\$ 62,800	\$ 40,051
	19	\$ 57,200	\$ 36,480	\$ 58,200	\$ 37,117	\$ 59,200	\$ 37,755	\$ 60,200	\$ 38,393	\$ 61,200	\$ 39,031	\$ 62,200	\$ 39,668	\$ 63,200	\$ 40,289
	20	\$ 57,600	\$ 36,735	\$ 58,600	\$ 37,372	\$ 59,600	\$ 38,010	\$ 60,600	\$ 38,648	\$ 61,600	\$ 39,286	\$ 62,600	\$ 39,923	\$ 63,600	\$ 40,527
	21	\$ 58,000	\$ 36,990	\$ 59,000	\$ 37,628	\$ 60,000	\$ 38,286	\$ 61,000	\$ 38,903	\$ 62,000	\$ 39,541	\$ 63,000	\$ 40,179	\$ 64,000	\$ 40,765
	22	\$ 58,400	\$ 37,245	\$ 59,400	\$ 37,883	\$ 60,400	\$ 38,520	\$ 61,400	\$ 39,169	\$ 62,400	\$ 39,796	\$ 63,400	\$ 40,434	\$ 64,400	\$ 41,001
	23	\$ 58,800	\$ 37,500	\$ 59,800	\$ 38,138	\$ 60,800	\$ 38,776	\$ 61,800	\$ 39,413	\$ 62,800	\$ 40,051	\$ 63,800	\$ 40,689	\$ 65,400	\$ 41,239
	24	\$ 59,200	\$ 37,755	\$ 60,200	\$ 38,393	\$ 61,200	\$ 39,031	\$ 62,200	\$ 39,668	\$ 63,200	\$ 40,289	\$ 64,200	\$ 40,944	\$ 66,400	\$ 41,477
	25	\$ 59,600	\$ 38,010	\$ 60,600	\$ 38,648	\$ 61,600	\$ 39,286	\$ 62,600	\$ 39,923	\$ 63,600	\$ 40,527	\$ 64,600	\$ 41,199	\$ 67,400	\$ 41,715
	26	\$ 60,000	\$ 38,265	\$ 61,000	\$ 38,903	\$ 62,000	\$ 39,541	\$ 63,000	\$ 40,179	\$ 64,000	\$ 40,816	\$ 65,000	\$ 41,454	\$ 68,400	\$ 41,953
	27	\$ 60,400	\$ 38,520	\$ 61,400	\$ 39,169	\$ 62,400	\$ 39,796	\$ 63,400	\$ 40,434	\$ 64,400	\$ 41,071	\$ 65,400	\$ 41,709	\$ 69,400	\$ 42,191
	28	\$ 60,800	\$ 38,776	\$ 61,800	\$ 39,413	\$ 62,800	\$ 40,051	\$ 63,800	\$ 40,689	\$ 64,800	\$ 41,327	\$ 66,800	\$ 41,964	\$ 70,400	\$ 42,429
	29	\$ 61,200	\$ 39,031	\$ 62,200	\$ 39,668	\$ 63,200	\$ 40,306	\$ 64,200	\$ 40,944	\$ 65,200	\$ 41,582	\$ 67,200	\$ 42,219	\$ 71,400	\$ 42,667
	30	\$ 61,600	\$ 39,286	\$ 62,600	\$ 39,923	\$ 63,600	\$ 40,561	\$ 64,600	\$ 41,200	\$ 65,600	\$ 41,837	\$ 68,200	\$ 42,457	\$ 72,400	\$ 42,905
	31	\$ 62,000	\$ 39,541	\$ 63,000	\$ 40,179	\$ 64,000	\$ 40,816	\$ 65,000	\$ 41,454	\$ 66,000	\$ 42,092	\$ 69,200	\$ 42,695	\$ 73,400	\$ 43,143
	32	\$ 62,400	\$ 39,796	\$ 63,400	\$ 40,434	\$ 64,400	\$ 41,071	\$ 65,400	\$ 41,690	\$ 66,400	\$ 42,347	\$ 70,400	\$ 42,933	\$ 74,400	\$ 43,381
	33	\$ 62,800	\$ 40,051	\$ 63,800	\$ 40,689	\$ 64,800	\$ 41,327	\$ 65,800	\$ 41,934	\$ 66,800	\$ 42,599	\$ 71,400	\$ 43,171	\$ 75,400	\$ 43,619
	34	\$ 63,200	\$ 40,306	\$ 64,200	\$ 40,944	\$ 65,200	\$ 41,582	\$ 66,200	\$ 42,191	\$ 67,200	\$ 42,857	\$ 72,400	\$ 43,409	\$ 76,400	\$ 43,857
	35	\$ 63,600	\$ 40,561	\$ 64,600	\$ 41,199	\$ 65,600	\$ 41,837	\$ 66,600	\$ 42,457	\$ 67,600	\$ 43,112	\$ 73,400	\$ 43,647	\$ 77,400	\$ 44,095
	36	\$ 64,000	\$ 40,816	\$ 65,000	\$ 41,454	\$ 66,000	\$ 42,092	\$ 67,000	\$ 42,700	\$ 68,000	\$ 43,367	\$ 74,400	\$ 43,885	\$ 78,400	\$ 44,333
	37	\$ 64,400	\$ 41,071	\$ 65,400	\$ 41,709	\$ 66,400	\$ 42,347	\$ 67,400	\$ 42,964	\$ 68,400	\$ 43,619	\$ 75,400	\$ 44,071	\$ 79,400	\$ 44,571
	38	\$ 64,800	\$ 41,327	\$ 65,800	\$ 41,964	\$ 66,800	\$ 42,599	\$ 67,800	\$ 43,171	\$ 68,800	\$ 43,857	\$ 76,400	\$ 44,309	\$ 80,400	\$ 44,809
	39	\$ 65,200	\$ 41,582	\$ 66,200	\$ 42,191	\$ 67,200	\$ 42,857	\$ 68,200	\$ 43,409	\$ 69,200	\$ 44,095	\$ 77,400	\$ 44,547	\$ 81,400	\$ 45,047
	40	\$ 65,600	\$ 41,837	\$ 66,600	\$ 42,474	\$ 67,600	\$ 43,112	\$ 68,600	\$ 43,647	\$ 69,600	\$ 44,333	\$ 78,400	\$ 44,781	\$ 82,400	\$ 45,285

Part B—The Charter Renewal

Description of the evaluation process for staff which will include evaluation of teachers by a licensed school administrator:

Personnel Evaluations

The Headmaster or his/her designee will maintain a system of evaluation

that is required of all personnel annually in concordance with the laws of New Mexico and standards as well as procedures adopted by the Public Education Department. All employees must receive one formal and a minimum of four informal evaluations by their immediate supervisors as a matter of procedure in accordance with Governing Board policy.

Note: Calendar for consideration of employment shall be as follows:

- The Headmaster contract for the following school year shall be considered in February of the current school year at the Governing Board's regularly scheduled meeting, and evaluations shall procedurally take place with the Governing Board in executive session in advance to sufficiently address strengths and weaknesses of the individual occupying this position.
- All certified employees (teachers, counselors, diagnosticians, and educational assistants) shall be considered with recommendation by the Headmaster for employment at the regularly scheduled April meeting for ratification.
- Classified employees as well as at-will personnel are submitted to the Governing Board at the June meeting with recommendation by the Headmaster for placement consideration.

Part B—The Charter Renewal

**STUDENT ENROLLMENT PROCEDURES AND DISCIPLINE
POLICY**

Description of the school’s enrollment policies and procedures, including an explanation of the enrollment timeline, criteria and/or any preferences for enrollment, and lottery process:

The North Valley Academy Charter School is open to any New Mexico resident, grades K-8. North Valley Academy accepts all students that come to the school in “good standing” with all proper records and shots if space is available.

North Valley Academy fills available spaces through a lottery process the first week of each month beginning in April. Spaces available are filled from applications randomly drawn through a lottery system according to Chapter 22-8B-4.1NMSA, 1978

Student discipline policy that complies with the Student Rights and Responsibilities set forth in the Public Education Department rules and regulations [6.11.2 NMAC]:

Part B—The Charter Renewal

Discipline Matrix (Teachers)

Violation	1st Step	2nd Step
Dress Code Violation	Teacher Intervention	Refer to Administration
Classroom Disruption	Teacher Intervention	Refer to Administration
Electronic Devices	Teacher Intervention	Refer to Administration
Cheating or Plagiarism	Teacher Intervention	Refer to Administration
Excessive Tardies	Teacher Intervention	Refer to Administration
Profanity	Teacher Intervention	Refer to Administration
Harassment & Bullying	Teacher Intervention	Refer to Administration
Inappropriate Use of Technology	Teacher Intervention	Refer to Administration
Defiance of Authority	Teacher Intervention	Refer to Administration
Ditching		Refer to Administration
Drugs		Refer to Administration
Fighting		Refer to Administration
Weapons		Refer to Administration
Leaving Class Without Permission		Refer to Administration
Tobacco Use/Possession		Refer to Administration
Theft		Refer to Administration
Vandalism		Refer to Administration

Part B—The Charter Renewal

Teacher intervention includes: Behavior correction, classroom consequences, parent contact, and counselor Referral (if appropriate). Violations that require teacher intervention should be referred to Dean of Students only after all interventions have proven ineffective. Level II violations should immediately be referred to Dean of Students.

Explanation of Disciplinary Terms

Electronic Devices – Items such as radios, Walkmans, MP3 players, pagers, laptop computers, cellular phones, CD players, or any similar devices are not allowed to be used on campus between 8:00 a.m. and 3:00 without the written permission of an administrator. Items may be confiscated and be held for parent pick up. North Valley Academy will not be responsible for loss or damage of any personal electronic devices.

Cheating or plagiarism – copying or presenting someone else’s work as your own. At the least this will result in loss of credit on the assignment.

Excessive Tardies – Tardies one through five will incur classroom consequences. Tardies after the fifth will result in administration and/or counselor referral.

Profanity – Using language, which is crude, offensive, insulting, or irreverent; use of words to show contempt or disrespect; swearing.

Harassment and Bullying – Threatening, intimidating, or inducing fear in another by an individual or in concert with others.

Inappropriate Use of Technology – see North Valley Academy Rules of Appropriate Use.

Defiance of Authority – Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

Ditching – Not in class or assigned area at the school designated time.

Drugs – Students are prohibited from use, possession, sale, or transportation of alcohol and/or illegal drugs (including drug paraphernalia) on school property, at school or at school-sponsored activities. Illegal drugs include: controlled substances, prescription drugs used or possessed without a prescription, or solvents used for intoxication.

Fighting – Employing hostile contact in which at least one party has contributed to a situation by verbal action and/or bodily harm.

Weapons – Possessing a weapon such as, but not limited to: a firearm, knife, club, rock, explosive, chain, or other item that may cause or is intended to cause injury or death.

Tobacco Use/Possession – Using or possessing any form of tobacco.

Part B—The Charter Renewal

Theft – Unauthorized possession and/or sale of property of another without consent of owner.

Vandalism – Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual.

Chronic Offenders – Students who are repeatedly warned and disciplined for violating school regulations. The Administration will determine when a student is considered a chronic offender.

Chronic offenders may warrant more severe discipline or expulsion as determined by the Administration.

IN-SCHOOL SUSPENSION

In-School Suspension: The purpose of In-School Suspension is to provide for the students, parents/guardians, and school administrators an alternative to out-of-school suspension. This alternative involves a suspension in which the students are allowed to remain in the school setting and receive credit for academic work and attendance. The duration of the suspension will be determined by the administration.

Procedures

1. Only the Dean of Students or one of the Principals may assign In-School Suspension (ISS).
2. The Dean of Students will contact each of the student's teachers in order to obtain the student's assignments for the suspension time. Teachers should provide enough work to occupy the student's time during that duration.
3. The student will report to the detention center and will follow his/her class schedule in completing the assignments.
Students will be allowed 5 minute restroom breaks only and lunch.
4. ISS students will not be allowed to visit with other students nor will they be allowed free time.
5. Violation of any of the above procedures, unsatisfactory conduct, or unsatisfactory progress on assignments may result in additional In-School Suspension days or Out-of-School suspension.

Part B—The Charter Renewal

North Valley Academy Discipline Referral

Student Name: _____ Date: _____

Teacher: _____ Location of Incident: _____

Level I

<u>Violation</u>	<u>Teacher Intervention</u>	<u>Date</u>
<input type="checkbox"/> Dress Code Violation	1. Correct Student Behavior _____ 2. Classroom Consequences _____ 3. Parent Contact _____ 4. Counselor Referral _____ (if appropriate)	_____
<input type="checkbox"/> Classroom Disruption		_____
<input type="checkbox"/> Electronic Devices		_____
<input type="checkbox"/> Cheating or Plagiarism		_____
<input type="checkbox"/> Excessive Tardies		
<input type="checkbox"/> Profanity		
<input type="checkbox"/> Other		

Part B—The Charter Renewal

Comments: _____

Level II

Violation

___ Ditching

___ Leaving Class Without Permission

___ Drugs

___ Tobacco Use/Possession

___ Fighting

___ Theft

___ Fireworks

___ Vandalism

___ Weapons

___ Teacher Intervention Ineffective ___ Other

Administrative Action:

Date:

Parent Contact _____

ISS _____

OSS _____

Other _____

White - Office

Yellow - Parent

Pink - Teacher

Gold - records

Part B—The Charter Renewal

North Valley Academy

2007 – 2008 Middle School Discipline Point System

North Valley Academy is a charter school that strives for the very highest in academic achievement. To meet this goal our students must be free from distractions and know that they are in a safe environment. Students that do not share this goal and habitually break the rules of the school will not be allowed to continue their studies at NVA. The following is a point system that will be in effect for the entire school year. In addition to the discipline penalties outlined in the Student/Parent Handbook students will be given points based on the infractions they commit. Only an administrator may assign points to a student. If at any time a student reaches or exceeds 15 points that student will be placed on long-term suspension and recommended for expulsion.

<u>Infraction</u>	<u>Points</u>	<u>Infraction</u>	<u>Points</u>
Dress Code Violation	1	Drugs (Possession)	7
Classroom Disruption	1	Drugs (Selling)	15
Electronic Devices	1	Leaving Class Without	
Cheating or Plagiarism	3	Permission	3
Excessive Tardies	1	Fighting	5
Profanity	1	Weapons	15
Harassment & Bullying	4	Tobacco Use/Possession	5
Inappropriate Use of		Theft	5
Technology	2	Vandalism	5
Defiance of Authority	2		
Ditching	3		

This form must be signed and returned to the students homeroom teacher no later than September 14, 2007. Failure to sign and return form does not negate the policy.

Part B—The Charter Renewal

									Kindergarten play area	
Canteen 140	Boys Restroom	PE 139								
	Girls Restroom	Cust. 137						Kinder/133	Pre-K/101	

The actions that will be taken to ensure the facility is in compliance with applicable laws, regulations and policies (including health and safety codes):

North Valley Academy will follow State and Federal Health, Safety and Building codes that are applicable to the facility.

Capital outlay needs for the facility, including projected requests for capital outlay assistance for the school:

None at this time.

TRANSPORTATION AND FOOD SERVICE

The school’s plans for meeting the transportation needs of its students:

North Valley Academy does not transport students to and from the school.

Plans for contracting services for transportation, if applicable:

North Valley Academy will contract for bus services on an individual basis for field trips.

Part B—The Charter Renewal

The school’s plans for meeting the food service needs of its students, with the plan for contracting services for food services and the terms of the contract:

The North Valley Academy contracts with Canteen for cafeteria services. Menus are prepared by the nutrition committee in accordance with health and wellness guidelines, both state and federal.

REQUIREMENTS

LEGAL LIABILITY AND INSURANCE COVERAGE

Statement that the charter school will participate in or seek a waiver from coverage by the public school insurance authority and comply with all applicable rules of that authority:

North Valley Academy Charter School participates in the Public School Insurance Authority and complies with rules of authority. We pay for our own insurance coverage.

WAIVERS

Any waivers that are requested from the department’s requirements, rules, and provisions of the Public School Code pertaining to individual class load, teaching load, length of the school day, staffing patterns, subject areas, purchase of instructional material, evaluation standards for school personnel, school principal duties, driver education and graduation requirements:

None at this time.

Any waivers requested that are not pertaining to those listed above, citing the applicable statute and/or state rule that the school is requesting to be waived, with a rationale for each waiver request from the department:

None at this time.

Part B—The Charter Renewal

APPENDICES

Personnel Policies:

Included in the body of application.

Student Discipline Policy:

Included in the body of application

North Valley Academy EPSS:

Attachment

Part B—The Charter Renewal

Bibliography of citations:

Fried, R.L. (1995). **The passionate teacher: a practical guide.** Boston, MA: Beacon Press.

Gardner, H. (1993). **Multiple intelligences: the theory in practice.** New York, NY: Basic Books.

Kohn, A. (1993). **Punished by rewards: the trouble with gold stars, incentive plans, a's, praise and other bribes.** Boston, MA: Houghton Mifflin.

Meier, D. (1995). **The power of their ideas: lessons for America from a small school in Harlem.** Boston, MA: Beacon Press.

National Association of Secondary School Principals & Carnegie Foundation for the Advancement of Teaching. (1996). **Breaking ranks: changing an American institution.** Reston, VA: National Association of Secondary School Principals.

Ogden CL, Carroll MD, Curtin LR, McDowell MA, Tabak CJ, Flegal KM.(2006) **Prevalence of overweight and obesity in the United States, 1999-2004.** *JAMA* 2006; 295:1549-1555.

Attachment 1: NVA EPSS

APPENDIX - PART C

APPROVED CHARTER AMENDMENT

ENROLLMENT CAP
INCREASE

Part B—The Charter Renewal

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BEFORE THE PUBLIC EDUCATION COMMISSION
STATE OF NEW MEXICO

TRANSCRIPT OF PROCEEDINGS
REGULAR PEC MEETING
March 9, 2012
9:36 a.m.
Mabry Hall - Jerry Apodaca Education Building
300 Don Gaspar
Santa Fe, New Mexico

REPORTED BY: Cynthia C. Chapman, RMR-CRR, NM CCR #219
Bean & Associates, Inc.
Professional Court Reporting Service
201 Third Street, NW, Suite 1630
Albuquerque, New Mexico 87102

JOB NO.: 3564K (CC)

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Part B—The Charter Renewal

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A P P E A R A N C E S

COMMISSIONERS:

MR. M. ANDREW GARRISON, Chair
MS. CAROLYN SHEARMAN, Vice Chair
MR. EUGENE GANT, Secretary
MS. MILLIE POGNA
MR. VINCE BERGMAN
MR. JEFF CARR
MR. GILBERT PERALTA
MR. MIKE CANFIELD

STAFF:

MS. KELLY CALLAHAN, Director,
Charter Schools Bureau

MR. RODERICK VENTURA, Assistant General Counsel,
Public Education Department

MS. BEVERLY FRIEDMAN, Liaison to the PEC

ALSO PRESENT:

MR. PAUL AGUILAR, Deputy Secretary of Finance and
Operations, Public Education Department

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Part B—The Charter Renewal

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1 their enrollment and to take corrective action if
2 necessary.

3 THE CHAIR: Any other questions or
4 comments by Commissioners? Seeing none, the Chair
5 will entertain a motion. Commissioner Canfield.

6 COMMISSIONER CANFIELD: Mr. Chair, I move
7 to adopt.

8 COMMISSIONER SHEARMAN: Would you include
9 your conditions, though?

10 COMMISSIONER CANFIELD: Mr. Chairman, I do
11 move to approve, as presented, with the conditions
12 that -- I'm trying to figure out how to say this --
13 with the conditions that the enrollment of this
14 school be continually monitored and reported back to
15 us on -- in a timely basis, and that the issue be
16 addressed at renewal as well.

17 COMMISSIONER SHEARMAN: Second.

18 THE CHAIR: The motion seconded by -- a
19 motion seconded by Commissioner Shearman. All those
20 in favor, say "Aye."

21 (Commissioners in favor so indicate.)

22 THE CHAIR: Opposed, "No"?

23 COMMISSIONER SHEARMAN: No.

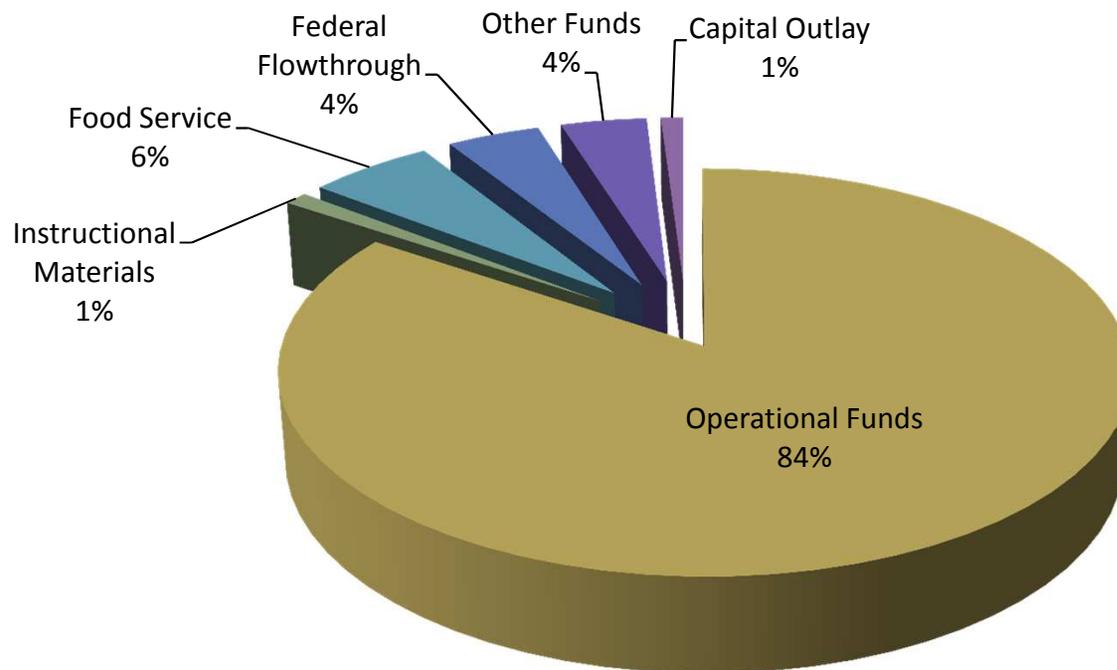
24 THE CHAIR: We have a vote of 7 to 1. The
25 motion passes. Thank you very much.

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2012-13 Budgeted Revenue Sources



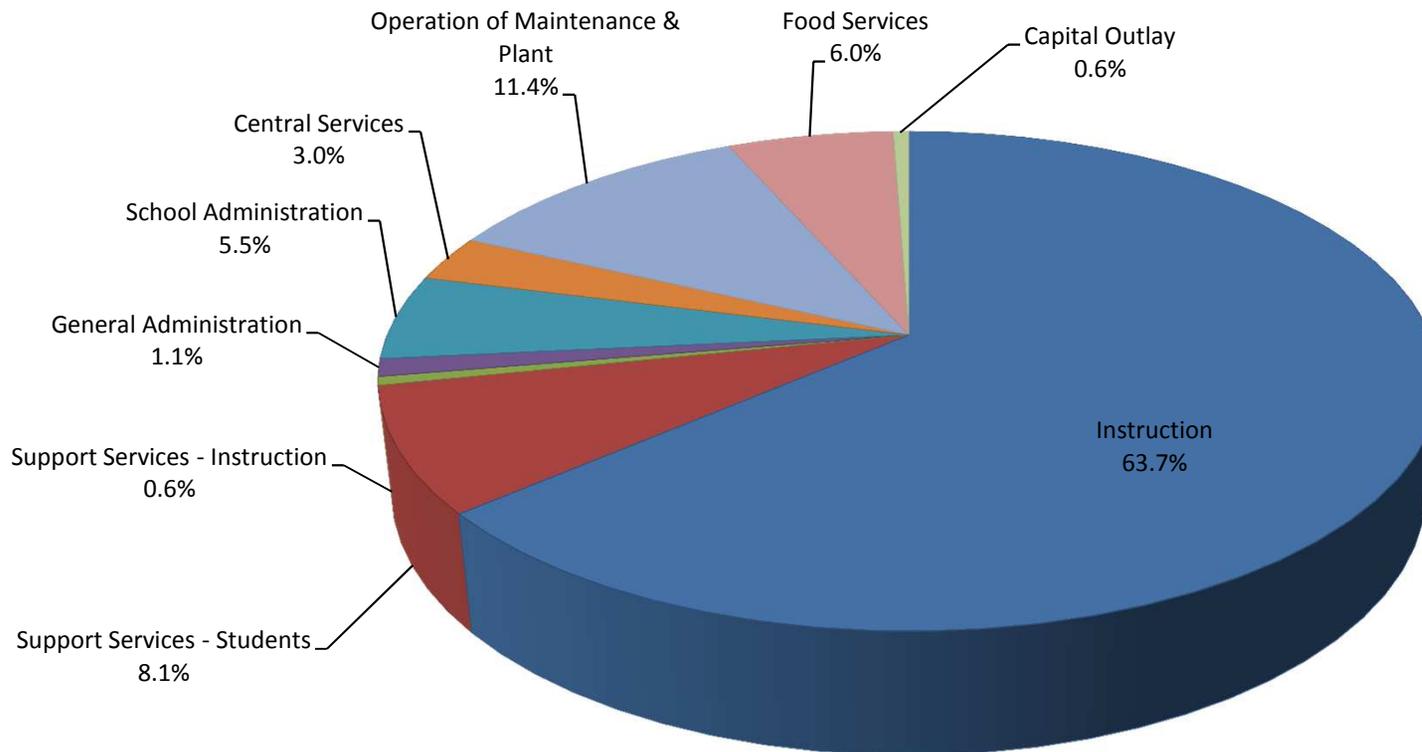
State of New Mexico
Public School Operating Budget
Revenue

Budget				North Valley Academy 2012-2013	
Fund	Function	Object	Description	Estimated Amt	Projected Amt
11000			Operational		
11000	0000	11000	Cash Assets		
11000	0000	11111	Unrestricted Cash	177,605	128,878
11000	0000	11000	Total: Cash Assets	177,605	128,878
11000	0000	41000	Revenue From Local Sources		
11000	0000	41702	Fees – Educational	297	0
11000	0000	41910	Rental Income	1,230	0
11000	0000	41000	Total: Revenue From Local Sources	1,527	0
11000	0000	43000	Revenue From State Sources		
11000	0000	43101	State Equalization Guarantee	2,590,182	2,580,547
11000	0000	43202	State Flow-through Grants	0	3,000
11000	0000	43000	Total: Revenue From State Sources	2,590,182	2,583,547
11000			Total: Operational	2,769,314	2,712,425
14000			Total Instructional Materials Sub-Fund		
14000	0000	11000	Cash Assets		
14000	0000	11111	Unrestricted Cash	44,127	33,885
14000	0000	11000	Total: Cash Assets	44,127	33,885
14000	0000	43000	Revenue From State Sources		
14000	0000	43211	Instructional Materials 50% Supplementary Allocation	21,003	32,382
14000	0000	43000	Total: Revenue From State Sources	21,003	32,382
14000			Total: Total Instructional Materials Sub-Fund	65,130	66,267
21000			Food Services		
21000	0000	11000	Cash Assets		
21000	0000	11111	Unrestricted Cash	13,928	26,250
21000	0000	11000	Total: Cash Assets	13,928	26,250
21000	0000	41000	Revenue From Local Sources		
21000	0000	41603	Fees – Adults/Food Services	3,140	3,000
21000	0000	41604	Fees – Students/Food Services	41,998	42,000
21000	0000	41000	Total: Revenue From Local Sources	45,138	45,000
21000	0000	44000	Revenue From Federal Sources		
21000	0000	44500	Restricted Grants – Federal Flow-through	121,397	125,000
21000	0000	44000	Total: Revenue From Federal Sources	121,397	125,000
21000			Total: Food Services	180,463	196,250
24000			Federal Flow-through Grants		
24101			Title I - IASA		
24101	0000	44000	Revenue From Federal Sources		
24101	0000	44500	Restricted Grants – Federal Flow-through	174,492	109,400
24101	0000	44000	Total: Revenue From Federal Sources	174,492	109,400
24101			Total: Title I - IASA	174,492	109,400
24153			English Language Acquisition		
24153	0000	44000	Revenue From Federal Sources		
24153	0000	44500	Restricted Grants – Federal Flow-through	0	1,081
24153	0000	44000	Total: Revenue From Federal Sources	0	1,081
24153			Total: English Language Acquisition	0	1,081
24154			Teacher/Principal Training & Recruiting		
24154	0000	44000	Revenue From Federal Sources		
24154	0000	44500	Restricted Grants – Federal Flow-through	29,632	16,943
24154	0000	44000	Total: Revenue From Federal Sources	29,632	16,943
24154			Total: Teacher/Principal Training & Recruiting	29,632	16,943
24000			Total: Federal Flow-through Grants	204,124	127,424
25000			Federal Direct Grants		
25255			Education Job Fund		
25255	0000	44000	Revenue From Federal Sources		
25255	0000	44301	Other Restricted Grants – Federal Direct	1,168	0
25255	0000	44000	Total: Revenue From Federal Sources	1,168	0
25255			Total: Education Job Fund	1,168	0
25000			Total: Federal Direct Grants	1,168	0
26000			Local Grants		
26170			Microsoft Settlement Funds		

State of New Mexico
Public School Operating Budget
Revenue

Budget			Name: North Valley Academy 2012-2013		
Fund	Function	Object	Description	Estimated Amt	Projected Amt
26170	0000	11000	Cash Assets		
26170	0000	11112	Restricted Cash	1,000	1,000
26170	0000	11000	Total: Cash Assets	1,000	1,000
26170			Total: Microsoft Settlement Funds	1,000	1,000
26000			Total: Local Grants	1,000	1,000
27000			State Flow-through Grants		
27106			2010 GO Bonds Student Library Fund SB-1		
27106	0000	43000	Revenue From State Sources		
27106	0000	43202	State Flow-through Grants	2,423	2,423
27106	0000	43000	Total: Revenue From State Sources	2,423	2,423
27106			Total: 2010 GO Bonds Student Library Fund SB-1	2,423	2,423
27149			PreK Initiative		
27149	0000	43000	Revenue From State Sources		
27149	0000	43202	State Flow-through Grants	96,720	115,920
27149	0000	43000	Total: Revenue From State Sources	96,720	115,920
27149			Total: PreK Initiative	96,720	115,920
27000			Total: State Flow-through Grants	99,143	118,343
29000			Combined State/Local Grants		
29102			Private Dir Grants (Categorical)		
29102	0000	11000	Cash Assets		
29102	0000	11112	Restricted Cash	0	873
29102	0000	11000	Total: Cash Assets	0	873
29102	0000	41000	Revenue From Local Sources		
29102	0000	41921	Instructional - Categorical	1,500	0
29102	0000	41000	Total: Revenue From Local Sources	1,500	0
29102			Total: Private Dir Grants (Categorical)	1,500	873
29000			Total: Combined State/Local Grants	1,500	873
31200			Public School Capital Outlay		
31200	0000	43000	Revenue From State Sources		
31200	0000	43209	PSCOC Awards	355,675	0
31200	0000	43000	Total: Revenue From State Sources	355,675	0
31200			Total: Public School Capital Outlay	355,675	0
31700			Capital Improvements SB-9		
31700	0000	43000	Revenue From State Sources		
31700	0000	43202	State Flow-through Grants	10,670	0
31700	0000	43204	Prior Year Balances	20,218	28,288
31700	0000	43000	Total: Revenue From State Sources	30,888	28,288
31700			Total: Capital Improvements SB-9	30,888	28,288
			Total: Revenue	3,708,405	3,250,870

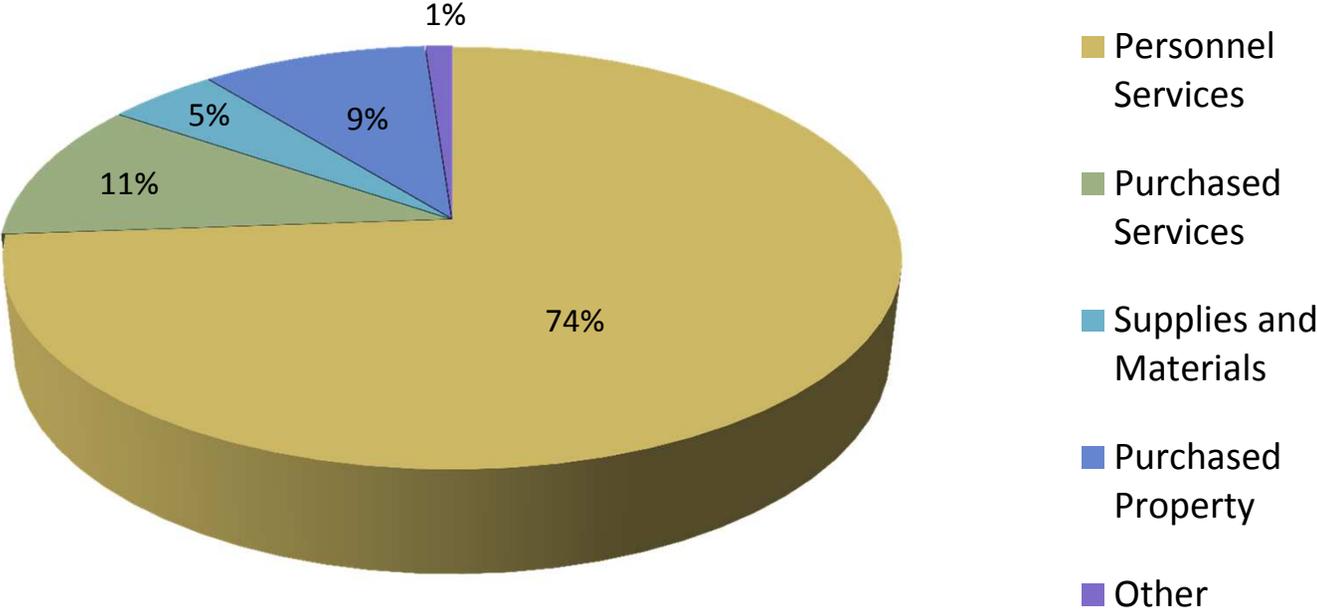
2012-13 Budgeted Expenditures by Function



2012-13 Budgeted Expenditures by Function

Description	Function	Projected	%age
Instruction	1000	\$2,070,286	63.7%
Support Services - Students	2100	\$262,964	8.1%
Support Services - Instruction	2200	\$18,082	0.6%
Support Services - General Administration	2300	\$37,000	1.1%
Support Services - School Administration	2400	\$179,007	5.5%
Central Services	2500	\$97,142	3.0%
Operation & Maintenance of Plant	2600	\$371,385	11.4%
Food Services Operations	3100	\$196,250	6.0%
Capital Outlay	4000	\$18,754	0.6%
Total		\$ 3,250,870	100%

2012- 13 Budgeted Expenditures by Object Code



State of New Mexico
Public School Operating Budget
Expenditure Detail with Job Class

Budget Name: North Valley Academy 2012-2013

FD	FN	OBJ	JOB Description	Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
			Expenditure				
			Operational				
11000			Instruction				
11000	1000						
11000	1000	51100	1411 Salaries Expense: Teachers-Grades 1-12	876,347	19.46	901,308	20.50
11000	1000	51100	1412 Salaries Expense: Teachers- Special Education	154,656	2.70	157,126	2.70
11000	1000	51100	1413 Salaries Expense: Teachers-Early Childhood Ed	111,548	3.00	123,232	3.00
11000	1000	51100	1611 Salaries Expense: Substitutes-Sick Leave	5,360	0.00	0	0.00
11000	1000	51100	1612 Salaries Expense: Substitutes-Other Leave	14,255	0.00	15,000	0.00
11000	1000	51100	1711 Salaries Expense: Instructional Assistants-Grades 1-12	67,251	3.70	37,744	2.00
11000	1000	51100	1712 Salaries Expense: Instructional Assistants-Special Education	4,468	0.16	29,041	1.00
11000	1000	51100	1713 Salaries Expense: Instructional Assistants-Early Childhood Education	18,865	1.00	56,010	3.00
11000	1000	51300	1411 Additional Compensation: Teachers-Grades 1-12	3,651	0.00	0	0.00
11000	1000	52111	0000 Educational Retirement	121,829	0.00	143,607	0.00
11000	1000	52112	0000 ERA - Retiree Health	23,879	0.00	26,097	0.00
11000	1000	52210	0000 FICA Payments	73,650	0.00	81,820	0.00
11000	1000	52220	0000 Medicare Payments	17,227	0.00	19,147	0.00
11000	1000	52311	0000 Health and Medical Premiums	121,236	0.00	146,819	0.00
11000	1000	52312	0000 Life	1,939	0.00	1,893	0.00
11000	1000	52313	0000 Dental	8,801	0.00	10,962	0.00
11000	1000	52314	0000 Vision	1,649	0.00	2,058	0.00
11000	1000	52315	0000 Disability	1,094	0.00	449	0.00
11000	1000	52316	0000 Other Insurance	416	0.00	0	0.00
11000	1000	52500	0000 Unemployment Compensation	9,508	0.00	13,413	0.00
11000	1000	52710	0000 Workers Compensation Premium	12,712	0.00	14,791	0.00
11000	1000	52720	0000 Workers Compensation Employer's Fee	63	0.00	332	0.00
11000	1000	53330	0000 Professional Development	6,403	0.00	0	0.00
11000	1000	53711	0000 Other Charges	0	0.00	200	0.00
11000	1000	54630	0000 Rental - Computers and Related Equipment	0	0.00	8,000	0.00
11000	1000	55915	0000 Other Contract Services	945	0.00	0	0.00
11000	1000	56113	0000 Software	0	0.00	5,870	0.00
11000	1000	56118	0000 General Supplies and Materials	14,635	0.00	21,000	0.00
11000	1000	57332	0000 Supply Assets (\$5,000 or less)	751	0.00	0	0.00
11000	1000		Total: Instruction	1,673,138	30.02	1,815,919	32.20
11000	2000		Support Services				
11000	2100		Support Services-Students				
11000	2100	51100	1211 Salaries Expense: Coordinator/Subject Matter Specialist	20,857	0.30	78,500	1.13
11000	2100	51100	1217 Salaries Expense: Secretarial/Clerical/Technical Assistants	80,156	2.00	40,078	1.00
11000	2100	51300	1211 Additional Compensation: Coordinator/Subject Matter Specialist	4,417	0.00	0	0.00
11000	2100	52111	0000 Educational Retirement	10,348	0.00	12,926	0.00
11000	2100	52112	0000 ERA - Retiree Health	1,934	0.00	2,372	0.00
11000	2100	52210	0000 FICA Payments	6,062	0.00	7,352	0.00
11000	2100	52220	0000 Medicare Payments	1,418	0.00	1,721	0.00
11000	2100	52311	0000 Health and Medical Premiums	9,232	0.00	6,963	0.00
11000	2100	52312	0000 Life	167	0.00	120	0.00
11000	2100	52313	0000 Dental	349	0.00	438	0.00
11000	2100	52314	0000 Vision	102	0.00	75	0.00
11000	2100	52315	0000 Disability	119	0.00	38	0.00
11000	2100	52500	0000 Unemployment Compensation	1,119	0.00	848	0.00
11000	2100	52710	0000 Workers Compensation Premium	1,425	0.00	1,326	0.00
11000	2100	52720	0000 Workers Compensation Employer's Fee	25	0.00	21	0.00
11000	2100	53211	0000 Diagnosticians - Contracted	0	0.00	14,000	0.00
11000	2100	53212	0000 Speech Therapists - Contracted	0	0.00	7,070	0.00
11000	2100	53213	0000 Occupational Therapists - Contracted	15,647	0.00	16,000	0.00
11000	2100	53214	0000 Therapists - Contracted	6,161	0.00	6,000	0.00
11000	2100	53215	0000 Psychologists/Counselors - Contracted	12,585	0.00	0	0.00
11000	2100	55915	0000 Other Contract Services	10,225	0.00	0	0.00
11000	2100	56118	0000 General Supplies and Materials	799	0.00	0	0.00
11000	2100		Total: Support Services-Students	183,147	2.30	195,848	2.13

State of New Mexico
Public School Operating Budget
Expenditure Detail with Job Class

Budget Name: North Valley Academy 2012-2013					Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
FD	FN	OBJ	JOB	Description				
11000	2200			Support Services-Instruction				
11000	2200	56113	0000	Software	0	0.00	1,049	0.00
11000	2200	56118	0000	General Supplies and Materials	10,439	0.00	15,000	0.00
11000	2200			Total: Support Services-Instruction	10,439	0.00	16,049	0.00
11000	2300			Support Services-General Administration				
11000	2300	53411	0000	Auditing	7,383	0.00	10,000	0.00
11000	2300	53413	0000	Legal	20,612	0.00	25,000	0.00
11000	2300	55812	0000	Board Training	2,034	0.00	2,000	0.00
11000	2300			Total: Support Services-General Administration	30,029	0.00	37,000	0.00
11000	2400			Support Services-School Administration				
11000	2400	51100	1112	Salaries Expense: Principals	168,303	2.00	94,339	1.00
11000	2400	51100	1217	Salaries Expense: Secretarial/Clerical/Technical Assistants	0	0.00	40,078	1.00
11000	2400	51300	1211	Additional Compensation: Coordinator/Subject Matter Specialist	4,750	0.00	0	0.00
11000	2400	52111	0000	Educational Retirement	15,171	0.00	14,652	0.00
11000	2400	52112	0000	ERA - Retiree Health	3,087	0.00	2,689	0.00
11000	2400	52210	0000	FICA Payments	9,995	0.00	8,335	0.00
11000	2400	52220	0000	Medicare Payments	2,338	0.00	1,950	0.00
11000	2400	52311	0000	Health and Medical Premiums	8,224	0.00	10,259	0.00
11000	2400	52312	0000	Life	130	0.00	114	0.00
11000	2400	52313	0000	Dental	493	0.00	406	0.00
11000	2400	52314	0000	Vision	109	0.00	122	0.00
11000	2400	52315	0000	Disability	0	0.00	27	0.00
11000	2400	52500	0000	Unemployment Compensation	1,551	0.00	808	0.00
11000	2400	52710	0000	Workers Compensation Premium	1,662	0.00	1,508	0.00
11000	2400	52720	0000	Workers Compensation Employer's Fee	17	0.00	20	0.00
11000	2400	53330	0000	Professional Development	1,263	0.00	0	0.00
11000	2400	53414	0000	Other Services	1,402	0.00	0	0.00
11000	2400	53711	0000	Other Charges	370	0.00	0	0.00
11000	2400	54630	0000	Rental - Computers and Related Equipment	2,704	0.00	2,500	0.00
11000	2400	55915	0000	Other Contract Services	975	0.00	0	0.00
11000	2400	56118	0000	General Supplies and Materials	1,405	0.00	1,200	0.00
11000	2400	57332	0000	Supply Assets (\$5,000 or less)	67	0.00	0	0.00
11000	2400			Total: Support Services-School Administration	224,016	2.00	179,007	2.00
11000	2500			Central Services				
11000	2500	51100	1115	Salaries Expense: Assoc. Supt.-Fin./Bus. Mgr.	0	0.00	40,000	0.50
11000	2500	52111	0000	Educational Retirement	0	0.00	4,360	0.00
11000	2500	52112	0000	ERA - Retiree Health	0	0.00	800	0.00
11000	2500	52210	0000	FICA Payments	0	0.00	2,480	0.00
11000	2500	52220	0000	Medicare Payments	0	0.00	580	0.00
11000	2500	52312	0000	Life	0	0.00	57	0.00
11000	2500	52315	0000	Disability	0	0.00	27	0.00
11000	2500	52500	0000	Unemployment Compensation	0	0.00	404	0.00
11000	2500	52710	0000	Workers Compensation Premium	0	0.00	449	0.00
11000	2500	52720	0000	Workers Compensation Employer's Fee	0	0.00	10	0.00
11000	2500	53330	0000	Professional Development	0	0.00	200	0.00
11000	2500	53414	0000	Other Services	41,350	0.00	37,700	0.00
11000	2500	53711	0000	Other Charges	248	0.00	50	0.00
11000	2500	54630	0000	Rental - Computers and Related Equipment	0	0.00	400	0.00
11000	2500	55400	0000	Advertising	152	0.00	200	0.00
11000	2500	55915	0000	Other Contract Services	100	0.00	0	0.00
11000	2500	56113	0000	Software	0	0.00	9,000	0.00
11000	2500	56118	0000	General Supplies and Materials	431	0.00	500	0.00
11000	2500			Total: Central Services	42,281	0.00	97,217	0.50
11000	2600			Operation & Maintenance of Plant				
11000	2600	51100	1614	Salaries Expense: Maintenance	31,136	1.00	31,136	1.00
11000	2600	52111	0000	Educational Retirement	2,849	0.00	3,406	0.00
11000	2600	52112	0000	ERA - Retiree Health	571	0.00	623	0.00
11000	2600	52210	0000	FICA Payments	1,931	0.00	1,931	0.00

State of New Mexico
Public School Operating Budget
Expenditure Detail with Job Class

Budget Name: North Valley Academy 2012-2013

FD	FN	OBJ	JOB	Description	Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
11000	2600	52220	0000	Medicare Payments	452	0.00	452	0.00
11000	2600	52312	0000	Life	75	0.00	57	0.00
11000	2600	52500	0000	Unemployment Compensation	357	0.00	404	0.00
11000	2600	52710	0000	Workers Compensation Premium	307	0.00	350	0.00
11000	2600	52720	0000	Workers Compensation Employer's Fee	10	0.00	10	0.00
11000	2600	53330	0000	Professional Development	0	0.00	200	0.00
11000	2600	54311	0000	Maintenance & Repair - Furniture/Fixtures/Equipment	899	0.00	0	0.00
11000	2600	54312	0000	Maintenance & Repair - Buildings and Grounds	0	0.00	5,000	0.00
11000	2600	54411	0000	Electricity	63,300	0.00	64,000	0.00
11000	2600	54412	0000	Natural Gas (Buildings)	1,114	0.00	1,200	0.00
11000	2600	54415	0000	Water/Sewage	8,450	0.00	20,700	0.00
11000	2600	54416	0000	Communication Services	55,470	0.00	7,200	0.00
11000	2600	54610	0000	Rental - Land and Buildings	213,760	0.00	174,557	0.00
11000	2600	54620	0000	Rental - Equipment and Vehicles	7,812	0.00	0	0.00
11000	2600	55200	0000	Property/Liability Insurance	43,436	0.00	29,459	0.00
11000	2600	55915	0000	Other Contract Services	35,273	0.00	21,200	0.00
11000	2600	56118	0000	General Supplies and Materials	10,044	0.00	9,500	0.00
11000	2600	57332	0000	Supply Assets (\$5,000 or less)	140	0.00	0	0.00
11000	2600			Total: Operation & Maintenance of Plant	477,386	1.00	371,385	1.00
11000	2000			Total: Support Services	967,298	5.30	896,506	5.63
11000				Total: Operational	2,640,436	35.32	2,712,425	37.83
14000				Total Instructional Materials Sub-Fund				
14000	1000			Instruction				
14000	1000	56111	0000	Instructional Materials Cash - 50% Textbooks	31,245	0.00	66,267	0.00
14000	1000			Total: Instruction	31,245	0.00	66,267	0.00
14000				Total: Total Instructional Materials Sub-Fund	31,245	0.00	66,267	0.00
21000				Food Services				
21000	3000			Operation of Non-Instructional Services				
21000	3100			Food Services Operations				
21000	3100	55915	0000	Other Contract Services	5,300	0.00	5,250	0.00
21000	3100	56116	0000	Food	148,913	0.00	191,000	0.00
21000	3100			Total: Food Services Operations	154,213	0.00	196,250	0.00
21000	3000			Total: Operation of Non-Instructional Services	154,213	0.00	196,250	0.00
21000				Total: Food Services	154,213	0.00	196,250	0.00
24000				Federal Flow-through Grants				
24101				Title I - IASA				
24101	1000			Instruction				
24101	1000	51100	1411	Salaries Expense: Teachers-Grades 1-12	45,641	1.31	17,638	0.50
24101	1000	51100	1711	Salaries Expense: Instructional Assistants-Grades 1-12	37,730	2.00	18,865	1.00
24101	1000	52111	0000	Educational Retirement	6,271	0.00	4,263	0.00
24101	1000	52112	0000	ERA - Retiree Health	1,012	0.00	731	0.00
24101	1000	52210	0000	FICA Payments	3,283	0.00	2,264	0.00
24101	1000	52220	0000	Medicare Payments	767	0.00	530	0.00
24101	1000	52311	0000	Health and Medical Premiums	1,568	0.00	0	0.00
24101	1000	52312	0000	Life	165	0.00	86	0.00
24101	1000	52313	0000	Dental	333	0.00	0	0.00
24101	1000	52314	0000	Vision	45	0.00	53	0.00
24101	1000	52315	0000	Disability	45	0.00	0	0.00
24101	1000	52500	0000	Unemployment Compensation	707	0.00	605	0.00
24101	1000	52710	0000	Workers Compensation Premium	0	0.00	410	0.00
24101	1000	52720	0000	Workers Compensation Employer's Fee	23	0.00	15	0.00
24101	1000	53330	0000	Professional Development	2,417	0.00	8,600	0.00
24101	1000	53414	0000	Other Services	25,415	0.00	15,000	0.00
24101	1000			Total: Instruction	125,422	3.31	69,060	1.50
24101	2000			Support Services				
24101	2100			Support Services-Students				
24101	2100	51100	1218	Salaries Expense: School/Student Support	30,720	1.00	30,720	1.00
24101	2100	52111	0000	Educational Retirement	2,811	0.00	3,349	0.00

State of New Mexico
Public School Operating Budget
Expenditure Detail with Job Class

Budget Name: North Valley Academy 2012-2013

FD	FN	OBJ	JOB	Description	Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
24101	2100	52112	0000	ERA - Retiree Health	564	0.00	615	0.00
24101	2100	52210	0000	FICA Payments	1,874	0.00	1,905	0.00
24101	2100	52220	0000	Medicare Payments	438	0.00	446	0.00
24101	2100	52311	0000	Health and Medical Premiums	27	0.00	0	0.00
24101	2100	52312	0000	Life	53	0.00	57	0.00
24101	2100	52313	0000	Dental	425	0.00	387	0.00
24101	2100	52314	0000	Vision	72	0.00	102	0.00
24101	2100	52500	0000	Unemployment Compensation	397	0.00	404	0.00
24101	2100	52710	0000	Workers Compensation Premium	303	0.00	345	0.00
24101	2100	52720	0000	Workers Compensation Employer's Fee	10	0.00	10	0.00
24101	2100	56118	0000	General Supplies and Materials	1,376	0.00	2,000	0.00
24101	2100			Total: Support Services-Students	39,070	1.00	40,340	1.00
24101	2000			Total: Support Services	39,070	1.00	40,340	1.00
24101				Total: Title I - IASA	164,492	4.31	109,400	2.50
24153				English Language Acquisition				
24153	1000			Instruction				
24153	1000	56118	0000	General Supplies and Materials	0	0.00	1,081	0.00
24153	1000			Total: Instruction	0	0.00	1,081	0.00
24153				Total: English Language Acquisition	0	0.00	1,081	0.00
24154				Teacher/Principal Training & Recruiting				
24154	1000			Instruction				
24154	1000	51100	1411	Salaries Expense: Teachers-Grades 1-12	10,823	0.23	0	0.00
24154	1000			Total: Instruction	10,823	0.23	0	0.00
24154	2000			Support Services				
24154	2100			Support Services-Students				
24154	2100	51100	1211	Salaries Expense: Coordinator/Subject Matter Specialist	14,789	0.20	13,000	0.17
24154	2100	52111	0000	Educational Retirement	1,476	0.00	1,417	0.00
24154	2100	52112	0000	ERA - Retiree Health	272	0.00	260	0.00
24154	2100	52210	0000	FICA Payments	854	0.00	806	0.00
24154	2100	52220	0000	Medicare Payments	199	0.00	189	0.00
24154	2100	52311	0000	Health and Medical Premiums	993	0.00	325	0.00
24154	2100	52312	0000	Life	10	0.00	12	0.00
24154	2100	52313	0000	Dental	61	0.00	21	0.00
24154	2100	52314	0000	Vision	12	0.00	4	0.00
24154	2100	52315	0000	Disability	0	0.00	2	0.00
24154	2100	52500	0000	Unemployment Compensation	140	0.00	81	0.00
24154	2100	52710	0000	Workers Compensation Premium	0	0.00	141	0.00
24154	2100	52720	0000	Workers Compensation Employer's Fee	3	0.00	2	0.00
24154	2100	56118	0000	General Supplies and Materials	0	0.00	683	0.00
24154	2100			Total: Support Services-Students	18,809	0.20	16,943	0.17
24154	2000			Total: Support Services	18,809	0.20	16,943	0.17
24154				Total: Teacher/Principal Training & Recruiting	29,632	0.43	16,943	0.17
24000				Total: Federal Flow-through Grants	194,124	4.74	127,424	2.67
25000				Federal Direct Grants				
25255				Education Job Fund				
25255	1000			Instruction				
25255	1000	52111	0000	Educational Retirement	1,168	0.00	0	0.00
25255	1000			Total: Instruction	1,168	0.00	0	0.00
25255				Total: Education Job Fund	1,168	0.00	0	0.00
25000				Total: Federal Direct Grants	1,168	0.00	0	0.00
26000				Local Grants				
26170				Microsoft Settlement Funds				
26170	1000			Instruction				
26170	1000	56113	0000	Software	0	0.00	1,000	0.00
26170	1000			Total: Instruction	0	0.00	1,000	0.00
26170				Total: Microsoft Settlement Funds	0	0.00	1,000	0.00
26000				Total: Local Grants	0	0.00	1,000	0.00
27000				State Flow-through Grants				

State of New Mexico
Public School Operating Budget
Expenditure Detail with Job Class

Budget Name: North Valley Academy 2012-2013

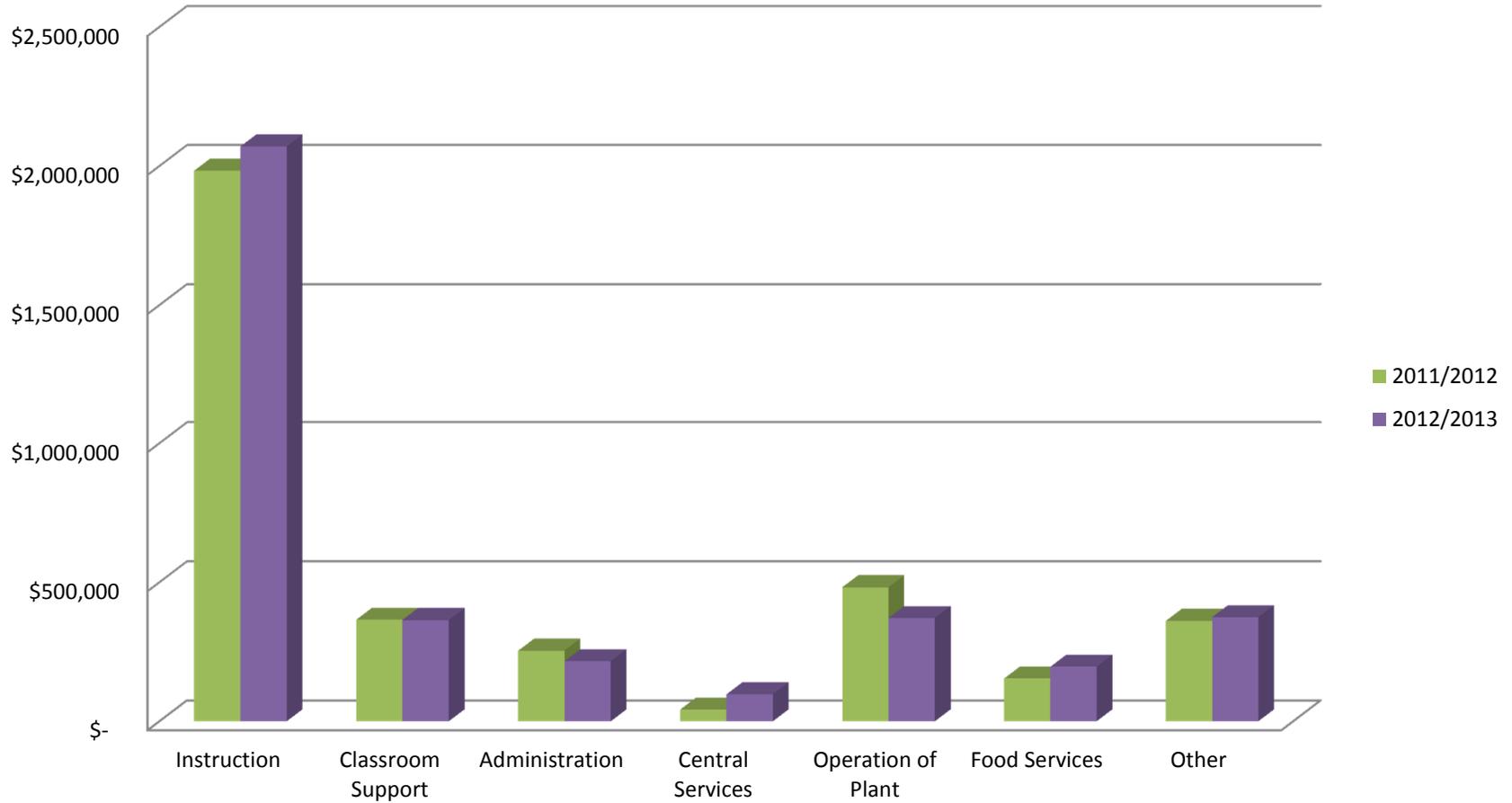
FD	FN	OBJ	JOB	Description	Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
27106				2010 GO Bonds Student Library Fund SB-1				
27106	2000			Support Services				
27106	2200			Support Services-Instruction				
27106	2200	56114	0000	Library And Audio-Visual	0	0.00	2,423	0.00
27106	2200			Total: Support Services-Instruction	0	0.00	2,423	0.00
27106	2000			Total: Support Services	0	0.00	2,423	0.00
27106				Total: 2010 GO Bonds Student Library Fund SB-1	0	0.00	2,423	0.00
27149				PreK Initiative				
27149	1000			Instruction				
27149	1000	51100	1413	Salaries Expense: Teachers-Early Childhood Ed	49,460	1.00	0	0.00
27149	1000	51100	1414	Salaries Expense: Teachers-Preschool (exclude Special Ed)	0	0.00	52,007	0.90
27149	1000	51100	1713	Salaries Expense: Instructional Assistants-Early Childhood Education	18,831	1.00	0	0.00
27149	1000	51100	1714	Salaries Expense: Instructional Assistants Preschool	0	0.00	18,831	1.00
27149	1000	52111	0000	Educational Retirement	7,031	0.00	8,005	0.00
27149	1000	52112	0000	ERA - Retiree Health	1,410	0.00	1,418	0.00
27149	1000	52210	0000	FICA Payments	4,117	0.00	4,393	0.00
27149	1000	52220	0000	Medicare Payments	963	0.00	1,029	0.00
27149	1000	52311	0000	Health and Medical Premiums	7,952	0.00	7,093	0.00
27149	1000	52312	0000	Life	134	0.00	108	0.00
27149	1000	52313	0000	Dental	570	0.00	492	0.00
27149	1000	52314	0000	Vision	102	0.00	83	0.00
27149	1000	52500	0000	Unemployment Compensation	971	0.00	767	0.00
27149	1000	52710	0000	Workers Compensation Premium	745	0.00	795	0.00
27149	1000	52720	0000	Workers Compensation Employer's Fee	36	0.00	19	0.00
27149	1000	53330	0000	Professional Development	245	0.00	2,000	0.00
27149	1000	55819	0000	Employee Travel - Teachers	0	0.00	4,250	0.00
27149	1000	56118	0000	General Supplies and Materials	4,153	0.00	4,710	0.00
27149	1000	57332	0000	Supply Assets (\$5,000 or less)	0	0.00	960	0.00
27149	1000			Total: Instruction	96,720	2.00	106,960	1.90
27149	2000			Support Services				
27149	2100			Support Services-Students				
27149	2100	51100	1211	Salaries Expense: Coordinator/Subject Matter Specialist	0	0.00	6,000	0.10
27149	2100	52111	0000	Educational Retirement	0	0.00	654	0.00
27149	2100	52112	0000	ERA - Retiree Health	0	0.00	120	0.00
27149	2100	52210	0000	FICA Payments	0	0.00	372	0.00
27149	2100	52220	0000	Medicare Payments	0	0.00	87	0.00
27149	2100	52311	0000	Health and Medical Premiums	0	0.00	1,602	0.00
27149	2100	52312	0000	Life	0	0.00	6	0.00
27149	2100	52313	0000	Dental	0	0.00	7	0.00
27149	2100	52314	0000	Vision	0	0.00	2	0.00
27149	2100	52500	0000	Unemployment Compensation	0	0.00	41	0.00
27149	2100	52710	0000	Workers Compensation Premium	0	0.00	68	0.00
27149	2100	52720	0000	Workers Compensation Employer's Fee	0	0.00	1	0.00
27149	2100			Total: Support Services-Students	0	0.00	8,960	0.10
27149	2000			Total: Support Services	0	0.00	8,960	0.10
27149				Total: PreK Initiative	96,720	2.00	115,920	2.00
27000				Total: State Flow-through Grants	96,720	2.00	118,343	2.00
29000				Combined State/Local Grants				
29102				Private Dir Grants (Categorical)				
29102	2000			Support Services				
29102	2100			Support Services-Students				
29102	2100	56118	0000	General Supplies and Materials	627	0.00	873	0.00
29102	2100			Total: Support Services-Students	627	0.00	873	0.00
29102	2000			Total: Support Services	627	0.00	873	0.00
29102				Total: Private Dir Grants (Categorical)	627	0.00	873	0.00
29000				Total: Combined State/Local Grants	627	0.00	873	0.00
31200				Public School Capital Outlay				
31200	4000			Capital Outlay				

State of New Mexico
Public School Operating Budget
Expenditure Detail with Job Class

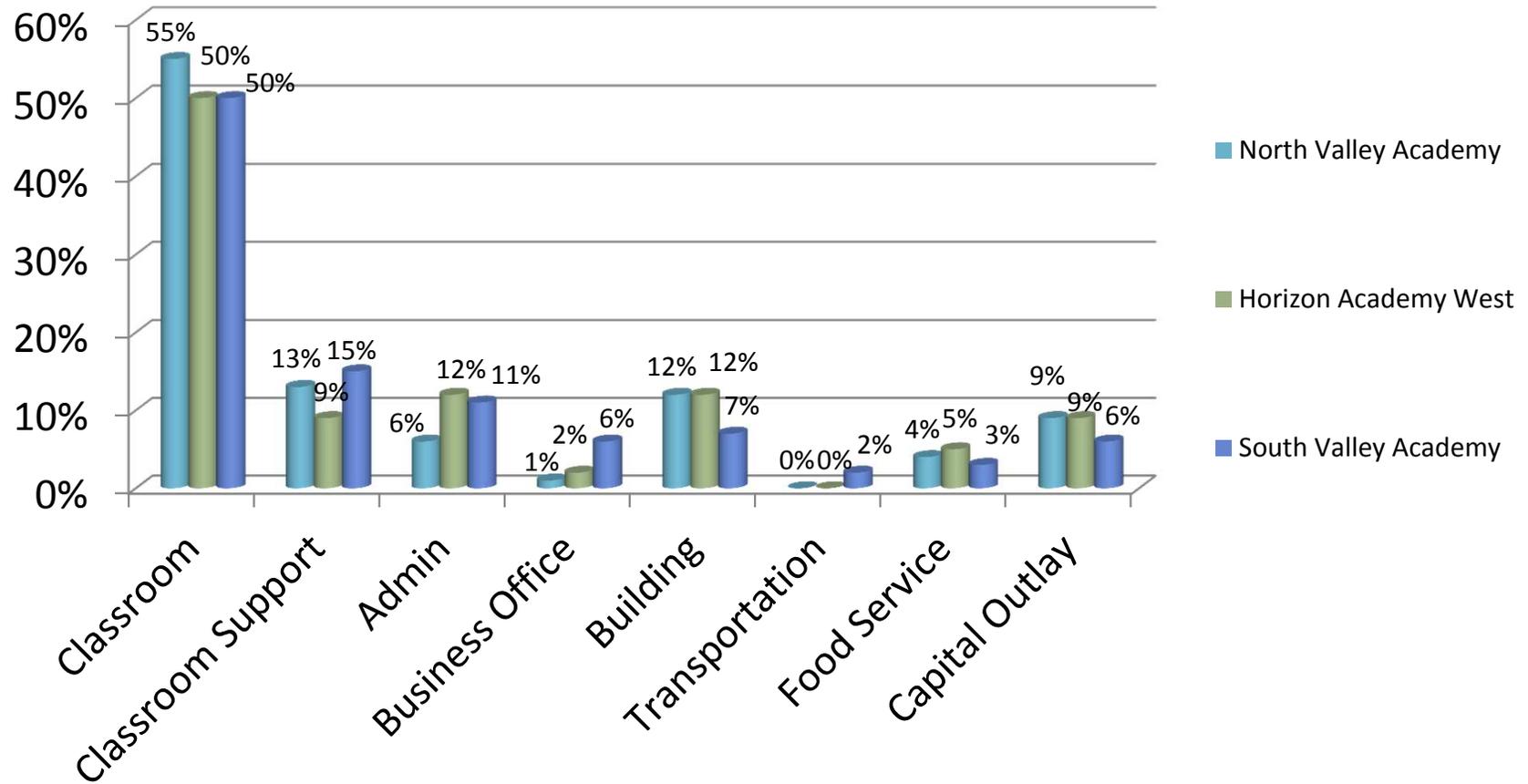
Budget Name: North Valley Academy 2012-2013

FD	FN	OBJ	JOB	Description	Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
31200	4000	54610	0000	Rental - Land and Buildings	355,675	0.00	0	0.00
31200	4000			Total: Capital Outlay	355,675	0.00	0	0.00
31200				Total: Public School Capital Outlay	355,675	0.00	0	0.00
31700				Capital Improvements SB-9				
31700	4000			Capital Outlay				
31700	4000	57332	0000	Supply Assets (\$5,000 or less)	2,600	0.00	28,288	0.00
31700	4000			Total: Capital Outlay	2,600	0.00	28,288	0.00
31700				Total: Capital Improvements SB-9	2,600	0.00	28,288	0.00
				Total: Expenditure	3,476,808	42.06	3,250,870	42.50

Budgeted Expenditures by Function Comparison to Prior Year



2010-11 Charter School Comparison by Function



Student Membership Analysis

Funded Enrollment

