



Solare Collegiate Charter School

Bylaws

Solare Collegiate Charter School Governing Board

ARTICLE I

GOVERNING BOARD

Section 1: The governance of Solare Collegiate Charter School is entrusted to the Governing Board.

Section 2: In addition to all powers conferred upon the Governing Board by New Mexico law and the Articles of Incorporation, the Governing Board shall have the power to:

- A. Review and adopt the school's mission statement;
- B. Review and adopt bylaws and establish policies consistent with the school's mission;
- C. Hire, evaluate, set compensation and employment terms for, and terminate the School Leader;
- D. Oversee financial matters for the school, including approving the annual school budget and authorizing designees to sign checks and legal documents on behalf of the school.

Section 3: The Governing Board shall establish the number of members, which shall consist of at least 7 members and no more than 15 members. All members shall have identical rights and responsibilities.

Section 4: Members shall serve a term of three (3) years from the date of their appointments, or until their successors are seated. A full three-year term shall be considered to have been served upon the passage of three (3) years since the date the member was elected to the Board. After election, the term of a member may not be reduced, except for cause as specified in these bylaws. No member shall serve more than two (2) consecutive, three-year terms.

Section 5: Governing Board members shall be sought to reflect qualities, qualifications and diversity determined by the Board, delineated in the Job Description of the Governing Board.

Section 6: Any vacancy occurring in the Governing Board and any position to be filled by reason of an increase in the number of members may be filled upon a simple majority vote of the seated members, within 45 days of the vacancy.

Section 7: A member may resign at any time by sending a written resignation to the Chair of the Governing Board. This may take the form of an email.

Section 8: The Governing Board may remove any officer or member with a majority vote of the entire Governing Board at any regular or special meeting of the Board, provided that a statement of the reason or reasons shall have been mailed by Registered Mail to the Officer or member proposed for removal at least thirty (30) days before any final action is taken by the Governing Board. This statement shall be accompanied by a notice of the time when, and the place where, the Governing Board is to take action on the removal. The officer or member shall be given an opportunity to be heard and the matter considered by the Governing Board at the time and place mentioned in the notice.

Section 9: Members of the Governing Board:

- A. Shall receive no payment.
- B. Shall serve the Solare Collegiate Charter School with the highest degree of undivided duty, loyalty, and care and shall undertake no enterprise to profit personally from their position with the Solare Collegiate Charter School.
- C. All participants in Governing Council work are bound by the Code of Conduct and Conflict of Interest laws and policies.
- D. Shall have no direct or indirect financial interest in the assets or leases of the Solare Collegiate Charter School; any Representative who individually or as part of a business or professional firm is involved in the business transactions or current professional services of the Solare Collegiate Charter School.

ARTICLE II MEETINGS

Section 1: There shall be at least 10 regular meetings of the Board held each year.

Section 2: Special meetings of the Governing Board may be called by the Board Chair or by a majority of the Governing Board filing a written request for such a meeting with the Board Chair and stating the object, date, and hour therefore, due notice having been given each member five (5) calendar days prior to the meeting.

Section 3: A simple majority of the members then in office shall constitute a quorum for the transaction of business at any regular or special meeting of the Governing Board.

Section 4: The Governing Board shall follow Robert's Rules for all meetings. Any such meeting, whether regular or special, complying with Sections 1 or 2 of Article III shall constitute a meeting of the Governing Board and shall subscribe to the policies, procedures, and rules adopted by the Governing Board.

Section 5: Notice of all regular and special meetings of the Governing Board, an agenda of all items to be discussed at such meetings, and agenda support materials shall be circulated to all members prior to the meeting and shall be made in compliance with the Open Meetings Act and the School's Open Meetings Act Resolution.

Section 6: An absentee Governing Board member may not designate an alternate to represent him or her at a Governing Board meeting.

ARTICLE III

OFFICERS

Section 1: There shall be four (4) elective Officers of the Governing Board: a Board Chair, a Vice-Chair, a Secretary, and a Treasurer.

Section 2: The Governance Committee shall present a slate of officers to the Governing Board. The nominated officers shall be drawn from among the members of the Governing Board. The election of officers shall be held as needed.

Section 3: In the event that the office of the Board Chair becomes vacant, the Vice-Chair shall become Chair for the unexpired portion of the term. In the event that the office of Vice-Chair, Secretary, or Treasurer becomes vacant, the Chair shall appoint interim officers to fill such vacant offices until a scheduled meeting of the Board can be held.

Section 4: The Board Chair shall preside at all meetings of the Governing Board. In the Chair's absence, the Vice-Chair shall preside. The Chair is responsible for setting the agenda for all meetings, calling any special meetings, and appointing members to chair all committees.

Section 5: The Treasurer shall have general supervision of the school's financial securities. The Treasurer shall also supervise the maintenance of financial records and books, and sign such instruments as required by the office.

Section 6: The Secretary shall issue Governing Board meeting notices and shall keep minutes, act as custodian of the school's records and perform such other duties as required by the office.

ARTICLE IV

COMMITTEES

Section 1: A Governing Board resolution shall appoint committees of the Governing Board. Committees may be composed of Board members or community members, or both. The Board may prescribe the need and/or the composition of such committees.

Section 2: Each standing committee shall consist of at least two people. The Chair of each standing committee shall be a Governing Board member

Section 3: Standing Committees shall include the following;

- A. Governance Committee
- B. Academic Committee
- C. Finance Committee
- D. Audit Committee

Membership of the Audit and Finance committees shall comply with NMSA Section 22-8-12.3(B).

Section 4: The Governance Committee shall be composed of at least two (2) persons recommended by the Board Chair and elected by the Governing Board at its annual meeting. Each committee member shall serve a term of two (2) years, and these terms shall be staggered

to ensure continuity of the committee. The committee shall elect its own chair. Duties of the Governance Committee shall be:

- A. to study the qualifications of candidates and present a slate of the best qualified as nominees for the vacant member positions on the Governing Board;
- B. to present a slate of nominees for officers to the Governing Board for election at the annual meeting;
- C. to recommend candidates to the Governing Board to fill vacancies that arise outside the regular nominating process;
- D. to provide ongoing orientation to members;
- E. to oversee a member assessment process to ensure optimum performance; and
- F. to recommend the appointment of a past Board Chair to the Governing Board, if necessary, in the interests of continuity.

ARTICLE V

FISCAL YEAR

Section 1: The fiscal year of the Solare Collegiate Charter School shall begin on July 1 of each calendar year and terminate on June 30 of the following calendar year. The school's financial accounts shall be audited annually.

ARTICLE VI

RULES OF ORDER

Section 1: The rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of Solare Collegiate Charter School.

ARTICLE VII

AMENDMENTS

Section 1: These bylaws may be amended at a regular meeting by a simple majority vote of all members then in office.



Position: Head of School

Minimum Qualifications: New Mexico Level IIIB Administrative License, background check, and state-required fingerprints

Immediate Supervision: Solare Collegiate Charter School Governing Board

The Solare Collegiate Head of School is accountable to the Governing Board in the areas of academic programming, financial management, and organizational health of the school. Additionally, the Head of School is responsible for the advancement of the Solare Collegiate mission, through the achievement of the academic outcomes outlined through our Performance Framework Contract with the Public Education Commission. The Head of School works with the Solare Collegiate Governing Board to assess the academic, financial, and organizational health of the school, through meticulous monthly review of the school's performance in each of these three areas. The Head of School is responsible for the management of the school staff, including staff performance, school culture, and the viability of the organization. The Head of School is evaluated semi-annually by the Solare Collegiate Governing Board.

Experience and Leadership Qualities:

- Commitment to, belief in, and alignment with the mission of the school, its goals, and educational philosophy
- Experience in leadership and management of both adults and students
- Experience working with students from low-income backgrounds, students with special needs, and English Learner populations
- Ability to assess data, find trends, and use information to make strategic decisions
- Experience in budgetary planning, accounting, and effective allocation of school resources
- Strong verbal and written communication skills
- Strong organizational skills and ability to multitask
- Ability to approach situations with optimism and perseverance, willingness to take personal responsibility, open to and interested in feedback on performance, eagerness to continue to improve in effectiveness, and steady determination to pursue excellence regardless of the situation
- Minimum of a Master's, Advanced Degree preferred, with Level IIIB Administrative License, or the ability to get one
- Preferred: proficiency in Spanish

Responsibilities:

Whole School & Governing Body

- Embody and advocate for the mission, goals, and educational philosophy of the school
- Create, monitor, and sustain the high standards of a rigorous school climate and school culture
- Ensure compliance with the school's charter and all relevant state and federal law



Solare Collegiate Charter School

- Ensure compliance with accountability requirements set by the New Mexico Public Education Commission and Public Education Department
- Attend and participate in all Governing Board meetings and committee meetings
- Provide essential data, reports, and information to the Governing Board
- Implement all adopted policies of the Governing Board
- Chair the Solare Collegiate Advisory Council, relaying feedback and advice from stakeholders that will help advance the mission of the school, to the Governing Board
- Assume necessary and applicable responsibilities held by a school district superintendent
- Maintain open lines of communication with student families and the broader local community

Personnel

- Recruit, hire, and set compensation for all school employees
- Confirm employees hold the required license for their position, and have had a background check with fingerprinting conducted
- Handle dismissal of personnel, job assignments, promotions, and grievance process mediation
- Conduct NMTEACH evaluations for all licensed staff annually
- Oversee mentoring and development of new teachers

Budget/Finance

- Supervise the school's finances: budget, financial relationships, and relationships with contracted vendors
- In collaboration with the Governing Board Finance Committee, establish annual school priorities and align to budgetary details, as well as supervise preparation of the annual operating budget
- Supervise management of federal funding sources and associated requirements

Curriculum and Instruction

- Support the professional development and growth of the Leadership Team and teaching staff
- Lead targeted professional development sessions throughout the school year
- Complete weekly teacher observation and feedback cycle
- Collaborate with Student Supports Coordinator and Manager of Operations regarding student achievement data, reports and analysis
- Lead and supervise the development of grade level scope and sequence, unit plans, lesson plans, and assessments
- Supervise schoolwide student achievement, with targeted focus on intervention supports for individual students with special needs and English Language needs.
- Conduct and oversee annual evaluation of educational program review



Position: Manager of Operations

Minimum Qualifications: Background check and state-required fingerprints

Immediate Supervision: Head of School

The Manager of Operations at Solare Collegiate Charter School is hired, supervised, evaluated by, and held accountable to the Head of School. The Manager of Operations is responsible for advancing the mission of the school through supporting the creation of the budget, organization and implementation of the operations of the school, both internal and external, as well as fundraising and grant writing. Responsibilities of the Management of Operations include management of relationships with vendors and contractors and the management of the facilities. The Manager of Operations will also be responsible for the management of the operations team, including but not limited to, the Office Coordinator/Community Engagement Specialist.

Leadership Characteristics and Experience:

- Commitment to, belief in, and alignment with the mission of the school, its goals, and educational philosophy
- Leadership and management experience, including contracted vendor services
- Extensive data management and reporting skills
- Proven ability to multitask effectively and prioritize strategically.
- Experience working with budgets, accounting, and allocation of school resources
- Excellent verbal and written communication skills
- Strong growth mindset, with a willingness to take personal responsibility, interested in receiving and applying feedback on performance, dedication to effectiveness and excellence
- Three to five years of experience in operations and finance preferred
- School-based experience preferred.
- Spanish proficiency preferred
- Minimum requirement of a bachelor's degree, advanced degree preferred

Responsibilities:

- Report to and collaborate with the Head of School with the budget, including establishing the priorities and management of financial outputs on a weekly and/or daily basis
- Support the Head of School in creating and managing a system for school finances, including budgets, cash flow statements, expenditures, and revenues
- Work with contracted vendors, supervise the daily accounting of the school, including accounts payable and receivable, cash receipts, payroll and benefits, general ledger, taxes, and allocation of non-financial resources in collaboration with the Head of School
- Collaborate with the Head of School to research and apply to grants, manage and distribute received grants, and report activities related to grants
- Prepare reports, evaluations, and data for both internal and external use, including funding sources and government agencies, for review by the Head of School



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- Management of food service bids and contracts for school nutrition, including meals and snack in collaboration of the Head of School. Coordinate and implement a strategy for the recruitment of teachers and students, in collaboration with the Head of School
- Oversight and distribution of classroom and school resources
- Supervise implementation of school-wide systems and procedures, leading professional development on school systems and culture
- Monitor student attendance and manage the Student Information System (SIS)



Position: Student Supports Coordinator (Full-Time, Certified, Exempt)

Minimum Qualifications: New Mexico Pre-K-12 Special Education License, background check, and state-required fingerprints

Immediate Supervision: Head of School

The Student Supports Coordinator is hired, supervised, evaluated by, and held accountable to the Head of School. The Student Supports Coordinator is responsible for advancing the mission of the school through oversight of students receiving special education or English Learner services. The Student Supports Coordinator will manage the creation of, implementation of, and review of the Individualized Education Plans (IEPs) for special education students, as well as the management and creation of English Learners (EL) program. The Student Supports Coordinator is responsible for supporting general education and special education teachers at Solare Collegiate, including instructional supports and professional development related to special education and EL students.

Leadership Characteristics and Experience:

- Commitment to, belief in, and alignment with the mission of the school, its goals, and educational philosophy
- Coordination of evaluations and creation of IEPs or 504 plans for students in need of special services
- Knowledge of special education law at the state and federal level, to ensure Solare Collegiate follows the school regulatory requirements
- Strong communication skills, related to communicating to families, students, and staff regarding student needs
- Coordination and collaboration skills, including the ability to organize and schedule intervention supports and services for all qualified students
- Strong growth mindset, with a willingness to take personal responsibility, interested in receiving and applying feedback on performance, dedication to effectiveness and excellence
- Minimum of two years of special education teaching experience
- Spanish proficiency preferred
- Minimum requirement of a bachelor's degree, advanced degree preferred

Responsibilities:

- Creation and execution of school-wide systems for monitoring all student progress, with the support of the Head of School
- Manages the testing of all students who may be eligible for special education or EL services
- Ensures IEP or 504 plans are put into place to provide students with instruction aligned to the accommodations and modifications outlined in their IEP, including ancillary services
- Manages ACCESS for EL testing, determining the appropriate interventions and supports for EL students
- Ensures school follows state and federal special education and English Learner laws



Solare Collegiate Charter School

- Works closely with the Head of School and Manager of Operations, as part of the Leadership Team, reviewing school schedules and monitor compliance with special education and EL implementation
- Chair the Student Assistance Team, implement the RtI program school-wide, and provide professional development as needed
- Work with the Head of School and Leadership Team to develop and adapt standards-aligned curriculum, including the scope and sequence, unit plans, and lesson plans
- Provide supportive and rigorous instruction in whole-class and small group settings
- Provide academic support and intervention during whole class, small group, and FOCUS settings
- Collaborate with the Head of School to supervise and support Special Education teachers, as well as monitor IEP caseload management and implementation of services



Position: Office Manager and Community Engagement Specialist (Full-Time, Non-Certified, Exempt)

Immediate Supervision: Head of School and Manager of Operations

Reports to: Manager of Operations and Head of School

The Office Coordinator and Community Engagement Specialist will be held accountable by the Manager of Operations and the Head of School. The Office Coordinator and Community Engagement Specialist is responsible for the efficient operation of the office, as well as work with members of the Leadership Team to maintain the success of the school.

Leadership Characteristics and Experience:

- Commitment to, belief in, and alignment with the mission of the school, its goals, and educational philosophy
- Strong organizational skills
- Detail-oriented
- Comfortable with clear, respectful communication with adults and children
- Knowledge of office equipment and services, including computers, printers, copiers, fax machines, phones, and software
- Fluent in Microsoft Office, particularly Word, Excel, and PowerPoint
- Strong growth mindset, with a willingness to take personal responsibility, interested in receiving and applying feedback on performance, dedication to effectiveness and excellence
- Minimum of two years of customer service or administrative experience
- Spanish proficiency required
- College degree, preferred, or relevant administrative experience

Responsibilities:

- Oversight of the school entry and office, greeting parents and visitors, and maintaining school safety
- Performing clerical duties, such as data entry, mail and phone correspondence, inventory of office supplies, and answering phones
- Communicating with families regarding absences, missing assignments, teacher concerns, or student illness
- Supporting teachers and administrative staff
- Preparing and maintaining student, personnel, and school records
- Maintaining and operating office equipment
- Assisting in the coordination of special events
- Assisting the Head of School and the Leadership Team, as needed



Position: Classroom Teacher (Full-Time, Certified, Exempt)

Minimum Qualifications: New Mexico K-8 Elementary Education License Level I, II, or III, background check, and state-required fingerprints

Immediate Supervision: Head of School

Teachers at Solare Collegiate Charter School are hired, supervised, evaluated by, and held accountable to the Head of School. Teachers are responsible for advancing the mission of the school through the implementation of a rigorous, standards-based curriculum. Teachers will be responsive to feedback and coaching received by the Leadership Team. Teachers are content-specific, and Solare Collegiate will need eight classroom teachers in Year 1, including a 5th grade English Language Arts and Textual Analysis teacher, a 5th grade Foundational and Conceptual Math teacher, a 5th and 6th grade Social Studies teacher, a 5th and 6th grade Science teacher, a 6th grade Conceptual Math teacher, a 6th grade Foundational Math teacher, a 6th grade English Language Arts teacher, and a 6th grade Textual Analysis teacher.

Leadership Characteristics and Experience:

- Commitment to, belief in, and alignment with the mission of the school, its goals, and educational philosophy
- Knowledge of New Mexico Common Core State Standards, New Mexico Next Generation Science Standards, and New Mexico Content Standards, in relevant grade level and subject areas
- Experience with literacy-based instruction across the subject areas, or a willingness to learn and implement literacy-based instruction methods
- Familiarity with data and using data to guide planning and instruction
- Strong verbal and written skills
- Excellent organizational skills
- Strong growth mindset, with a willingness to take personal responsibility, interested in receiving and applying feedback on performance, dedication to effectiveness and excellence
- Spanish proficiency preferred
- Minimum requirement of a bachelor's degree

Responsibilities:

- Ensure that classroom content is rigorous, measurable, and aligned with the New Mexico Common Core State Standards, New Mexico Next Generation Science Standards, and the New Mexico Content Standards
- Use the school scope and sequence, unit plans, and daily lesson plans, with teacher-created examples and exemplars
- Submit lesson plan notes, examples, and exemplars weekly, as well as apply revisions provided by the leadership team
- Differentiate curriculum to support the needs of students with special needs and EL needs, while maintain academic rigor
- Maintain and apply school-wide academic and behavioral systems
- Own responsibility for the progress of all students



Solare Collegiate Charter School

- Use assessment data to inform instructional practice
- Communicate with students, families, and the Solare Collegiate team
- Work with grade-level and content teams to create strategic plans and adapt curriculum
- Use planning periods for the analysis of student data and preparation of courses



Position: Special Education Teacher (Full-Time, Certified, Exempt)

Minimum Qualifications: New Mexico Pre-K-12 Special Education License, background check, and state-required fingerprints

Immediate Supervision: Head of School

Reports to: Student Support Coordinator and Head of School

Special Education teachers at Solare Collegiate Charter School are hired, supervised, evaluated by, and held accountable to the Head of School. Special Education teachers are responsible for advancing the mission of the school through the implementation of a rigorous, standards-based curriculum, specific to the needs of students with special needs. Teachers will be responsive to feedback and coaching received by the Leadership Team. Special Education teachers are responsible for the development and implementation of IEPs for special education students on their caseload.

Leadership Characteristics and Experience:

- Commitment to, belief in, and alignment with the mission of the school, its goals, and educational philosophy
- Development, implementation, and management of IEPs for special education students on their caseload
- Knowledge of New Mexico Common Core State Standards, New Mexico Next Generation Science Standards, and New Mexico Content Standards, in relevant grade level and subject areas
- Experience with literacy-based instruction across the subject areas, or a willingness to learn and implement literacy-based instruction methods
- Familiarity with data and using data to guide planning and instruction
- Strong verbal and written skills
- Excellent organizational skills.
- Strong growth mindset, with a willingness to take personal responsibility, interested in receiving and applying feedback on performance, dedication to effectiveness and excellence
- Spanish proficiency preferred
- Minimum requirement of a bachelor's degree

Responsibilities:

- Ensure that classroom content is rigorous, measurable, and aligned with the New Mexico Common Core State Standards, New Mexico Next Generation Science Standards, and the New Mexico Content Standards
- Support general education teachers to build in the accommodations and modifications for special education students in the general education classroom
- Submit lesson plan notes, examples, and exemplars weekly, as well as apply revisions provided by the leadership team
- Differentiate curriculum to support the needs of students with special needs and EL needs, while maintain academic rigor
- Maintain and apply school-wide academic and behavioral systems
- Own responsibility for the progress of all students



Solare Collegiate Charter School

- Use assessment data to inform instructional practice
- Communicate with students, families, and the Solare Collegiate team
- Work with grade-level and content teams to create strategic plans and adapt curriculum
- Use planning periods for the analysis of student data and preparation of courses
- Maintain relationships with parents and keep them up to date on child's academic progress



Position: Enrichment Education Teacher (Half-Time, Certified, Exempt)

Minimum Qualifications: New Mexico Pre-K-12 Physical Education License, background check, and state-required fingerprints

Immediate Supervision: Head of School

Physical Education teachers at Solare Collegiate Charter School are hired, supervised, evaluated by, and held accountable to the Head of School. Physical Education teachers are responsible for advancing the mission of the school through the implementation of a rigorous, standards-based curriculum. Physical Education teachers will be responsive to feedback and coaching received by the Leadership Team.

Leadership Characteristics and Experience:

- Commitment to, belief in, and alignment with the mission of the school, its goals, and educational philosophy
- Knowledge of New Mexico Common Core State Standards, New Mexico Next Generation Science Standards, and New Mexico Content Standards, in relevant grade level and subject areas
- Experience with literacy-based instruction across the subject areas, or a willingness to learn and implement literacy-based instruction methods
- Familiarity with data and using data to guide planning and instruction
- Strong verbal and written skills
- Excellent organizational skills.
- Strong growth mindset, with a willingness to take personal responsibility, interested in receiving and applying feedback on performance, dedication to effectiveness and excellence
- Spanish proficiency preferred
- Minimum requirement of a bachelor's degree

Responsibilities:

- Ensure that classroom content is rigorous, measurable, and aligned with the New Mexico Common Core State Standards, New Mexico Next Generation Science Standards, and the New Mexico Content Standards
- Use the school scope and sequence, unit plans, and daily lesson plans, with teacher-created examples and exemplars
- Submit lesson plan notes, examples, and exemplars weekly, as well as apply revisions provided by the leadership team
- Differentiate curriculum to support the needs of students with special needs and EL needs, while maintain academic rigor
- Maintain and apply school-wide academic and behavioral systems
- Own responsibility for the progress of all students
- Use assessment data to inform instructional practice
- Communicate with students, families, and the Solare Collegiate team
- Work with grade-level and content teams to create strategic plans and adapt curriculum
- Use planning periods for the analysis of student data and preparation of courses

State of New Mexico
Public School Facilities Authority



Johnathan Chamblin, Director

vacant, Deputy Director

1312 Basehart Road, SE, Suite 200
Albuquerque, NM 87106
(505) 843-6272 (Phone); (505) 843-9681 (Fax)
Website: www.nmpsfa.org

April 16, 2018

Ms. Rachael Sowards
rsowards@solarecollegiate.org
Phone: 505-917-6442

Re: Solare Collegiate Charter School 2019-2023 Facility Master Plan/ Educational Specification's Approval

Dear Ms. Sowards:

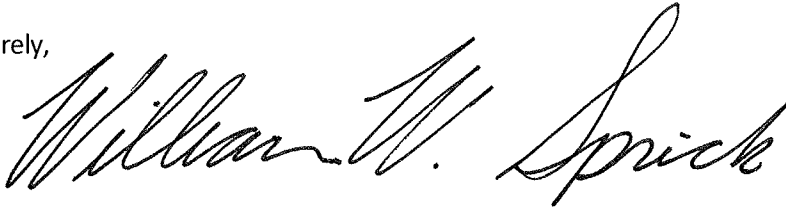
PSFA has received and reviewed the Facility Master Plan/Educational Specification's (FMP/ Ed Spec's) for the Solare Collegiate Charter School located in Albuquerque Public Schools District and are requesting to be a State Chartered Charter School. The FMP/Ed Spec's purpose is to guide you in the planning of and/or selection of a facility to ensure that it is adequate to accommodate your educational program and method of instruction. Based upon our review, PSFA is pleased to announce that the Plan meets our requirements. In accordance with House Bill 283, your next step is to submit your charter school application to the New Mexico Public Education Department (PED) and include your FMP/Ed Spec's document.

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

- Solare Collegiate Charter School did request to locate school in existing Albuquerque Public Schools facilities on April 2, 2018. APS responded on April 2, 2018 that there are currently no vacant, semi vacant, or anticipated to be vacant facilities owned by the district. However, there may be portable classrooms available to Solare Collegiate, contingent on availability of land and ability to move and install them with Solare Collegiate responsible for funding cost.
- Grades requested are 5ht thru 8th grade.
- The school anticipates having a total enrollment of 416 students (cap).
- Proposed enrollment cap per grade will be 104 students.
- Proposed pupil teacher ratio (PTR); 26 students per teacher (26:1).
- 16 general classrooms required to support 416 students.
- Proposed 12, 384 gross square feet (gsf) of general classroom space needed to meet educational program.
- Proposed 13,150-13,500 gsf of support spaces to meet educational program; administrative office, food service, special education, physical education, enrichment classroom/multipurpose , janitorial, teacher workroom, and restrooms.
- Proposed support spaces, if possible could double in usage, such as a cafeteria space doubling as the physical educational space, which could reduce the gross square footage need for educational program.
- Proposed general classrooms range from 728 square feet (sf) to 912 sf each.
- You have reviewed our adequacy standards, planning guide and HB 283.

If you are a successful applicant, please remember to work closely with PSFA's Planning and Design team as you review potential facilities. You can reach us at (505) 468-0282.

Sincerely,

A handwritten signature in black ink that reads "William W. Sprick". The signature is fluid and cursive, with the first name "William" and last name "Sprick" being more prominent than the middle initial "W".

William W. Sprick, Facility Master Planner

cc: Jeremy Jerge, Regional Manager
 Martica Casias, Planning and Design Manager



Solare Collegiate Charter School

2019-2023 Five Year Facilities Master
Plan/Educational Specifications
Summer 2018 Applicant Charter

Respectfully Submitted by
Rachael Sowards
April 20, 2018

CHARTER SCHOOL OVERVIEW

Solare Collegiate Charter School is a proposed grades five through eight charter school, applying for authorization through the Public Education Commission for the 2018 application cycle, anticipating an August 2019 opening. The enrollment cap for Solare Collegiate will be 416 students total.

The Founding Team of Solare Collegiate has read, reviewed, and understands the Statewide Adequacy Standards (NMAC 6.27.30) and the Charter-Alternative School Statewide Adequacy Standard Variance.

On Monday, April 2, 2018, a written request was made to Albuquerque Public Schools regarding vacant, semi-vacant, or anticipated to be vacant district-owned facilities in which Solare Collegiate could locate. The district responded on Monday, April 2, 2018 that there are currently no vacant, semi-vacant, or anticipated to be vacant facilities owned by the district. However, there may be portable classrooms available to Solare Collegiate, contingent on availability of land and the ability to move and install them, with Solare Collegiate taking responsibility for the cost. At this time, availability of these portables is not confirmed. Solare Collegiate has begun to seek out options for privately owned land and facilities that may be negotiated into a lease-purchase agreement in compliance with HB-283.

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ATTACHMENT B - Response from Albuquerque Public Schools

ATTACHMENT C - Concept Layout

1. GOALS / MISSION

1.1. Goals

- 1.1.1. **Mission:** Through academic rigor, individualized supports, and character development, Solare Collegiate Charter School will equip students in grades five through eight with the skills necessary to excel in the high schools and colleges of their choice.
- 1.1.2. **Educational Philosophy:** At Solare Collegiate Charter School, our school sits on the core beliefs that 1) literacy is foundational, 2) instruction is rigorous, 3) character is critical, 4) data drives decisions, 5) structure supports learning, and 6) voice strengthens identity. Through academic rigor, individualized supports, and character development, we propose a fifth through eighth grade charter school that will equip students with the academic and personal skills to excel in the high schools and colleges of their choice. We believe that southwest Albuquerque demonstrates a significant and measurable need for a middle school that will support students in the attainment of skills that will prepare them for the high schools and colleges of their choice.

Literacy is Foundational

At Solare Collegiate Charter School, we believe that literacy is the foundational skill set for all acquisition of academic content. According to Robert Balfanz, for students in high-poverty environments, middle school is the point at which students are “either launched on the path to high school graduation or knocked off track.” He argues that reading proficiency in middle school is the most reliable way to ensure graduation from high school.¹ For our students to thrive in academic environments from fifth grade through higher education, as well as to continue to be a life-long learners and active participants in the world, their literacy foundation needs to be strong. Solare Collegiate is dedicated to ensuring that students complete eighth grade on grade level in reading and writing—preparing them to thrive in high school, as well as at the colleges of their choosing.

Instruction is Rigorous

We believe that our students can achieve excellence in all they set out to do. However, excellence is not an accident—rigor of instruction is developed in a strategic and thoughtful way at Solare Collegiate. Our students will have the power of choice, regarding their high school and college seats, and for that to happen, we must ensure that our students are completing work that is

¹ Balfanz, Robert. “Putting Middle Grade Students on the Graduation Path: A Policy and Practice Brief.” Association For Middle Level Education. June 2009. https://www.amle.org/portals/0/pdf/articles/Policy_Brief_Balfanz.pdf.

academically rigorous, on par with the work being done at the more affluent public and private schools in Albuquerque and nationally.

Character is Critical

At Solare Collegiate, we strive to create a school culture that values literacy, not only as a functional skill, but as a defining trait of who Solare Collegiate students are. We also strive to create a culture of student voice. We believe a student is more than the grades they receive each quarter. As a result, we hold students accountable to actions and habits that uphold the core values of our school: **Perseverance, Professionalism, Integrity, Community, and Kindness**. We believe character education is a means by which students learn to achieve their goals.²

Data Drives Decisions

At Solare Collegiate we are maniacally data driven. To get our students to the high schools and colleges of their choice, we believe we need to collect and analyze data daily, weekly, per unit, quarterly, and yearly. We believe with purposeful analysis of student academic performance, we can fulfill our mission of preparing our students to attend the high schools and colleges of their choice. After a six-week cycle, students take an Interim Assessment in each academic course, and their reading level is tested using STAR Reading assessment. Teachers then meet for a full professional development day, during which they will analyze student performance on the Interim Assessments, including performance trends and performance outliers. From the data collected from the Interim Assessments, teacher will develop new goals and plans of action, to ensure that students are showing continued growth towards mastery of the grade level concepts, as well as developing the skills that will enable them to be successful in the high schools and colleges of their choice.

Structure Supports Learning

Students perform best when the expectations are clear and consistent. At Solare Collegiate, we believe creating systems of organization and behavior, which maximizes efficiency and dedicates more time to instruction. The more time dedicated to high level teaching and learning, the more prepared our students are to attend the high schools and colleges of their choice. At Solare Collegiate, there will be a specific way to walk into the building, transition from room to room, complete homework and classroom, work in groups, and how to behave at lunch and recess. Expectations for student behavior will be clearly outlined and demonstrated to the students during new student orientation, giving students and parents a clear picture of the school-wide expectations. Behavioral

² Tough, Paul. *How Children Succeed: Grit, Curiosity, and the Hidden Power of Character*. New York: Houghton Mifflin. 2012

expectations will be scaffolded to ensure that the expectations are developmentally appropriate, preparing the students to attend high school and college with the “soft skills” necessary for success. High expectations for students, academically and behaviorally, are a strong indicator of success for students coming from high poverty communities.³

Voice Strengthens Identity

At Solare Collegiate, we value and want to support the development of student voice, and we will incorporate that into our instructional practice. We place an increased priority on the development of oral literacy skills, as well as the putting the majority of the intellectual heavy lifting on the students. Additionally, we will emphasize the role that student identity plays in the development of student voice.

1.2. Process

1.2.1. Describe process for data gathering and analysis

- Identify individual representing the school authorized as contact on issues and questions related to this submission

Rachael Sowards, the Lead Founder and proposed Head Administrator of Solare Collegiate is the authorized individual to contact for issues or questions related to this submission. She can be reached by phone, email, or by mail. Her contact information is as follows:

Rachael Sowards
505-917-6442
rsewards@solarecollegiate.org
1623 La Vega Dr SW
Albuquerque, NM 87105

- Identify process for capital planning and decision-making

Upon authorization, the Solare Collegiate Governing Board will take on the responsibility for the capital planning and the decision-making, on behalf of the school. During the 2018-2019 implementation year, the Governing Board will establish a Facilities Task Force, which will lead the search for potential facilities for Solare Collegiate. The Facilities Task Force will present potential facility options to the Finance Committee of the Governing Board, as well as make recommendations to the full Governing Board for the acquisition of the facility.

³ Lemov, Doug. (2015). *Teach Like a Champion 2.0*. San Francisco, CA: Jossey-Bass.

- Identify how community input is considered

Solare Collegiate’s design and innovative components are deeply embedded in our target community of the 87121 zip code. Members of our Founding Team have deeply engaged with our community, attending over 75 individual meetings with professionals in Albuquerque, many of whom are deeply invested in the vitality of our targeted community. Additionally, members of the Solare Collegiate Founding Team have met with Bernalillo County Commissioner Steve Quezada, Albuquerque City Councilor Klarissa Pena, and the Mayor’s Office’s Director of Constituent Services, Alan Armijo, each of whom have written letters of support for Solare Collegiate’s charter application. The Solare Collegiate Founding Team has attended events, presented at community meetings, and engaged with the community through organizations including the South Valley Economic Development Center, TAZA, ACCESS New Mexico, Excellent Schools New Mexico, Impact and Coffee, the Atrisco Heritage Foundation, the Rio Grande Educational Cooperation, The National Hispanic Cultural Center, and the Instituto Cervantes. Additionally, our team has engaged with and presented at the Alamosa Neighborhood Association and the Southwest Alliance of Neighborhoods. Solare Collegiate has also reached out to the community through tabling events at community events.

Solare Collegiate has researched several facilities options suggested by 87121 community members, and we will continue to seek community input and insight after authorization, as we are finalizing our facilities plans.

- Describe the nature of Steering Committee involvement

The Solare Collegiate Governing Board will develop a Facilities Task Force, also known as the Steering Committee, to guide the process of acquiring a facility for our school. The Facilities Task Force will meet regularly, in order to research and assess facilities options, as well as to review the next steps needed to search and prepare our facility for occupation. During each Governing Board Meeting, the Facilities Task Force will provide the Board with an update on the facilities options. **Figure 1** outlines the proposed members of the Facilities Task Force.

Figure 1- Solare Collegiate Proposed Facilities Task Force

Name	Role
Veronica Gonzales Zamora	Board Chair
Subramanian Iyer	Finance Committee Chair
Debbie Dupes	Community Advisor

Peter Lorenz	Board Member
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1.3. Serving the Community

Solare Collegiate Charter School prides itself on being a school that is highly reflective of the community it is proposing to serve. This is demonstrated by the innovative components of our school, our Heritage Spanish language program and our New Mexico Culture enrichment course, which were added to our instructional design after receiving feedback from the community. We envision the Solare Collegiate facility being a space that not only allows us to fulfill our mission of preparing our students to excel at the high schools and colleges of their choice, as well as be a space for building a strong community for the families of our students and the families in the communities around us. The future facility of Solare Collegiate will host our monthly Governing Board meetings, monthly Advisory Council, monthly “cafacitos” with the principal, monthly “Family Universities,” as well as other family and community events to engage the community with the happenings at Solare Collegiate. In addition, Solare Collegiate is in the process of solidifying community connections with organizations that support our community, including the Insitituto Cervantes, ACCESS NM, and the Hispano Chamber of Commerce, among others.

2. PROJECTED CONDITIONS

2.1. Programs and Delivery Methods

2.1.1. Programs overview

- Overview of Proposed Educational Programs and Facilities (if applicable)

Solare Collegiate Charter School is a proposed grades 5-8 middle school, with a focus on college preparatory education. Our school is established on the belief that rigorous academics, individualized supports, and character development will equip our students to excel at the high schools and colleges of their choice. Our educational program includes 130 minutes of traditional literacy instruction, 100 minutes of math instruction, science, social studies, and physical education. Additionally, Solare Collegiate includes a Heritage Spanish language program, incorporating speaking, listening, reading, and writing skills in Spanish, and a New Mexico Culture enrichment course.

Our proposed facility needs are similar to that of a traditional middle school, but at a smaller scale. Our maximum enrollment tops out at 416 students, but we will utilize a slow growth model, beginning with 156 students. Our facility square footage needs will start off smaller in our initial years, growing until Year 5, our first year at full capacity.

We have been working with Debbie Dupes at CBRE to search for potential facilities in our target community. Through this work, we have identified several facilities as possibilities for Solare Collegiate, including a space at the Rio Grande Distribution Center

at 530 Airport Drive NW, Albuquerque, New Mexico, 87121. For the purposes of the Facilities Master Plan, we will write to using this specific facility.

- Potential Joint Use Facilities

Solare Collegiate is open to using a single occupant or joint use facility. Our current prospective locations include a single occupant location as well as joint use facilities. The most pertinent need for a potential facility is the ability to grow from approximately 11,700 square feet of space in Year 1 to 25,884 square feet at full capacity in Year 5. Ideally, our potential facility will have a secure outdoor space for recess and physical education use.

Additionally, we intend to partner with an after school program provider, in order to offer our students and their families for additional learning and extracurricular opportunities. The after school programming provider will use our facility to host the programming.

- Proposed Instructional Program

Solare Collegiate Charter School's mission includes rigorous academics and individualized supports, in order to prepare students to excel at the high schools and colleges of their choice. To achieve that goal, our instructional program includes alignment to the New Mexico Common Core State Standards, the New Mexico Standards, and the newly adopted Next Generation Science Standards. Our instructional delivery will balance high quality instruction of rigorous grade-level work with supporting student skill gaps with remediation and a focus on foundational content.

At Solare Collegiate, we believe that literacy is foundational. For that reason, each of our classes are taught from the lens of literacy. Each day, our students will have two 50 minute blocks of literacy, one block a traditional English/Language Arts class and the second a Textual Analysis block, dedicated to an intensive focus on Common Core State Standard 1 (Citing Textual Evidence), annotation skills, and oral literacy. Both the Social Studies and Science block will apply the skills taught in the Textual Analysis block. Additionally, both math blocks will include written and oral literacy components, including a dedicated reading aloud during the Foundational Math block, displaying how math plays out in literature. Additionally, students have a daily 30 minute independent reading block, where students read books of their choice, at their independent reading level.

Students will receive 100 minutes of math instruction each day, through two distinct 50 minute blocks. The first block will focus on foundational math skills, including mental

math, basic skills, and math in literature. The second block is a Conceptual Math class, aligned to the rigorous grade level New Mexico Common Core State Standards.

Finally, Solare Collegiate is proposing physical education, heritage Spanish, and New Mexico Culture enrichment blocks to provide our students with a well rounded, rigorous education.

- Instructional Organization (grade levels, groups, academies)

Solare Collegiate is proposing a grades 5-8 middle school, with a total enrollment of 416 students. Each grade level will consist of 104 students, divided into four cohorts of 26 students. Utilizing a slow-growth model, we will begin with a class of 52 fifth graders (2 cohorts) and 104 sixth graders, adding a class of 104 fifth graders each year. The fifth and sixth grade will be considered the Lower Academy, with an intensive focus on intervention and closing academic gaps. The seventh and eighth grades will be considered the Upper Academy, with a purposeful focus on high school and college preparation. The fifth grade will follow a traditional middle school model, including teacher specialization.

- Alternative Methods of Educational Program Delivery

Solare Collegiate is a proposed middle school, with an atypical starting point, fifth grade as opposed to the traditional sixth grade start. We are proposing this atypical starting point, because we believe we need more time with our students, in order to make transformational academic growth to which we committed in our charter application. In addition, our middle school students will not switch classes each period. Instead, our teachers will move from classroom to classroom. This will increase the amount of instructional time each day, as well as give students a sense of ownership of the classroom space. We also believe that this will reduce the opportunities for bullying, which often happens during unstructured transition periods.

- Scheduling Approach (periods, block schedule)

Solare Collegiate is proposing an extended day and extended school year schedule. The doors of Solare Collegiate will open at 7:20am for breakfast, with the formal school day beginning at 7:40am. The school day will conclude at 4:15 on Monday through Thursday, and at 2pm on Friday. The early dismissal on Friday gives Solare Collegiate staff an opportunity for regular professional development. Our students will remain in their classroom all day, with the exception of enrichment classes. The teachers will transition from room-to-room, in order to maximize instructional time, as well as giving students a sense of ownership of the classroom space.

Our schedule is made up of eight 50 minute blocks, including the core content area classes, a 30 minute independent reading block, a 20 minute AM Advisory period and a 15 minute PM Advisory period. Additionally, students have 30 minutes for lunch and an optional 20 minutes for breakfast.

- Anticipated Special Curricular and Extracurricular Activities

Solare Collegiate Charter School plans to include Physical Education, Heritage Spanish, and New Mexico Culture enrichment classes. In our facility plan, we need to ensure that there is space, ideally both indoor and outdoor space, for the Physical Education enrichment. The latter two enrichments can be conducted in the regular education classrooms. However, the vision for our fully developed facility includes a multipurpose space for enrichment. Each Friday, Solare Collegiate will gather as a school for a Community Meeting, where student successes are celebrated, as well as maintaining whole school culture building. The Community Meeting necessitates a space large enough to house our students.

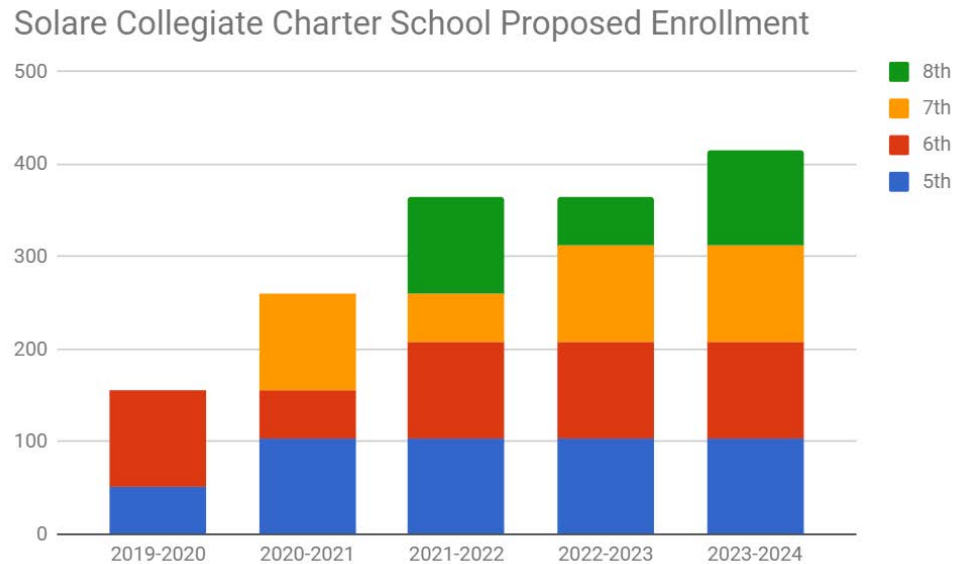
2.2. Proposed Enrollment

2.2.1. Plans for Phased Enrollment

- Provide a graph of projected enrollment cap, if incremental

Solare Collegiate Charter School is proposing a maximum enrollment of 416 students. In Year 1, we intend to open with 156 students, and then use a slow grow model, adding 104 fifth graders each year, until reaching maximum enrollment in Year 5. Because of our atypical starting point of fifth grade, we are proposing a smaller group of fifth graders during our founding year. We believe in following years, Solare Collegiate will develop a strong reputation, making recruitment of fifth graders less challenging. The enrollment cap per grade will be 104 students.

Figure 2- Solare Collegiate Enrollment Graph



- Five-Year Post Occupancy Projection of Attendance by Grade Level

Figure 3- Enrollment Plan

	Year 1	Year 2	Year 3	Year 4	Year 5
5th Graders	52	104	104	104	104
6th Graders	104	52	104	104	104
7th Graders		104	52	104	104
8th Graders			104	52	104
Total Students	156	260	364	364	416
Student/Teacher Ratio	15:1	16:1	16:1	16:1	16:1

2.2.2. Classroom Loading Policy

- Anticipated Class Loading Policy (student teacher ratio)

Solare Collegiate Charter School intends to have 26 students per classroom in each of the four grades. Each grade level will have four cohorts of 26 students, totaling 104 students per grade level. With our staffing model, the student to teacher ratio will be 16 students to every one teacher.

2.2.3. Classroom Needs

- Classroom Needs

Based on our targeted enrollment, we will need six general classrooms in Year 1 and grow to needing 16 classrooms in Year 5 at full capacity. In order to meet the requirements of NMAC 6.27.30.13, we will need classrooms that are at least 832 square feet for our fifth grade classrooms, and at least 728 square feet for the grades six through eight classrooms. Additionally, each classroom will have at least 52 square feet of storage space. Per NMAC 6.27.30.14, classrooms that are used for science instruction in seventh and eighth grade need to be at least as large as the general classroom requirements, with the required science fixtures and equipment, as well as at least 80 square feet for a secured, well-ventilated storage and prep space. The 80 square feet of storage and prep space can be shared between classrooms. As we intend to have our students remain in the same classroom all day, all of our seventh and eighth grade classrooms will be equipped with the required science fixtures and equipment.

Figure 4- Total Classroom Square Footage Needs By School Year

School Year and Grade Levels	# of Classrooms Total	Square Footage Per Classroom	Classroom Square Footage Total Needed
2019-2020 5th & 6th grade	6	(2) 5th: 832 sq. ft. (4) 6th: 728 sq. ft.	4,576 sq. ft.
2020-2021 5th-7th grade	10	(4) 5th: 832 sq. ft. (6) 6th-7th: 728 sq. ft. (2) Prep: 80 sq. ft.	7,856 sq. ft.
2021-2022 5th-8th grade	14	(4) 5th: 832 sq. ft. (10) 6th-8th: 728 sq. ft. (4) Prep: 80 sq. ft.	10,928 sq. ft.
2022-2023 5th-8th grade	14	(4) 5th: 832 sq. ft. (10) 6th-8th: 728 sq. ft. (4) Prep: 80 sq. ft.	10,928 sq. ft.
2023-2024 5th-8th grade	16	(4) 5th: 832 sq. ft. (12) 6th-8th: 728 sq. ft. (4) Prep: 80 sq. ft.	12,384 sq. ft.

- Other Spaces

In addition to the classroom spaces, Solare Collegiate Charter School will need additional space in the facility to support the mission of the school. The additional spaces include administrative office, food service, special education, physical education space, an enrichment classroom/multipurpose space, janitorial space, teacher

workroom, and restrooms. Depending on the facility, it is possible that spaces could double in usage, such as a cafeteria space doubling as the physical education space. Outlined in **Figure 5** are our additional space needs. The square footage requirements are informed by NMAC 6.27.30.

Figure 5- Additional Spaces and Square Footage Needs

Additional Spaces	Approximate Square Footage Needs
Administrative Offices	1000 sq. ft.
Cafeteria	2,100 sq. ft.
Serving Kitchen	200-250 sq. ft.
Special Education Room	450-750 sq. ft.
Physical Education Space	5,200 sq. ft.
Enrichment & Multipurpose	1000 sq. ft.
Janitorial Space	500 sq. ft.
Teachers Workspace	1,500
Restrooms	1,200 sq. ft.
Additional Spaces Total Sq. Ft.	13,150-13,500 sq. ft.

In Year 5, the point at which we hit full capacity, Solare Collegiate estimates we will need between 25,534-25,884 square feet of facility space. This number includes the minimum numbers of square footage needed for classroom space, as well as the additional space outlined above.

2.3. Site and Facilities (if applicable)

2.3.1. Location/Site

- Location

Solare Collegiate has inquired about the availability of publicly owned facilities. Albuquerque Public Schools responded, indicating that they do not currently have, nor do they anticipate any in the future, vacant district facilities in our targeted community. We also reached out to Bernalillo County and the City of Albuquerque, but we have not received a response to our request. As such, we have begun to review privately owned facilities and land. Presented in this document is one of the options we are currently reviewing.

Address: 530 Airport Drive NW, Albuquerque, New Mexico, 87121

The facility is located in our target zip code, on Airport Drive NW, just a couple miles south of I-40.

Figure 6- Map of Prospective Location



- Description of Sites and Facilities

The 530 Airport Drive NW facility is a manufacturing and distribution space that is a part of the larger Rio Grande Distribution Center. It has 37,940 square feet of space available for lease, which would support our needs through full capacity. Because the location is currently a manufacturing and distribution space, the facility does not currently have spaces divided into classroom-like spaces. The open spaces provides us with the opportunity to design the classroom spaces to meet our needs and to the specifications outlined by NMAC 6.27.30. We anticipate the space needing significant renovations to meet facility requirements and the needs of our school.

- Reasons for Desired Area

Solare Collegiate selected the 87121 zip code as our targeted community after a review of the current academic performance of schools across Albuquerque and the availability of charter schools in those communities. In the 87121 zip code, only 6% of eighth graders leave middle school proficient in math, and only 11% of the eighth graders leave middle school proficient in English/Language Arts. Additionally, the zip code has three charter schools, each of them catering to students who are identified as “at-risk.” There is not a college preparatory focused charter school for middle school students in 87121 currently. Each of these reasons made 87121 our target zip code for location, as well as

the target for our student recruitment efforts. If authorized, as a state charter school, any student in the state of New Mexico has the right to participate in our school lottery, but our targeted recruitment will be focused on the 87121 zip code, as an area of great need.

Figure 7- Image of Prospective Location



Link to Listing: <http://www.loopnet.com/Listing/530-Airport-Dr-NW-Albuquerque-NM/11280898/>

Figure 8- Listing for Prospective Location

Rio Grande Distribution Center

530 AIRPORT DR. NW, ALBUQUERQUE, NM

Accelerating success.

Lease Details	
Available Space:	37,940 SF
Land Size:	7.13 ACRES
Lease Rate:	See Agent
Lease Type:	NNN
Zoning:	IP

Location

The Rio Grande Distribution Center is located 1 mile south of Interstate 40 and 7 miles from Interstate 25. The property is located in the Meridian Business Park, a 140 acre Class A Industrial Park. The property is ideal for manufacturing and distributing.

Building Amenities

- > Concrete tilt wall construction
- > ESFR (Early Suppression, Fast Response) Fire System Protection with 10' line
- > Large 180' truck court with 60' concrete apron
- > 28' ceiling clear height
- > Column Spacing 40' X 55'
- > 6" reinforced concrete slab, rated at 4,000 psi
- > 1.15/1,000 Parking Ratio

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Figure 9- Floor Plan of Prospective Location

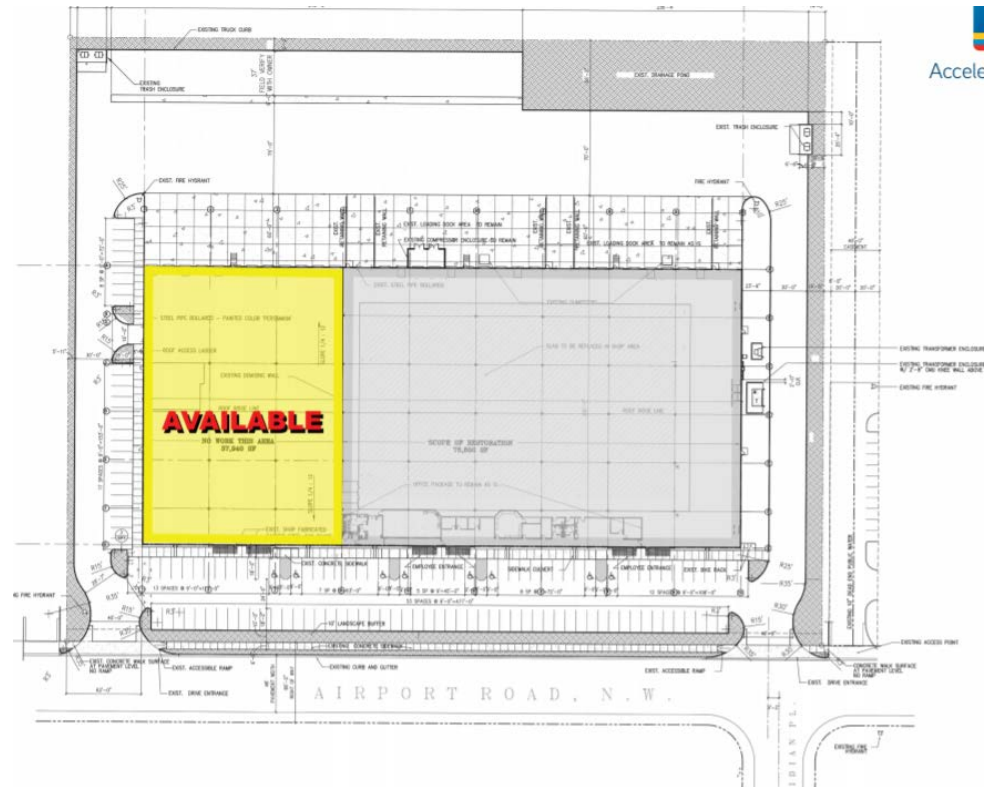


Figure 10- Floor Plan of Prospective Location



2.3.2. Facility Evaluation (If applicable)

- Summary of the Facility Condition Evaluation (FAD Executive Summary Report)

The 530 Airport Drive NW facility includes 37,940 square feet of available space and is a part of the Rio Grande Distribution Center. This facility has enough space for us to grow into at full capacity. Because the space has not previously been used for school occupancy, we recognize that the space will likely need updates in the plumbing and electrical, in order to be deemed acceptable for student occupancy. Additionally, as the

space is currently intended for manufacturing and distribution, the owner will need to take on significant renovations, including internal walls and bathrooms.

The facility has not yet been evaluated by the PSFA for code and adequacy. After authorization, we will continue to research this and other available facilities in the 87121 zip code, so we are able to identify the top choice for PSFA to evaluate for code and adequacy.

2.4. Utilization Analysis (if applicable)

At this point, the PSFA has not evaluated the facility outlined in this Master Plan for code, adequacy or special factors for facility use.

2.5. Facility Maintenance (if applicable)

At this point, the PSFA has not evaluated the facility outlined in this Master Plan for code, adequacy or special factors for facility use.

3. PROPOSED FACILITY REQUIREMENTS (Ed Spec)

3.1. Facility Goals and Concepts

3.1.1. Goals to be Met by School Facility

The goal of our proposed facility is to be a location that can support the fulfillment of the Solare Collegiate mission--preparing students to excel in the high schools and colleges of their choice. More specifically, we need a facility that will fulfill the general education classroom, special education space, enrichment classrooms, and common area needs in order to provide our students with the rigorous academics, individualized supports, and character development to fulfill the mission of our school. Overall, our facility needs are similar to that of a traditional district school. We need a space that is safe for students and staff, while also supporting the goals of our academic programming.

For our general education classrooms, we need a space that will accommodate whole class and small group lessons, as well as space for alternative seating. Whole class lessons will be conducted at tables or desks, while small group instruction will be conducted at a horseshoe table. Additionally, our general education classrooms will need to accommodate classroom library space. Both 7th and 8th grade classrooms will be equipped with the required equipment for science instruction.

Solare Collegiate will utilize a slow growth model-- in Year 1, we will have 156 students and hitting capacity at 416 students in Year 5. This makes out needs for a facility a slow

growing need as well. Ideally, we will locate in a facility that allows us to grow based on our need, developing a full capacity plan and building out the space from year to year.

Solare Collegiate will find a building that is in compliance with NMSA 22-8B-4.2 (“Charter School Facilities; standards”) and HB-283. This includes finding a building that meets all mandates for building ownership, lease-purchase arrangement approvals, statewide adequacy standards, private owner financial responsibility, private owner responsibility to meet adequacy standards, and fulfill the requirements related to the availability and adequacy of public buildings.

3.1.2. Concepts

- Safety and Security

Solare Collegiate is dedicated to providing a safe and secure space for our students and our staff. That includes the purposeful organization to space usage outside the physical building, ensuring safe and efficient drop-off procedures for our families. Our facility will utilize a doorbell and buzzer system, keeping our exterior entrances secured at all times. Additionally, each classroom will include a secure, lockable door. Our facility will adhere to all fire and safety codes, including an adequate fire alarm and sprinkler system. Our facility will have clearly identified spaces, indoors and out, for emergencies. Finally, our school will be accessible to all individuals with disabilities, per the 2002 Americans with Disabilities Act.

- Sustainability

Solare Collegiate strives to meet the needs of our students while also being environmentally conscious, with a focus on sustainability. This includes a purposeful use of resources within our building, utilizing natural lighting as much as possible, purchasing more efficient lighting, as well as encouraging our students to use reusable water bottles.

- Flexibility

Solare Collegiate intends to use all spaces for multiple purposes. Classrooms and common spaces will be used for instruction daily, including for whole class and small group instruction. Special education services will be provided in the general education classroom, in the dedicated special education classroom space, as well as in the multipurpose and common spaces. Our teacher workspace will serve as a traditional workspace for classroom preparation, but also as an office space for intellectual work, encouraging teachers to collaborate.

- Community Use

Solare Collegiate will host monthly events to encourage our families and communities to get to know Solare Collegiate. This includes more informal cafacitos with the Principal during the school day, as well as the more formally organized Family University, focused on providing Solare Collegiate families with support in understanding our school systems, preparing for high school and college attendance, and other needs of our families. As we establish ourselves in the 87121 community, we hope to have other opportunities to engage with our community in a meaningful way, making Solare Collegiate a community pulse point.

- Utilities

The utilities needs of Solare Collegiate will be similar to that of a district school. The facility will need appropriate HVAC systems, updated lighting and electrical capacity, and adequate plumbing and restroom facilities for students and staff. Students and staff will also need access to water fountains. Our cafeteria space will need plumbing and electrical capacity that can support a prep sink, warming station, and commercial grade refrigerator.

- Conceptual Building Layout

Each of our classrooms and supporting spaces must meet the requirements outlined in NMAC 6.27.30 and by the PSFA. As such, each of our classrooms will, at minimum be 728 (6th-8th grade) to 824 (5th grade) square feet. Additionally, all supporting spaces will meet the minimum requirements outlined in NMAC 6.27.30. Our concept map can be found as **Attachment C**.

4. CAPITAL PLAN

4.1. Total Capital Needs

The Solare Collegiate Founding Board is in the planning stages for a robust development and fundraising plan, in order to support the August 2019 opening of the school and the acquisition of a facility. Upon authorization by the Public Education Commission, the Solare Collegiate Governing Board will actively seek out a suitable facility, as well as develop a plan for capital projects and the purchase of necessary equipment. The Governing Board of Solare Collegiate has begun working with CBRE and development fund organizations, in order to discuss financing options.

5. MASTER PLAN SUPPORT MATERIAL

5.1. Sites and Facilities Data Table (if applicable)

Solare Collegiate is still in the process of researching facilities options, and we will complete the table outlined below after authorization and the selection of a facility.

Name of facility (if applicable)	
State identification number	
State identification number	
Physical address	
Date of opening	
Dates of major additions and renovations	
Facility Condition Index (FCI) N.M. Facility Condition Index (NMCI)	
Site owned or leased	
Total building area gross sq/ ft.	
Site acreage	
Total number of permanent general classrooms	
Total number of permanent specialty classrooms	
Total number of portable classrooms	
Total number of classrooms	
Percentage of portable classrooms compared to total number of permanent classrooms	

Total enrollment current year (40th day count), if available	
Number of gross sq. ft per student per school facility	

5.2. Site Plan (if applicable)

The scaled site plan will be added to this Master Facilities Plan following confirmation of our school facility.

5.3. Floor Plan (if applicable)

The scaled floor plan will be added to this Master Facility Plan following confirmation of our school facility.

5.4. Not Applicable Per Checklist

5.5. Not Applicable Per Checklist

5.6. Not Applicable Per Checklist

5.7. Not Applicable Per Checklist

5.8. Detailed Space and Room Requirements (Ed Spec) if applicable

5.8.1. Technology and Communications Criteria

Solare Collegiate will require network and wireless internet access throughout the school building, including in the administrative offices, general education classrooms, special education classrooms, enrichment classrooms, and common spaces. The network will need to accommodate high-capacity, regular use, particularly during our assessment periods. Additionally, a telephone system is needed for communication between classroom and administrative spaces, as well as for communication outside the school building. Additionally, the administrative offices will be equipped with high capacity copy machines and printers for teachers and administrative staff usage.

5.8.2. Power Criteria

Solare Collegiate will require outlets and power sources that can accommodate the technology rich environment of our school and our 2:1 chromebook program. Electrical power sources should be to current code. All classroom, office, and common spaces should have adequate electrical outlets, to meet the needs of the students and staff (including powering of laptops, projectors, document cameras, and other instructional technology).

5.8.3. Lighting and Day Lighting Criteria

Solare Collegiate intends to utilize natural lighting as much as is possible during the school day to supplement the interior lighting. Ideally, the interior lighting will be flexible, in order to accommodate the different instructional needs occurring during the school day. Per State Adequacy Standards, a level of at least 50 foot candles of well-distributed light at classroom work surfaces is required.

5.8.4. Classroom Acoustics Criteria

Solare Collegiate needs each general classroom to maintain a background noise level of less than 55 decibels, with the level of sound measured from the center of the classroom to be in compliance with the State Adequacy Standards. As we are designing our facility interior space, the placement of windows, doorways, and the HVAC systems will be taken into consideration, if at all possible, to ensure acoustics are at the most desirable levels.

5.8.5. Furnishing and Equipment Criteria

Each general education classroom should be equipped to support 26 students, including at least 26 individual student work spaces. Additionally, each classroom should be equipped with a small group workspace, preferably a horseshoe style table and chairs. Each classroom space should have a projector, dedicated classroom library space, and a digital presenter, as well a dedicated space for classroom and teacher supplies.

5.8.6. Criteria sheets

5th Grade Classrooms	
Quantity of Spaces Required	4
Square Footage Per Space	At least 832 square feet
Communications	Telephone lines, network and wireless internet
Flooring	Laminate tile
Power & Technology	Duplex power outlets, enough to meet the needs of a technology infused classroom
Equipment	Large mounted whiteboard, ceiling mountable projector, digital presenter, projection screen, bulletin board

Furnishings	26 student desks, 26 chairs, horseshoe table with 9 chairs, large area rug, 2 teacher chairs, 2 large bookshelves
Other	2 containers for trash and recyclables

6th-8th Grade Classrooms	
Quantity of Spaces Required	12
Square Footage Per Space	At least 728 square feet
Communications	Telephone lines, network and wireless internet
Flooring	Laminate tile
Power & Technology	Duplex power outlets, enough to meet the needs of a technology infused classroom
Equipment	Large mounted whiteboard, ceiling mountable projector, digital presenter, projection screen, bulletin board
Furnishings	26 student desks, 26 chairs, horseshoe table with 9 chairs, large area rug, 2 teacher chairs, 2 large bookshelves
Other	2 containers for trash and recyclables

Science Prep Room	
Quantity of Spaces Required	4
Square Footage Per Space	At least 80 square feet
Communications	Telephone lines, network and wireless internet
Flooring	Laminate tile
Power & Technology	Duplex power outlets
Equipment	Ventilation, grade appropriate equipment and materials

Furnishings	Open shelves, secured, locked cabinets,
Other	2 containers for trash and recyclables

Administrative Offices	
Quantity of Spaces Required	1 (with 3 private offices)
Square Footage Per Space	1000 square feet
Communications	Telephone lines, network and wireless internet
Flooring	Carpet
Power & Technology	Duplex power outlets adequate to support high volume copiers and printers
Equipment	High volume copiers and printers
Furnishings	Front reception desk, 5 waiting area chairs, 5 administrator desks, 5 rolling office chairs, 2 fireproof filing cabinets
Other	2 containers for trash and recyclables, adult restroom attached or adjacent to administrative office

Common Space⁴	
Quantity of Spaces Required	1
Square Footage Per Space	5,200 square feet
Communications	Telephone lines, network and wireless internet
Flooring	Laminate
Power & Technology	Duplex power outlets adequate to support a food warmer and high capacity refrigerator in the kitchen area
Equipment	Speakers, Audio-Visual equipment

⁴ For the purposes of this report, the Common Space is inclusive of both the cafeteria and the physical education space. We anticipate combining these two spaces for efficiency and cost effectiveness.

Furnishings	Foldable cafeteria tables, retractable bleachers
Other	2 containers for trash and recyclables, restrooms/locker room space, separate serving kitchen of 200-250 sq. ft.

Special Education Classroom	
Quantity of Spaces Required	1
Square Footage Per Space	450-750 square feet
Communications	Telephone lines, network and wireless internet
Flooring	Laminate tile
Power & Technology	Duplex power outlets adequate to support all technology equipment
Equipment	Large mounted whiteboard, ceiling mountable projector, digital presenter, projection screen, bulletin board
Furnishings	5 student desks, 5 chairs, horseshoe table with 5 chairs, large area rug, 2 teacher chairs, 2 large bookshelves
Other	2 containers for trash and recyclables

Enrichment Classroom/Multipurpose Room	
Quantity of Spaces Required	1
Square Footage Per Space	1000 square feet
Communications	Telephone lines, network and wireless internet
Flooring	Laminate tile
Power & Technology	Duplex power outlets adequate to support all technology equipment
Equipment	Large mounted whiteboard, ceiling mountable projector, digital presenter, projection screen,

	bulletin board
Furnishings	50 folding chairs, 10 foldable tables
Other	2 containers for trash and recyclables

Janitorial Space	
Quantity of Spaces Required	1
Square Footage Per Space	500 square feet
Communications	n/a
Flooring	Concrete with a drain
Power & Technology	Duplex power outlets
Equipment	Janitorial sink, slab sink, large trash barrels on wheels
Furnishings	Open shelving
Other	

Teacher Workspace	
Quantity of Spaces Required	1
Square Footage Per Space	1500 square feet
Communications	Telephone lines, network and wireless internet
Flooring	Carpet
Power & Technology	Duplex power outlets adequate to support all technology equipment
Equipment	High volume copier and printer, laminating machine, paper cutter
Furnishings	25 compact adult desks, 25 desk chairs, mounted shelving, 25 2-drawer file cabinets on wheels, 2 work tables
Other	2 containers for trash and recyclables

Restrooms	
Quantity of Spaces Required	4 (2 male, 2 female)
Square Footage Per Space	300 square feet
Communications	n/a
Flooring	Laminate tile
Power & Technology	n/a
Equipment	Bathroom stalls, toilets, sinks, soap dispenser, paper towel dispenser
Furnishings	n/a
Other	2 containers for trash and recyclables

5.9. Submission

5.9.1. Final hardcopy placed in a three-ring binder

5.9.2. Final electronic copy

Rachael Sowards
1623 La Vega Dr SW
Albuquerque, NM 87105
505-917-6442
rsowards@solarecollegiate.org

April 2, 2018

Superintendent Raquel Reedy
Albuquerque Public Schools
6400 Uptown Blvd NE
Albuquerque, NM 87110

CC: Kizito Wijenje, Executive Director, Capital Master Plan
CC: Elizabeth Halpin, Acting Senior Planner/Manager

Dear Superintendent Reedy,

On behalf of the Solare Collegiate Founding Team and proposed Governing Board, I am writing formally and respectfully to inquire about facilities options owned by Albuquerque Public Schools, per the requirements of the Public Schools Facilities Authority (PSFA) of New Mexico. The Founding Team of the proposed Solare Collegiate Charter School requests a list of facilities owned by Albuquerque Public Schools that are currently unoccupied, partially occupied, or expected to be unoccupied in the next year. Specifically, we are interested in any facilities that would be unoccupied, partially occupied, or expected to be unoccupied in the next year in the 87121 and surrounding zip codes (87105 and 87120).

The Solare Collegiate Founding Team appreciates your openness to communication and willingness to collaborate with our team, as we prepare to found a charter middle school in southwest Albuquerque. If you have any questions or updates, please reach out to us using the contact information listed above. On behalf of the entire Solare Collegiate Founding Team, we thank you for your time and open lines of communication.

Sincerely,

Rachael Sowards
505-917-6442
rsowards@solarecollegiate.org



PSFA Request

Wijenje, Kizito <wijenje@aps.edu>

Mon, Apr 2, 2018 at 10:26 AM

To: Rachael Sowards <rsewards@solarecollegiate.org>

Cc: "Halpin, Elizabeth M" <elizabeth.halpin@aps.edu>, "Reedy, Raquel M" <reedy@aps.edu>, "Elder, Scott" <elder_s@aps.edu>, "Escobedo, Joseph D" <escobedo_j@aps.edu>

Ms. Sowards,

The Albuquerque Public Schools District (APS) does not have any Schools or facilities that are currently unoccupied, partially occupied, or expected to be unoccupied in the next year.

However, APS may have portable classroom buildings available for your school to use contingent a memorandum of understanding and availability. Your school will have to move them and install them at a site that you either lease or own at your expense. Please email me when you are ready for this.

Thank you.

Kizito Wijenje, AICP

Executive Director, Capital Master Plan

Albuquerque Public Schools

Capital Master Plan Department

Lincoln Building 2nd Floor Suit #9

915 Locust Street SE 87106

P.O. Box 25704

Albuquerque, NM 87125-0704

E-mail: wijenje@aps.edu

Web Site: <http://www.apsfacilities.org/>

Fax: 505-848-8824

Phone: 505-848-8875

From: Rachael Sowards [mailto:rsewards@solarecollegiate.org]

Sent: Sunday, April 01, 2018 2:59 PM

To: Reedy, Raquel M

Cc: Wijenje, Kizito; Halpin, Elizabeth M

Subject: Appendix E-PSFA Master Facility Plan
PSFA Request

[Quoted text hidden]



APS Facility Letter.docx

8K

Attachment C: Concept Layout

Common Space (including Prep Kitchen)					
8th Cohort 1		8th Cohort 2	6th Cohort 1		6th Cohort 2
8th Cohort 3		8th Cohort 4	6th Cohort 3		6th Cohort 4
7th Cohort 1		7th Cohort 2	5th Cohort 1		5th Cohort 2
7th Cohort 3		7th Cohort 4	5th Cohort 3		5th Cohort 4
Boy’s Restroom		Girl’s Restroom	Girl’s Restroom		Boy’s Restroom
Janitorial Room		Teacher Workspace			Admin Office
Admin Office		Enrichment Classroom/Multipurpose Space	Special Education Classroom		Admin Office
Staff Restroom					Staff Restroom
Administrative Space					

Note: The spacing is not to scale

2015-2016 STATE EQUALIZATION GUARANTEE COMPUTATION

REVENUE ESTIMATE WORKSHEET

BASED ON

2014-2015 STARS FINAL 80/120 DAY AVERAGE

Appendix F- 109B5 SEG Worksheet

Charter Name Solare Charter School

Charter Number

	3Y DD	4Y DD	C & C-GIFTED	D & D-GIFTED	*BASIC	GRADE TOTAL
Kindergarten Program						
PRE-K						0.00
FDK			0.00	0.00	0.00	0.00
Basic Program						
Grade 1			0.00	0.00	0.00	0.00
Grade 2			0.00	0.00	0.00	0.00
Grade 3			0.00	0.00	0.00	0.00
Grade 4			0.00	0.00	0.00	0.00
Grade 5			2.00	3.00	47.00	52.00
Grade 6			3.00	6.00	95.00	104.00
Grade 7			0.00	0.00	0.00	0.00
Grade 8			0.00	0.00	0.00	0.00
Grade 9			0.00	0.00	0.00	0.00
Grade 10			0.00	0.00	0.00	0.00
Grade 11			0.00	0.00	0.00	0.00
Grade 12			0.00	0.00	0.00	0.00
Totals	0.00	0.00	5.00	9.00	142.00	

*INCLUDE STUDENTS RECEIVING A/B SERVICES

PRE-K FTE	0.00
TOTAL GRADES 1-12	156.00
SUBTOTAL MEM	156.00
TOTAL MEM	156.00

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

	ECE FTE	COST INDEX	PROGRAM UNITS		
Kindergarten					
PRE-K and FDK	0.00	1.44	0.000	Kindergarten Units	0.000
Basic Program (Grade Total)					
Grade 01	0.00	1.20	0.000		
Grade 02	0.00	1.18	0.000		
Grade 03	0.00	1.18	0.000		
Grade 04	0.00	1.045	0.000		
Grade 05	52.00	1.045	54.340		
Grade 06	104.00	1.045	108.680		
Grade 07 *	0.00	1.25	0.000		
Grade 08 *	0.00	1.25	0.000		
Grade 09 *	0.00	1.25	0.000		
Grade 10 *	0.00	1.25	0.000		
Grade 11 *	0.00	1.25	0.000		
Grade 12 *	0.00	1.25	0.000		
* Includes Vocational Weighting					
				Basic Program Units	163.020

Special Education		MEM	Factor		
C & C-Gifted	5.00	1.00	5.000		
D & D-Gifted	9.00	2.00	18.000		
3 & 4 Yr. DD		2.00	0.000		
A/B MEM (Reg/Gft & Inc 3Y&4Y-12th)	22.00	0.70	15.400	Special Ed. Units	38.400
Adjusted Ancillary FTE	0.7560	25.00		Ancillary FTE Units	18.900
				Total Special Education Units	57.300

Elementary Fine Arts Program		MEM	Factor		
	0.00	0.0500		Fine Arts Program Units	0.000

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

Elementary P.E. Program		MEM	Factor		
	0.00	0.060		Elementary P.E. Units	0.000

**2015-2016 STATE EQUALIZATION GUARANTEE COMPUTATION
REVENUE ESTIMATE WORKSHEET
BASED ON
2014-2015 STARS FINAL 80/120 DAY AVERAGE**

Appendix F- 109B5 SEG Worksheet

			TOTAL MEMBERSHIP PROGRAM UNITS	220.320
			T & E Index (Oct 2014)	1.068
			ADJUSTED PROGRAM UNITS	235.302
National Board Certified Teachers	FTE:	Factor		
	0.00	1.500	National Board Certified Teachers Units:	0.000
Size Adjustment Units				
			Charter Schools not eligible for District Size	
	UNITS		School Size Adjustment Units	41.180
Elementary/Mid/Jr. High	41.180		Charter Schools not eligible for District Size	
Senior High	0.000		District Size <4,000 Adjustment Units	22.487
District Size(<4,000)	22.487		Charter Schools not eligible for District Size	(22.487)
			District Size <200 Adjustment Units	44.000
District Size(<200)	44.000			(44.000)
			Rural Isolation Units	0.000
			New District Adjustment Units	0.000
At-Risk Units	At-risk index	MEM	At Risk Units	12.012
2015-2016:	0.077	156.00	Growth Units	0.000
			Charter Schools Student Activities Units	0.000
Charter Schools Student Activities		Factor	(Charters not eligible for CS Student Activities)	0.000
(Districts Only)	MEM	0.100		
			Home School Student Activities Units	0.000
Home School Student Activities		Factor	(Charters not eligible for Home School Student Activities)	0.000
(Districts Only)	MEM	0.100		
			Home School Student Program Units	0.000
Home School Student Program Units		Factor	(Charters not eligible for Home School Student Activities)	
(Districts Only)	# of Students	0.250	(Charters not eligible for Home School Student Activities)	
	# of Classes		TOTAL PROGRAM UNITS	288.494
			Save Harmless Units	0.000

GROWTH & SAVE HARMLESS CALCULATION DATA	
2014-15 Actual 40th Day MEM: (Enter the District Mem EXCLUDING Charter Mem)	156.00
2015-16 Projected MEM: (Enter the District Mem EXCLUDING Charter Mem)	0.00
2015-2016 Actual 40th MEM (Enter the District Mem EXCLUDING Charter Mem)	0.00
Save-Harmless Data	
2015-2016 40th Day TOTAL PROGRAM UNITS (Not Grand Total Program Units)	0.000
Growth Data	
2015-16 Operating Budget Calculation	0.000
Op-Bud takes 14-15 40 Day compared to 15-16 Mem Proj. FTE	
40th Day Calculation	0.000
Takes Prior Year 40th-Day and compares to Current Year 40th-Day	

GRAND TOTAL UNITS	288.494
× Unit Value	\$4,084.23
PROGRAM COST	\$1,178,275.85
Non-categorical Revenue Credits:	
Tax Levy (41110, 41113, 41114)	
Federal Impact Aid (44103)	
Federal Forest Reserve (44204)	
Total Non-Cat Rev Credits	\$0.00
Less: 75% of Non-Categorical Revenue Credits	\$0.00
Other Credits/Adjustments:	
Energy Efficiency	
Energy Efficiency Renewable Bonds	
Other Misc Credits	
Total Other Credits	\$0.00
Less: Other Credits/Adjustments	\$0.00

(\$23,565.52)

STATE EQUALIZATION GUARANTEE \$1,154,710.33

**2015-2016 STATE EQUALIZATION GUARANTEE COMPUTATION
REVENUE ESTIMATE WORKSHEET
BASED ON
2014-2015 STARS FINAL 80/120 DAY AVERAGE**

Appendix F- 109B5 SEG Worksheet

SIZE ADJUSTMENT UNITS:

PED 910B-5

1. ELEMENTARY/MIDDLE SCHOOL/JUNIOR HIGH

List each school with a projected MEM (Basic 1-9 and Operational Fund Early Childhood FTE EXCLUDING SPECIAL ED.) of less than 200.
 $((200 - \text{MEM})/200) \times (1.0 \times \text{MEM}) = \text{UNITS}$

SCHOOL NAME	CODE	GRADES	MEM	UNITS
Solare Charter School		5-6	142.00	41.180
				0.000
				0.000
				0.000
				0.000
				0.000
TOTAL ELEMENTARY/MIDDLE SCHOOL/JUNIOR HIGH UNITS				41.180

2. SENIOR HIGH SCHOOL

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

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

SCHOOL NAME	CODE	GRADES	MEM	UNITS
				0.000
				0.000
				0.000
				0.000
				0.000
				0.000
TOTAL SENIOR HIGH SCHOOL UNITS				0.000

3. RURAL ISOLATION

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

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

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

N.A.

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

0.000

4. NEW DISTRICT ADJUSTMENT

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

a. NEWLY CREATED SCHOOL DISTRICT

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

YES?

UNITS

0.000

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

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

0.000

2015-2016 STATE EQUALIZATION GUARANTEE COMPUTATION

REVENUE ESTIMATE WORKSHEET

BASED ON

2014-2015 STARS FINAL 80/120 DAY AVERAGE

Charter Name Solare Charter School

Charter Number

	3Y DD	4Y DD	C & C-GIFTED	D & D-GIFTED	*BASIC	GRADE TOTAL
Kindergarten Program						
PRE-K						0.00
FDK			0.00	0.00	0.00	0.00
Basic Program						
Grade 1			0.00	0.00	0.00	0.00
Grade 2			0.00	0.00	0.00	0.00
Grade 3			0.00	0.00	0.00	0.00
Grade 4			0.00	0.00	0.00	0.00
Grade 5			3.00	6.00	95.00	104.00
Grade 6			2.00	3.00	47.00	52.00
Grade 7			3.00	6.00	95.00	104.00
Grade 8			0.00	0.00	0.00	0.00
Grade 9			0.00	0.00	0.00	0.00
Grade 10			0.00	0.00	0.00	0.00
Grade 11			0.00	0.00	0.00	0.00
Grade 12			0.00	0.00	0.00	0.00
Totals	0.00	0.00	8.00	15.00	237.00	

*INCLUDE STUDENTS RECEIVING A/B SERVICES

PRE-K FTE	0.00
TOTAL GRADES 1-12	260.00
SUBTOTAL MEM	260.00
TOTAL MEM	260.00

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

	ECE FTE	COST INDEX	PROGRAM UNITS		
Kindergarten					
PRE-K and FDK	0.00	1.44	0.000	Kindergarten Units	0.000
Basic Program (Grade Total)					
Grade 01	0.00	1.20	0.000		
Grade 02	0.00	1.18	0.000		
Grade 03	0.00	1.18	0.000		
Grade 04	0.00	1.045	0.000		
Grade 05	104.00	1.045	108.680		
Grade 06	52.00	1.045	54.340		
Grade 07 *	104.00	1.25	130.000		
Grade 08 *	0.00	1.25	0.000		
Grade 09 *	0.00	1.25	0.000		
Grade 10 *	0.00	1.25	0.000		
Grade 11 *	0.00	1.25	0.000		
Grade 12 *	0.00	1.25	0.000		
* Includes Vocational Weighting					
				Basic Program Units	293.020

Special Education		MEM	Factor		
C & C-Gifted	8.00	1.00	8.000		
D & D-Gifted	15.00	2.00	30.000		
3 & 4 Yr. DD		2.00	0.000		
A/B MEM (Reg/Gft & Inc 3Y&4Y-12th)	37.00	0.70	25.900	Special Ed. Units	63.900
Adjusted Ancillary FTE	1.2600	25.00		Ancillary FTE Units	31.500
				Total Special Education Units	95.400

Elementary Fine Arts Program		MEM	Factor		
	0.00	0.0500		Fine Arts Program Units	0.000

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

Elementary P.E. Program		MEM	Factor		
			0.060	Elementary P.E. Units	0.000

**2015-2016 STATE EQUALIZATION GUARANTEE COMPUTATION
REVENUE ESTIMATE WORKSHEET
BASED ON
2014-2015 STARS FINAL 80/120 DAY AVERAGE**

Appendix F- 109B5 SEG Worksheet

			TOTAL MEMBERSHIP PROGRAM UNITS	388.420
			T & E Index (Oct 2014)	1.068
			ADJUSTED PROGRAM UNITS	414.833
National Board Certified Teachers	FTE:	Factor	National Board Certified Teachers Units:	0.000
	0.00	1.500		
Size Adjustment Units			Charter Schools not eligible for District Size	
	UNITS		School Size Adjustment Units	0.000
Elementary/Mid/Jr. High	0.000		Charter Schools not eligible for District Size	
Senior High	0.000		District Size <4,000 Adjustment Units	36.465
District Size(<4,000)	36.465		Charter Schools not eligible for District Size	(36.465)
			District Size <200 Adjustment Units	0.000
District Size(<200)	0.000			0.000
			Rural Isolation Units	0.000
			New District Adjustment Units	0.000
At-Risk Units	At-risk index	MEM	At Risk Units	20.020
2015-2016:	0.077	260.00		
Charter Schools Student Activities			Growth Units	204.100
(Districts Only)	MEM	Factor	Charter Schools Student Activities Units	0.000
		0.100	(Charters not eligible for CS Student Activities)	0.000
Home School Student Activities			Home School Student Activities Units	0.000
(Districts Only)	MEM	Factor	(Charters not eligible for Home School Student Activities)	0.000
		0.100		
Home School Student Program Units			Home School Student Program Units	0.000
(Districts Only)	# of Students	# of Classes	(Charters not eligible for Home School Student Activities)	
		Factor	(Charters not eligible for Home School Student Activities)	
		0.250	TOTAL PROGRAM UNITS	638.953
			Save Harmless Units	0.000

GROWTH & SAVE HARMLESS CALCULATION DATA	
2014-15 Actual 40th Day MEM: (Enter the District Mem EXCLUDING Charter Mem)	156.00
2015-16 Projected MEM: (Enter the District Mem EXCLUDING Charter Mem)	260.00
2015-2016 Actual 40th MEM (Enter the District Mem EXCLUDING Charter Mem)	
Save-Harmless Data	
2015-2016 40th Day TOTAL PROGRAM UNITS (Not Grand Total Program Units)	
Growth Data	
2015-16 Operating Budget Calculation	204.100
Op-Bud takes 14-15 40 Day compared to 15-16 Mem Proj. FTE	
40th Day Calculation	0.000
Takes Prior Year 40th-Day and compares to Current Year 40th-Day	

GRAND TOTAL UNITS	638.953
× Unit Value	\$4,084.23
PROGRAM COST	\$2,609,631.01
Non-categorical Revenue Credits:	
Tax Levy (41110, 41113, 41114)	
Federal Impact Aid (44103)	
Federal Forest Reserve (44204)	
Total Non-Cat Rev Credits	\$0.00
Less: 75% of Non-Categorical Revenue Credits	\$0.00
Other Credits/Adjustments:	
Energy Efficiency	
Energy Efficiency Renewable Bonds	
Other Misc Credits	
Total Other Credits	\$0.00
Less: Other Credits/Adjustments	\$0.00

(\$52,192.62)

STATE EQUALIZATION GUARANTEE \$2,557,438.39

PED 910B-5

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

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

[illegible]

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

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

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

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

	N.A.	
		0.000

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

a. NEWLY CREATED SCHOOL DISTRICT

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

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

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

YES?	UNITS
	0.000
	0.000

2015-2016 STATE EQUALIZATION GUARANTEE COMPUTATION

REVENUE ESTIMATE WORKSHEET

BASED ON

2014-2015 STARS FINAL 80/120 DAY AVERAGE

Appendix F- 109B5 SEG Worksheet

Charter Name Solare Charter School

Charter Number

	3Y DD	4Y DD	C & C-GIFTED	D & D-GIFTED	*BASIC	GRADE TOTAL
Kindergarten Program						
PRE-K						0.00
FDK			0.00	0.00	0.00	0.00
Basic Program						
Grade 1			0.00	0.00	0.00	0.00
Grade 2			0.00	0.00	0.00	0.00
Grade 3			0.00	0.00	0.00	0.00
Grade 4			0.00	0.00	0.00	0.00
Grade 5			3.00	6.00	95.00	104.00
Grade 6			3.00	6.00	95.00	104.00
Grade 7			2.00	3.00	47.00	52.00
Grade 8			3.00	6.00	95.00	104.00
Grade 9			0.00	0.00	0.00	0.00
Grade 10			0.00	0.00	0.00	0.00
Grade 11			0.00	0.00	0.00	0.00
Grade 12			0.00	0.00	0.00	0.00
Totals	0.00	0.00	11.00	21.00	332.00	

*INCLUDE STUDENTS RECEIVING A/B SERVICES

PRE-K FTE	0.00
TOTAL GRADES 1-12	364.00
SUBTOTAL MEM	364.00
TOTAL MEM	364.00

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

	ECE FTE	COST INDEX	PROGRAM UNITS		
Kindergarten					
PRE-K and FDK	0.00	1.44	0.000	Kindergarten Units	0.000
Basic Program (Grade Total)					
Grade 01	0.00	1.20	0.000		
Grade 02	0.00	1.18	0.000		
Grade 03	0.00	1.18	0.000		
Grade 04	0.00	1.045	0.000		
Grade 05	104.00	1.045	108.680		
Grade 06	104.00	1.045	108.680		
Grade 07 *	52.00	1.25	65.000		
Grade 08 *	104.00	1.25	130.000		
Grade 09 *	0.00	1.25	0.000		
Grade 10 *	0.00	1.25	0.000		
Grade 11 *	0.00	1.25	0.000		
Grade 12 *	0.00	1.25	0.000		
* Includes Vocational Weighting					
				Basic Program Units	412.360

Special Education		MEM	Factor		
C & C-Gifted	11.00	1.00	11.000		
D & D-Gifted	21.00	2.00	42.000		
3 & 4 Yr. DD		2.00	0.000		
A/B MEM (Reg/Gft & Inc 3Y&4Y-12th)	52.00	0.70	36.400	Special Ed. Units	89.400
Adjusted Ancillary FTE	1.7640	25.00		Ancillary FTE Units	44.100
				Total Special Education Units	133.500

Elementary Fine Arts Program		MEM	Factor		
	0.00	0.0500		Fine Arts Program Units	0.000

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

Elementary P.E. Program		MEM	Factor		
		0.060		Elementary P.E. Units	0.000

**2015-2016 STATE EQUALIZATION GUARANTEE COMPUTATION
REVENUE ESTIMATE WORKSHEET
BASED ON
2014-2015 STARS FINAL 80/120 DAY AVERAGE**

Appendix F- 109B5 SEG Worksheet

			TOTAL MEMBERSHIP PROGRAM UNITS	545.860
			T & E Index (Oct 2014)	1.068
			ADJUSTED PROGRAM UNITS	582.978
National Board Certified Teachers	FTE:	Factor		
	0.00	1.500	National Board Certified Teachers Units:	0.000
Size Adjustment Units				
			Charter Schools not eligible for District Size	
Elementary/Mid/Jr. High	UNITS		School Size Adjustment Units	0.000
Senior High	0.000		Charter Schools not eligible for District Size	
District Size(<4,000)	49.631		District Size <4,000 Adjustment Units	49.631
			Charter Schools not eligible for District Size	(49.631)
District Size(<200)	0.000		District Size <200 Adjustment Units	0.000
				0.000
			Rural Isolation Units	0.000
			New District Adjustment Units	0.000
At-Risk Units	At-risk index	MEM	At Risk Units	28.028
2015-2016:	0.077	364.00	Growth Units	202.540
			Charter Schools Student Activities Units	0.000
Charter Schools Student Activities	MEM	Factor	(Charters not eligible for CS Student Activities)	0.000
(Districts Only)		0.100		
			Home School Student Activities Units	0.000
Home School Student Activities	MEM	Factor	(Charters not eligible for Home School Student Activities)	0.000
(Districts Only)		0.100		
			Home School Student Program Units	0.000
Home School Student Program Units	# of Students	# of Classes	(Charters not eligible for Home School Student Activities)	
(Districts Only)			(Charters not eligible for Home School Student Activities)	
		Factor	TOTAL PROGRAM UNITS	813.546
		0.250	Save Harmless Units	0.000

GROWTH & SAVE HARMLESS CALCULATION DATA	
2014-15 Actual 40th Day MEM: (Enter the District Mem EXCLUDING Charter Mem)	260.00
2015-16 Projected MEM: (Enter the District Mem EXCLUDING Charter Mem)	364.00
2015-2016 Actual 40th MEM (Enter the District Mem EXCLUDING Charter Mem)	0.00
Save-Harmless Data	
2015-2016 40th Day TOTAL PROGRAM UNITS (Not Grand Total Program Units)	0.000
Growth Data	
2015-16 Operating Budget Calculation	202.540
Op-Bud takes 14-15 40 Day compared to 15-16 Mem Proj. FTE	
40th Day Calculation	0.000
Takes Prior Year 40th-Day and compares to Current Year 40th-Day	

GRAND TOTAL UNITS	813.546
× Unit Value	\$4,084.23
PROGRAM COST	\$3,322,708.98
Non-categorical Revenue Credits:	
Tax Levy (41110, 41113, 41114)	
Federal Impact Aid (44103)	
Federal Forest Reserve (44204)	
Total Non-Cat Rev Credits	\$0.00
Less: 75% of Non-Categorical Revenue Credits	\$0.00
Other Credits/Adjustments:	
Energy Efficiency	
Energy Efficiency Renewable Bonds	
Other Misc Credits	
Total Other Credits	\$0.00
Less: Other Credits/Adjustments	\$0.00

(\$66,454.18)

STATE EQUALIZATION GUARANTEE \$3,256,254.80

PED 910B-5

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

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

<i>SCHOOL NAME</i>	<i>CODE</i>	<i>GRADES</i>	<i>MEM</i>	<i>UNITS</i>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.000
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.000
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.000
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.000
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.000
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.000
TOTAL SENIOR HIGH SCHOOL UNITS				0.000

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

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

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

	N.A.	
		0.000

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

a. NEWLY CREATED SCHOOL DISTRICT

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

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

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

YES?	UNITS
	0.000
	0.000

2015-2016 STATE EQUALIZATION GUARANTEE COMPUTATION

REVENUE ESTIMATE WORKSHEET

BASED ON

2014-2015 STARS FINAL 80/120 DAY AVERAGE

Charter Name Solare Charter School

Charter Number

	3Y DD	4Y DD	C & C-GIFTED	D & D-GIFTED	*BASIC	GRADE TOTAL
Kindergarten Program						
PRE-K						0.00
FDK			0.00	0.00	0.00	0.00
Basic Program						
Grade 1			0.00	0.00	0.00	0.00
Grade 2			0.00	0.00	0.00	0.00
Grade 3			0.00	0.00	0.00	0.00
Grade 4			0.00	0.00	0.00	0.00
Grade 5			3.00	6.00	95.00	104.00
Grade 6			3.00	6.00	95.00	104.00
Grade 7			3.00	6.00	95.00	104.00
Grade 8			2.00	3.00	47.00	52.00
Grade 9			0.00	0.00	0.00	0.00
Grade 10			0.00	0.00	0.00	0.00
Grade 11			0.00	0.00	0.00	0.00
Grade 12			0.00	0.00	0.00	0.00
Totals	0.00	0.00	11.00	21.00	332.00	

*INCLUDE STUDENTS RECEIVING A/B SERVICES

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

PRE-K FTE	0.00
TOTAL GRADES 1-12	364.00
SUBTOTAL MEM	364.00
TOTAL MEM	364.00

	ECE FTE	COST INDEX	PROGRAM UNITS		
Kindergarten					
PRE-K and FDK	0.00	1.44	0.000	Kindergarten Units	0.000
Basic Program (Grade Total)					
Grade 01	0.00	1.20	0.000		
Grade 02	0.00	1.18	0.000		
Grade 03	0.00	1.18	0.000		
Grade 04	0.00	1.045	0.000		
Grade 05	104.00	1.045	108.680		
Grade 06	104.00	1.045	108.680		
Grade 07 *	104.00	1.25	130.000		
Grade 08 *	52.00	1.25	65.000		
Grade 09 *	0.00	1.25	0.000		
Grade 10 *	0.00	1.25	0.000		
Grade 11 *	0.00	1.25	0.000		
Grade 12 *	0.00	1.25	0.000		
* Includes Vocational Weighting					
				Basic Program Units	412.360

Special Education		MEM	Factor		
C & C-Gifted	11.00	1.00	11.000		
D & D-Gifted	21.00	2.00	42.000		
3 & 4 Yr. DD		2.00	0.000		
A/B MEM (Reg/Gft & Inc 3Y&4Y-12th)	52.00	0.70	36.400	Special Ed. Units	89.400
Adjusted Ancillary FTE	1.7640	25.00		Ancillary FTE Units	44.100
				Total Special Education Units	133.500

Elementary Fine Arts Program		MEM	Factor		
	0.00	0.0500		Fine Arts Program Units	0.000

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

Elementary P.E. Program		MEM	Factor		
			0.060	Elementary P.E. Units	0.000

**2015-2016 STATE EQUALIZATION GUARANTEE COMPUTATION
REVENUE ESTIMATE WORKSHEET
BASED ON
2014-2015 STARS FINAL 80/120 DAY AVERAGE**

Appendix F- 109B5 SEG Worksheet

			TOTAL MEMBERSHIP PROGRAM UNITS	545.860
			T & E Index (Oct 2014)	1.068
			ADJUSTED PROGRAM UNITS	582.978
National Board Certified Teachers	FTE:	Factor		
	0.00	1.500	National Board Certified Teachers Units:	0.000
Size Adjustment Units				
			Charter Schools not eligible for District Size	
Elementary/Mid/Jr. High	UNITS		School Size Adjustment Units	0.000
Senior High	0.000		Charter Schools not eligible for District Size	
District Size(<4,000)	49.631		District Size <4,000 Adjustment Units	49.631
			Charter Schools not eligible for District Size	(49.631)
District Size(<200)	0.000		District Size <200 Adjustment Units	0.000
				0.000
			Rural Isolation Units	0.000
			New District Adjustment Units	0.000
At-Risk Units	At-risk index	MEM	At Risk Units	28.028
2015-2016:	0.077	364.00		
			Growth Units	0.000
Charter Schools Student Activities		Factor	Charter Schools Student Activities Units	0.000
(Districts Only)	MEM	0.100	(Charters not eligible for CS Student Activities)	0.000
Home School Student Activities		Factor	Home School Student Activities Units	0.000
(Districts Only)	MEM	0.100	(Charters not eligible for Home School Student Activities)	0.000
Home School Student Program Units		Factor	Home School Student Program Units	0.000
(Districts Only)	# of Students	0.250	(Charters not eligible for Home School Student Activities)	
	# of Classes		(Charters not eligible for Home School Student Activities)	
			TOTAL PROGRAM UNITS	611.006
			Save Harmless Units	0.000

GROWTH & SAVE HARMLESS CALCULATION DATA	
2014-15 Actual 40th Day MEM: (Enter the District Mem EXCLUDING Charter Mem)	364.00
2015-16 Projected MEM: (Enter the District Mem EXCLUDING Charter Mem)	364.00
2015-2016 Actual 40th MEM (Enter the District Mem EXCLUDING Charter Mem)	0.00
Save-Harmless Data	
2015-2016 40th Day TOTAL PROGRAM UNITS (Not Grand Total Program Units)	0.000
Growth Data	
2015-16 Operating Budget Calculation	0.000
Op-Bud takes 14-15 40 Day compared to 15-16 Mem Proj. FTE	
40th Day Calculation	0.000
Takes Prior Year 40th-Day and compares to Current Year 40th-Day	

GRAND TOTAL UNITS	611.006
× Unit Value	\$4,084.23
PROGRAM COST	\$2,495,489.04
Non-categorical Revenue Credits:	
Tax Levy (41110, 41113, 41114)	
Federal Impact Aid (44103)	
Federal Forest Reserve (44204)	
Total Non-Cat Rev Credits	\$0.00
Less: 75% of Non-Categorical Revenue Credits	\$0.00
Other Credits/Adjustments:	
Energy Efficiency	
Energy Efficiency Renewable Bonds	
Other Misc Credits	
Total Other Credits	\$0.00
Less: Other Credits/Adjustments	\$0.00

(\$49,909.78)

STATE EQUALIZATION GUARANTEE \$2,445,579.25

PED 910B-5

[illegible]

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

[illegible]

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

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

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

	N.A.	
		0.000

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

a. NEWLY CREATED SCHOOL DISTRICT

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

YES? UNITS

0.000

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

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

0.000

2015-2016 STATE EQUALIZATION GUARANTEE COMPUTATION

REVENUE ESTIMATE WORKSHEET

BASED ON

2014-2015 STARS FINAL 80/120 DAY AVERAGE

Charter Name Solare Charter School

Charter Number

	3Y DD	4Y DD	C & C-GIFTED	D & D-GIFTED	*BASIC	GRADE TOTAL
Kindergarten Program						
PRE-K						0.00
FDK			0.00	0.00	0.00	0.00
Basic Program						
Grade 1			0.00	0.00	0.00	0.00
Grade 2			0.00	0.00	0.00	0.00
Grade 3			0.00	0.00	0.00	0.00
Grade 4			0.00	0.00	0.00	0.00
Grade 5			3.00	6.00	95.00	104.00
Grade 6			3.00	6.00	95.00	104.00
Grade 7			3.00	6.00	95.00	104.00
Grade 8			3.00	6.00	95.00	104.00
Grade 9			0.00	0.00	0.00	0.00
Grade 10			0.00	0.00	0.00	0.00
Grade 11			0.00	0.00	0.00	0.00
Grade 12			0.00	0.00	0.00	0.00
Totals	0.00	0.00	12.00	24.00	380.00	

*INCLUDE STUDENTS RECEIVING A/B SERVICES

PRE-K FTE	0.00
TOTAL GRADES 1-12	416.00
SUBTOTAL MEM	416.00
TOTAL MEM	416.00

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

	ECE FTE	COST INDEX	PROGRAM UNITS		
Kindergarten					
PRE-K and FDK	0.00	1.44	0.000	Kindergarten Units	0.000
Basic Program (Grade Total)					
Grade 01	0.00	1.20	0.000		
Grade 02	0.00	1.18	0.000		
Grade 03	0.00	1.18	0.000		
Grade 04	0.00	1.045	0.000		
Grade 05	104.00	1.045	108.680		
Grade 06	104.00	1.045	108.680		
Grade 07 *	104.00	1.25	130.000		
Grade 08 *	104.00	1.25	130.000		
Grade 09 *	0.00	1.25	0.000		
Grade 10 *	0.00	1.25	0.000		
Grade 11 *	0.00	1.25	0.000		
Grade 12 *	0.00	1.25	0.000		
* Includes Vocational Weighting					
				Basic Program Units	477.360

Special Education		MEM	Factor		
C & C-Gifted	12.00	1.00	12.000		
D & D-Gifted	24.00	2.00	48.000		
3 & 4 Yr. DD		2.00	0.000		
A/B MEM (Reg/Gft & Inc 3Y&4Y-12th)	60.00	0.70	42.000	Special Ed. Units	102.000
Adjusted Ancillary FTE	2.0160	25.00		Ancillary FTE Units	50.400
				Total Special Education Units	152.400

Elementary Fine Arts Program		MEM	Factor		
	0.00	0.0500		Fine Arts Program Units	0.000

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

Elementary P.E. Program		MEM	Factor		
		0.060		Elementary P.E. Units	0.000

**2015-2016 STATE EQUALIZATION GUARANTEE COMPUTATION
REVENUE ESTIMATE WORKSHEET
BASED ON
2014-2015 STARS FINAL 80/120 DAY AVERAGE**

Appendix F- 109B5 SEG Worksheet

			TOTAL MEMBERSHIP PROGRAM UNITS	629.760
			T & E Index (Oct 2014)	1.068
			ADJUSTED PROGRAM UNITS	672.584
National Board Certified Teachers	FTE:	Factor		
	0.00	1.500	National Board Certified Teachers Units:	0.000
Size Adjustment Units				
			Charter Schools not eligible for District Size	
Elementary/Mid/Jr. High	UNITS		School Size Adjustment Units	0.000
Senior High	0.000		Charter Schools not eligible for District Size	
District Size(<4,000)	55.910		District Size <4,000 Adjustment Units	55.910
			Charter Schools not eligible for District Size	(55.910)
District Size(<200)	0.000		District Size <200 Adjustment Units	0.000
				0.000
			Rural Isolation Units	0.000
			New District Adjustment Units	0.000
At-Risk Units	At-risk index	MEM	At Risk Units	32.032
2015-2016:	0.077	416.00		
			Growth Units	105.760
Charter Schools Student Activities	MEM	Factor	Charter Schools Student Activities Units	0.000
(Districts Only)		0.100	(Charters not eligible for CS Student Activities)	0.000
Home School Student Activities	MEM	Factor	Home School Student Activities Units	0.000
(Districts Only)		0.100	(Charters not eligible for Home School Student Activities)	0.000
Home School Student Program Units	# of Students	# of Classes	Home School Student Program Units	0.000
(Districts Only)			(Charters not eligible for Home School Student Activities)	
		Factor	(Charters not eligible for Home School Student Activities)	
		0.250	TOTAL PROGRAM UNITS	810.376
			Save Harmless Units	0.000

GROWTH & SAVE HARMLESS CALCULATION DATA	
2014-15 Actual 40th Day MEM: (Enter the District Mem EXCLUDING Charter Mem)	360.00
2015-16 Projected MEM: (Enter the District Mem EXCLUDING Charter Mem)	416.00
2015-2016 Actual 40th MEM (Enter the District Mem EXCLUDING Charter Mem)	0.00
Save-Harmless Data	
2015-2016 40th Day TOTAL PROGRAM UNITS (Not Grand Total Program Units)	0.000
Growth Data	
2015-16 Operating Budget Calculation	105.760
Op-Bud takes 14-15 40 Day compared to 15-16 Mem Proj. FTE	
40th Day Calculation	0.000
Takes Prior Year 40th-Day and compares to Current Year 40th-Day	

GRAND TOTAL UNITS	810.376
× Unit Value	\$4,084.23
PROGRAM COST	\$3,309,761.97
Non-categorical Revenue Credits:	
Tax Levy (41110, 41113, 41114)	
Federal Impact Aid (44103)	
Federal Forest Reserve (44204)	
Total Non-Cat Rev Credits	\$0.00
Less: 75% of Non-Categorical Revenue Credits	\$0.00
Other Credits/Adjustments:	
Energy Efficiency	
Energy Efficiency Renewable Bonds	
Other Misc Credits	
Total Other Credits	\$0.00
Less: Other Credits/Adjustments	\$0.00

(\$66,195.24)

STATE EQUALIZATION GUARANTEE \$3,243,566.73

PED 910B-5

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

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

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

2. SENIOR HIGH SCHOOL

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

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

[illegible]

3. RURAL ISOLATION

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

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

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

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

	N.A.	
		0.000

4. NEW DISTRICT ADJUSTMENT

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

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

Appendix G- 5 Year Budget Plan

FUND	FUNCTION	OBJECT	JOB CLASS	OBJECT DESCRIPTION	PROJ. AMT (YEAR 0)	FTE	PROJ. AMT (YEAR 1)	FTE	PROJ. AMT (YEAR 2)	FTE	PROJ. AMT (YEAR 3)	FTE	PROJ. AMT (YEAR 4)	FTE	PROJ. AMT (YEAR 5)	FTE
10000 - GENERAL FUND EXPENDITURES																
11000	OPERATIONAL FUND EXPENDITURES															
	Function-1000 - Instruction															
		Personnel Services - Compensation														
11000	1000	51100	1411	Salaries Expense: Teachers-Grades 1-12	\$330,360.00	7.4	\$550,800.00	12	\$749,106.00	16.00	\$764,124.12	\$16.00	\$974,298.39	20.00		
11000	1000	51100	1412	Salaries Expense: Teachers- Special Education	\$67,500.00	1.5	\$91,800.00	2	\$140,454.00	3	\$143,263.08	3	\$194,837.79	4		
11000	1000	51100	1416	Salaries Expense: Teachers-Other Instruction	\$22,500.00	0.5	\$45,900.00	1	\$93,636.00	2	\$95,508.72	2.00	\$97,418.89	2		
				Total: Personnel Services Compensation	\$420,360.00	9.40	\$688,500.00	15.00	\$983,196.00	21.00	\$1,002,895.92	21.00	\$1,266,555.07	26.00		
		Personnel Services - Employee Benefits														
11000	1000	52111	0000	Educational Retirement	\$62,550.00		\$102,081.60		\$136,664.24		\$139,402.53		\$176,051.16			
11000	1000	52112	0000	ERA - Retiree Health	\$9,000.00		\$14,688.00		\$19,663.92		\$20,057.92		\$25,331.10			
11000	1000	52210	0000	FICA Payments	\$27,900.00		\$45,532.80		\$60,958.15		\$62,179.55		\$78,526.41			
11000	1000	52220	0000	Medicare Payments	\$6,525.00		\$10,648.80		\$14,256.34		\$14,541.99		\$18,365.05			
11000	1000	52311	0000	Health and Medical Premiums	\$64,800.00		\$103,680.00		\$136,080.00		\$136,080.00		\$168,480.00			
11000	1000	52312	0000	Life	\$310.00		\$496.00		\$651.00		\$651.00		\$806.00			
11000	1000	52313	0000	Dental	\$6,350.40		\$10,160.64		\$13,335.84		\$13,335.84		\$16,511.04			
11000	1000	52314	0000	Vision	\$1,101.60		\$1,762.56		\$2,313.36		\$2,313.36		\$2,864.16			
11000	1000	52315	0000	Disability	\$600.00		\$960.00		\$1,260.00		\$1,260.00		\$1,560.00			
11000	1000	52500	0000	Unemployment Compensation	\$14,400.00		\$23,500.80		\$31,462.27		\$32,092.67		\$40,529.76			
11000	1000	52710	0000	Workers Compensation Premium	\$4,950.00		\$8,078.40		\$10,815.16		\$11,031.86		\$13,932.11			
11000	1000	52720	0000	Workers Compensation Employer's Fee	\$90.00		\$144.00		\$189.00		\$189.00		\$234.00			
				Total: Personnel Services Employee Benefits	\$198,577.00		\$321,733.60		\$427,649.29		\$433,135.71		\$543,190.79			
		Purchased Professional and Technical Services														
11000	1000	53330	0000	Professional Development	\$0.00		\$0.00		\$6,988.32		\$7,110.61		\$8,842.84			
11000	1000	53414	0000	Other Professional Services	\$0.00		\$0.00		\$5,000.00		\$5,000.00		\$5,000.00			
				Total: Purchased Professional and Tech Services	\$0.00		\$0.00		\$11,988.32		\$12,110.61		\$13,842.84			
		Purchased Property Services														
		Supplies														
11000	1000	56112	0000	Other Textbooks	\$0.00		\$0.00		\$0.00		\$0.00		\$12,540.75			
11000	1000	56118	0000	General Supplies and Materials	\$23,400.00		\$44,500.00		\$93,549.00		\$12,799.65		\$57,304.30			
				Total: Supplies	\$23,400.00		\$44,500.00		\$93,549.00		\$12,799.65		\$69,845.05			
		Property														
11000	1000	57332	0000	Supply Assets (\$5,000 or less)	#VALUE!		#VALUE!		#VALUE!		\$850.00		\$73,242.62			
				Total: Property	#VALUE!		#VALUE!		#VALUE!		\$850.00		\$73,242.62			
11000	1000	TOTAL: INSTRUCTION			#VALUE!	9.40	#VALUE!	15.00	#VALUE!	21.00	\$1,461,791.90	21.00	\$1,966,676.37	26.00		
		Function-2100 - Support Services - Students														
		Personnel Services - Compensation														
		Purchased Professional and Technical Services														
11000	2100	53211	0000	Diagnosticicians - Contracted	\$5,190.00		\$8,600.00		\$12,085.00		\$12,085.00		\$13,865.00			
11000	2100	53218	0000	Specialists - Contracted	\$46,770.00		\$77,800.00		\$109,055.00		\$109,055.00		\$124,795.00			
11000	2100	53414	0000	Other Services	\$5,460.00		\$9,259.25		\$13,189.80		\$13,420.62		\$15,606.27			
				Total: Purchased Professional and Tech Services	\$57,420.00		\$95,659.25		\$134,329.80		\$134,560.62		\$154,266.27			
11000	2100	TOTAL: SUPPORT SERVICES - STUDENTS			\$57,420.00		\$95,659.25		\$134,329.80		\$134,560.62		\$154,266.27			
		Function-2200 - Support Services - Instruction														
		Purchased Professional and Technical Services														
11000	2200	53414	0000	Other Professional Services	\$10,800.00		\$10,989.00		\$11,181.31		\$11,376.98		\$11,576.08			
				Total: Purchased Professional and Tech Services	\$10,800.00		\$10,989.00		\$11,181.31		\$11,376.98		\$11,576.08			
		Supplies														
11000	2200	56113	0000	Software	#VALUE!		#VALUE!		#VALUE!		#VALUE!		#VALUE!			
				Total: Supplies	#VALUE!		#VALUE!		#VALUE!		#VALUE!		#VALUE!			
11000	2200	TOTAL: SUPPORT SERVICES - INSTRUCTION			#VALUE!		#VALUE!		#VALUE!		#VALUE!		#VALUE!			
		Function-2300 - General Administration														
		Personnel Services - Compensation														
11000	2300	51100	1111	Salaries Expense: Superintendent	\$80,000.00	1	\$81,600.00	1	\$83,232.00	1	\$84,896.64	1	\$86,594.57	1		
				Total: Personnel Services - Compensation	\$80,000.00	1.00	\$81,600.00	1.00	\$83,232.00	1.00	\$84,896.64	1.00	\$86,594.57	1.00		
		Personnel Services - Employee Benefits														
11000	2300	52111	0000	Educational Retirement	\$11,120.00		\$11,342.40		\$11,569.25		\$11,800.63		\$12,036.65			
11000	2300	52112	0000	ERA - Retiree Health	\$1,600.00		\$1,632.00		\$1,664.64		\$1,697.93		\$1,731.89			
11000	2300	52210	0000	FICA Payments	\$4,960.00		\$5,059.20		\$5,160.38		\$5,263.59		\$5,368.86			
11000	2300	52220	0000	Medicare Payments	\$1,160.00		\$1,183.20		\$1,206.86		\$1,231.00		\$1,255.62			

11000	2300	52311	0000	Health and Medical Premiums				\$6,480.00		\$6,480.00			\$6,480.00		\$6,480.00		\$6,480.00	
11000	2300	52312	0000	Life				\$31.00		\$31.00			\$31.00		\$31.00		\$31.00	
11000	2300	52313	0000	Dental				\$635.04		\$635.04			\$635.04		\$635.04		\$635.04	
11000	2300	52314	0000	Vision				\$110.16		\$110.16			\$110.16		\$110.16		\$110.16	
11000	2300	52315	0000	Disability				\$60.00		\$60.00			\$60.00		\$60.00		\$60.00	
11000	2300	52500	0000	Unemployment Compensation				\$2,560.00		\$2,611.20			\$2,663.42		\$2,716.69		\$2,771.03	
11000	2300	52710	0000	Workers Compensation Premium				\$880.00		\$897.60			\$915.55		\$933.86		\$952.54	
11000	2300	52720	0000	Workers Compensation Employer's Fee				\$9.00		\$9.00			\$9.00		\$9.00		\$9.00	
11000	2300	52912	0000	Employee Assistance Programs														
				Total: Personnel Services - Employee Benefits				\$29,605.20		\$30,050.80			\$30,505.31		\$30,968.91		\$31,441.79	
				Purchased Professional and Technical Services														
11000	2300	53411	0000	Auditing				\$13,000.00		\$13,000.00			\$13,000.00		\$13,000.00		\$13,000.00	
11000	2300	53413	0000	Legal				\$8,000.00		\$16,000.00			\$24,000.00		\$24,000.00		\$24,000.00	
11000	2300	53711	0000	Other Charges				\$1,950.00		\$3,250.00			\$4,550.00		\$4,550.00		\$5,200.00	
				Total: Purchased Professional and Tech Services				\$22,950.00		\$32,250.00			\$41,550.00		\$41,550.00		\$42,200.00	
				Other Purchased Services														
11000	2300	55400	0000	Advertising				\$0.00		\$0.00			\$0.00		\$1,095.56		\$0.00	
11000	2300	55812	0000	Board Training				\$1,100.00		\$1,111.00			\$1,132.00		\$1,143.00		\$1,143.00	
				Total: Other Purchased Services				\$1,100.00		\$1,111.00			\$1,121.00		\$2,227.56		\$1,143.00	
11000	2300			TOTAL: GENERAL ADMINISTRATION			\$0.00	0.00	\$133,655.20	1.00	\$145,011.80	1.00	\$156,408.31	1.00	\$159,643.12	1.00	\$161,379.36	1.00
				Function-2400 - School Administration														
				Personnel Services - Compensation														
11000	2400	51100	1211	Salaries Expense: Coordinator/Subject Matter Specialist				\$55,000.00	1	\$56,100.00	1	\$0.00	0	\$0.00	0	\$0.00	0	
11000	2400	51100	1217	Salaries Expense: Secretary, Clerical, Technical Assistants				\$90,000.00	2	\$153,000.00	3	\$218,484.00	4	\$222,853.68	4	\$292,256.68	5	
				Total: Personnel Services - Compensation				\$145,000.00	3.00	\$209,100.00	4.00	\$218,484.00	4.00	\$222,853.68	4.00	\$292,256.68	5.00	
				Personnel Services - Employee Benefits														
11000	2400	52111	0000	Educational Retirement				\$20,155.00		\$29,064.90			\$30,369.28		\$30,976.66		\$40,623.68	
11000	2400	52112	0000	ERA - Retirement Health				\$2,900.00		\$4,182.00			\$4,369.68		\$5,845.13		\$5,845.13	
11000	2400	52210	0000	FICA Payments				\$8,990.00		\$12,964.20			\$13,546.01		\$13,816.93		\$18,119.91	
11000	2400	52220	0000	Medicare Payments				\$2,102.50		\$3,031.95			\$3,168.02		\$3,231.38		\$4,237.72	
11000	2400	52311	0000	Health and Medical Premiums				\$19,440.00		\$25,920.00	</							

Appendix G- 5 Year Budget Plan

11000	2600	54311	0000	Maintenance & Repair - Furniture/Fixtures/Equipment				\$5,460.00		\$9,259.25		\$13,189.80		\$13,420.62		\$15,606.27	
11000	2600	54312	0000	Maintenance & Repair - Buildings and Grounds				\$16,380.00		\$27,777.75		\$39,569.40		\$40,261.87		\$46,818.80	
11000	2600	54411	0000	Electricity				\$16,380.00		\$27,777.75		\$39,569.40		\$40,261.87		\$46,818.80	
11000	2600	54412	0000	Natural Gas (Buildings)				\$9,000.00		\$9,157.50		\$9,317.76		\$9,480.82		\$9,646.73	
11000	2600	54413	0000	Propane/Butane (Buildings)				\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
11000	2600	54414	0000	Other Energy (Buildings)				\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
11000	2600	54415	0000	Water/Sewage				\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
11000	2600	54416	0000	Communication Services				\$3,600.00		\$3,663.00		\$5,280.10		\$5,372.46		\$5,466.48	
11000	2600	54610	0000	Rental - Land and Buildings				\$120,120.00		\$200,200.00		\$280,280.00		\$295,825.71		\$317,083.46	
11000	2600	54620	0000	Rental - Equipment and Vehicles				\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
11000	2600	54630	0000	Rental - Computers and Related Equipment				\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
				Total: Purchased Property Services				\$170,940.00		\$277,835.25		\$387,206.47		\$404,623.35		\$441,440.54	
				Other Purchased Services													
11000	2600	55200	0000	Property/Liability Insurance				\$17,500.00		\$20,858.75		\$23,294.39		\$25,808.89		\$28,404.26	
				Total: Other Purchased Services				\$17,500.00		\$20,858.75		\$23,294.39		\$25,808.89		\$28,404.26	
				Supplies													
11000	2600	56118	0000	General Supplies and Materials				\$3,900.00		\$6,613.75		\$9,421.29		\$9,586.16		\$11,147.33	
				Total: Supplies				\$3,900.00		\$6,613.75		\$9,421.29		\$9,586.16		\$11,147.33	
11000	2600			TOTAL: OPERATION AND MAINTENANCE OF PLANT				\$192,340.00		\$305,307.75		\$419,922.15		\$440,018.40		\$480,992.14	
				Function-3100 - Food Services Operations													
11000	3100	53414	0000	Other Services				\$20,079.24		\$33,465.39		\$46,851.55		\$46,851.55		\$53,544.63	
				Total: Property				\$20,079.24		\$33,465.39		\$46,851.55		\$46,851.55		\$53,544.63	
11000	3100			TOTAL: FOOD SERVICES OPERATIONS				\$20,079.24		\$33,465.39		\$46,851.55		\$46,851.55		\$53,544.63	
11000				TOTAL: OPERATIONAL FUND				#VALUE!	13	#VALUE!	20	#VALUE!	26	#VALUE!	26	#VALUE!	32
13000				PUPIL TRANSPORTATION EXPENDITURES													
				Function-2700 - Student Transportation													
				Other Purchased Services													
13000	2700	55112	0000	Transportation Contractors						\$50,000.00		\$50,000.00		\$50,000.00		\$50,000.00	
				Total: Other Purchased Services						\$50,000.00		\$50,000.00		\$50,000.00		\$50,000.00	
13000	2700			TOTAL: STUDENT TRANSPORTATION						\$50,000.00		\$50,000.00		\$50,000.00		\$50,000.00	
13000				TOTAL: PUPIL TRANSPORTATION FUND						\$50,000.00		\$50,000.00		\$50,000.00		\$50,000.00	
14000				INSTRUCTIONAL MATERIALS EXPENDITURES													
				Function-1000 - Instruction													
				Supplies													
14000	1000	56111	0000	Instructional Materials Cash - 50% Textbooks				\$5,148.00		\$8,580.00		\$12,012.00		\$12,012.00		\$13,728.00	
14000	1000			TOTAL: INSTRUCTION				\$5,148.00		\$8,580.00		\$12,012.00		\$12,012.00		\$13,728.00	
14000				TOTAL: INSTRUCTIONAL MATERIALS				\$5,148.00		\$8,580.00		\$12,012.00		\$12,012.00		\$13,728.00	
10000				TOTAL: GENERAL FUND EXPENDITURES				#VALUE!	13.40	#VALUE!	20.00	#VALUE!	26.00	#VALUE!	26.00	#VALUE!	32.00
20000 - SPECIAL REVENUE FUND EXPENDITURES																	
21000				FOOD SERVICES EXPENDITURES													
				Function-3100 - Food Service Operations													
				Supplies													
21000	3100	56113	0000	Software													
21000	3100	56116	0000	Food				\$133,861.57		\$223,102.62		\$312,343.67		\$312,343.67	\$0.00	\$356,964.19	
21000	3100	56117	0000	Non-Food													
21000	3100	56118	0000	General Supplies and Materials													
				Total: Supplies				\$133,861.57		\$223,102.62		\$312,343.67		\$312,343.67		\$356,964.19	
21000	3100			TOTAL: FOOD SERVICES OPERATIONS				\$133,861.57		\$223,102.62		\$312,343.67		\$312,343.67		\$356,964.19	
24101				FEDERAL FLOW-THROUGH GRANTS - TITLE 1 ESEA EXPENDITURES													
				Function-1000 - Instruction													
				Personnel Services - Compensation													
24101	1000	51100	1411	Salaries Expense: Teachers-Grades 1-12				\$ 29,640.00	0.60	\$ 45,900.00	1.00	\$ 46,800.00	1.00	\$ 47,700.00	1.00	\$ 48,600.00	1.00

Appendix G- 5 Year Budget Plan

				Total: Personnel Services Compensation			\$29,640.00	0.60	\$45,900.00	1.00	\$46,800.00	1.00	\$47,700.00	1.00	\$48,600.00	1.00
				Personnel Services - Employee Benefits												
24101	1000	52111	0000	Educational Retirement							\$6,505.20		\$6,630.30		\$6,755.40	
24101	1000	52112	0000	ERA - Retiree Health							\$936.00		\$954.00		\$972.00	
24101	1000	52210	0000	FICA Payments							\$2,901.60		\$2,957.40		\$3,013.20	
24101	1000	52220	0000	Medicare Payments							\$678.60		\$691.65		\$704.70	
24101	1000	52311	0000	Health and Medical Premiums							\$6,480.00		\$6,480.00		\$6,480.00	
24101	1000	52312	0000	Life							\$31.00		\$31.00		\$31.00	
24101	1000	52313	0000	Dental							\$635.04		\$635.04		\$635.04	
24101	1000	52314	0000	Vision							\$110.16		\$110.16		\$110.16	
24101	1000	52315	0000	Disability							\$60.00		\$60.00		\$60.00	
24101	1000	52500	0000	Unemployment Compensation							\$1,497.60		\$1,526.40		\$1,555.20	
24101	1000	52710	0000	Workers Compensation Premium							\$514.80		\$524.70		\$534.60	
24101	1000	52720	0000	Workers Compensation Employer's Fee							\$9.00		\$9.00		\$9.00	
				Total: Personnel Services Employee Benefits			\$0.00		\$0.00		\$20,359.00		\$20,609.65		\$20,860.30	
				Supplies												
24101	1000	56118	0000	General Supplies and Materials					\$3,500.00		\$2,001.00		\$850.35		\$9,579.70	
				Total: Supplies			\$0.00		\$3,500.00		\$2,001.00		\$850.35		\$9,579.70	
24101	1000			TOTAL: INSTRUCTION			\$29,640.00	0.60	\$49,400.00	1.00	\$69,160.00	1.00	\$69,160.00	1.00	\$79,040.00	1.00
24101				TOTAL: TITLE I EXPENDITURES			\$29,640.00	\$0.60	\$49,400.00	\$1.00	\$69,160.00	\$1.00	\$69,160.00	\$1.00	\$79,040.00	\$1.00
24154				Federal Flow-Through Grants - Title II												
				Purchased Professional and Technical Services												
24154	1000	53330	0000	Professional Development			\$5,757.00		\$9,595.00		\$13,433.00		\$13,433.00		\$15,352.00	
24154	2400	53330	0000	Professional Development			\$1,919.00		\$3,198.33		\$4,477.67		\$4,477.67		\$5,117.33	
24154				TOTAL: TITLE II EXPENDITURES			\$7,676.00		\$12,793.33		\$17,910.67		\$17,910.67		\$20,469.33	
24106				FEDERAL FLOW-THROUGH GRANTS - ENTITLEMENT IDEA-B EXPENDITURES												
				Function-1000 - Instruction												
				Purchased Professional and Technical Services												
24106	2100	53211	0000	Diagnostics - Contracted			\$1,050.00		\$1,800.00		\$2,475.00		\$2,475.00		\$2,775.00	
24106	2100	53218	0000	Specialists - Contracted			\$3,150.00		\$5,400.00		\$7,425.00		\$7,425.00		\$8,325.00	
				Total: Purchased Professional and Tech Services			\$4,200.00		\$7,200.00		\$9,900.00		\$9,900.00		\$11,100.00	
24106	2100			TOTAL: SUPPORT SERVICES - STUDENTS			\$4,200.00		\$7,200.00		\$9,900.00		\$9,900.00		\$11,100.00	
24106				TOTAL: IDEA-B ENTITLEMENT EXPENDITURES			\$4,200.00		\$7,200.00		\$9,900.00		\$9,900.00		\$11,100.00	
24146				FEDERAL FLOW-THROUGH GRANTS - CHARTER SCHOOL PROGRAM EXPENDITURES												
				Function-1000 - Instruction												
				Purchased Professional and Technical Services												
24146	1000	53330	0000	Professional Development	\$15,500.00		\$16,500.00		\$23,341.88							
24146	1000	53414	0000	Other Professional Services	\$0.00		\$23,000.00		\$37,000.00							
24146	1000	53711	0000	Other Charges	\$0.00		\$0.00		\$0.00							
				Total: Purchased Professional and Tech Services	\$15,500.00		\$39,500.00		\$60,341.88							
				Supplies												
24146	1000	56109	0000	Instructional Materials On-Line Digital Subscriptions	\$0.00		\$0.00		\$0.00							
24146	1000	56112	0000	Other Textbooks	\$35,100.00		\$23,400.00		\$35,714.25							
24146	1000	56113	0000	Software	\$0.00		\$0.00		\$0.00							
24146	1000	56114	0000	Library and Audio Visual	\$0.00		\$0.00		\$0.00							
				Total: Supplies	\$35,100.00		\$23,400.00		\$35,714.25							
				Property												
24146	1000	57331	0000	Fixed Assets (more than \$5,000)	\$0.00		\$0.00		\$0.00							
24146	1000	57332	0000	Supply Assets (\$5,000 or less)	\$120,522.50		\$38,769.81		\$190,248.36							
				Total: Property	\$120,522.50		\$38,769.81		\$190,248.36							
24146	1000			TOTAL: INSTRUCTION	\$171,122.50		\$101,669.81		\$286,304.48							
				Function-2200 - Support Services - Instruction												
				Supplies												
24146	2200	56113	0000	Software	\$3,580.28		\$4,472.00		\$4,633.80							
24146	2200	56114	0000	Library And Audio-Visual	#VALUE!		#VALUE!		#VALUE!							
24146	2200	56118	0000	General Supplies and Materials	#VALUE!		#VALUE!		#VALUE!							
				Total: Supplies	#VALUE!		#VALUE!		#VALUE!							
24146	2200			TOTAL: SUPPORT SERVICES - INSTRUCTION	#VALUE!		#VALUE!		#VALUE!							

Function-2300 - General Administration																			
		Personnel Services - Compensation																	
24146	2300	51100	1111	Salaries Expense: Superintendent	\$60,000.00														
		Total: Personnel Services - Compensation			\$60,000.00	0.75	\$0.00	0.00	\$0.00	0.00									
		Personnel Services - Employee Benefits																	
24146	2300	52111	0000	Educational Retirement															
24146	2300	52112	0000	ERA - Retiree Health															
24146	2300	52210	0000	FICA Payments	\$3,720.00														
24146	2300	52220	0000	Medicare Payments	\$870.00														
24146	2300	52311	0000	Health and Medical Premiums	\$4,860.00														
24146	2300	52312	0000	Life															
24146	2300	52313	0000	Dental	\$476.28														
24146	2300	52314	0000	Vision	\$82.62														
24146	2300	52315	0000	Disability															
24146	2300	52500	0000	Unemployment Compensation	\$1,920.00														
24146	2300	52710	0000	Workers Compensation Premium	\$660.00														
24146	2300	52720	0000	Workers Compensation Employer's Fee	\$9.00														
24146	2300	52912	0000	Employee Assistance Programs															
		Total: Personnel Services - Employee Benefits			\$12,597.90		\$0.00		\$0.00										
		Other Purchased Services																	
24146	2300	55400	0000	Advertising	\$7,080.00		\$7,080.00		\$7,116.40										
24146	2300	55813	0000	Employee Travel - Non-Teachers	\$0.00		\$0.00		\$0.00										
		Total: Other Purchased Services			\$7,080.00		\$7,080.00		\$7,116.40										
24146	2300	TOTAL: GENERAL ADMINISTRATION			\$79,677.90	0.75	\$7,080.00	\$0.00	\$7,116.40	\$0.00									
Function-2400 - School Administration																			
		Personnel Services - Compensation																	
24146	2400	51100	1217	Salaries Expense: Secretary, Clerical, Technical Assistants	\$22,500.00														
		Total: Personnel Services - Compensation			\$22,500.00	0.75	\$0.00	0.00	\$0.00	0.00									
		Personnel Services - Employee Benefits																	
24146	2400	52111	0000	Educational Retirement															
24146	2400	52112	0000	ERA - Retiree Health															
24146	2400	52210	0000	FICA Payments	\$1,395.00														
24146	2400	52220	0000	Medicare Payments	\$326.25														
24146	2400	52311	0000	Health and Medical Premiums	\$4,860.00														
24146	2400	52312	0000	Life															
24146	2400	52313	0000	Dental	\$476.28														
24146	2400	52314	0000	Vision	\$82.62														
24146	2400	52315	0000	Disability															

Appendix G- 5 Year Budget Plan

				Total: Purchased Property Services	\$1,500.00		\$1,500.00		\$1,526.25							
24146	2600	TOTAL: OPERATION AND MAINTENANCE OF PLANT			\$1,500.00		\$1,500.00		\$1,526.25							
	Function-2700 - Student Transportation															
		Personnel Services - Compensation														
	Other Purchased Services															
24146	2700	55112	0000	Transportation Contractors	\$0.00		\$50,000.00		\$0.00							
				Total: Other Purchased Services	\$0.00		\$50,000.00		\$0.00							
24146	2700	TOTAL: STUDENT TRANSPORTATION			\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00							
24146	2000	TOTAL: SUPPORT SERVICES			#VALUE!	1.50	#VALUE!	0.00	#VALUE!	0.00						
24146		TOTAL: CHARTER SCHOOL PROGRAM EXPENDITURES			#VALUE!	1.50	#VALUE!	0.00	#VALUE!	0.00						
26999	2300	TOTAL: SUPPORT SERVICES - INSTRUCTION														
	Function-2300 - General Administration															
		Personnel Services - Compensation														
11000	2300	51100	1111	Salaries Expense: Superintendent	\$20,000.00	1.00										
				Total: Personnel Services - Compensation	\$20,000.00	1.00										
		Personnel Services - Employee Benefits														
11000	2300	52111	0000	Educational Retirement												
11000	2300	52112	0000	ERA - Retiree Health												
11000	2300	52210	0000	FICA Payments	\$1,240.00											
11000	2300	52220	0000	Medicare Payments	\$290.00											
11000	2300	52311	0000	Health and Medical Premiums	\$1,620.00											
11000	2300	52312	0000	Life												
11000	2300	52313	0000	Dental	\$158.76											
11000	2300	52314	0000	Vision	\$27.54											
11000	2300	52315	0000	Disability												
11000	2300	52500	0000	Unemployment Compensation	\$640.00											
11000	2300	52710	0000	Workers Compensation Premium	\$220.00											
11000	2300	52720	0000	Workers Compensation Employer's Fee	\$2.25											
11000	2300	52912	0000	Employee Assistance Programs												
				Total: Personnel Services - Employee Benefits	\$4,198.55											
26999	2300	TOTAL: ESNM Expenses in Year 0			\$24,198.55	\$1.00										
20000		TOTAL: SPECIAL REVENUE FUND EXPENDITURES			#VALUE!	1.50	#VALUE!	0.60	#VALUE!	1.00	\$409,314.33	1.00	\$409,314.33	1.00	\$467,573.53	1.00

Appendix G- 5 Year Budget Plan				Implementation Year (YEAR 0)	PROJECTED AMT (YEAR 1)	PROJ. AMT (YEAR 2)	PROJ. AMT (YEAR 3)	PROJ. AMT (YEAR 4)	PROJ. AMT (YEAR 5)
FUND	FUNCTION	OBJECT	OBJECT DESCRIPTION						
FUND 11000 - Operational Revenue									
11000 REVENUE									
	Function-0000 - Revenue								
		Revenue From State Sources			Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
11000	0000	43101	State Equalization Guarantee		\$ 1,154,710.00	\$ 2,557,438.39	\$ 3,256,254.80	\$ 2,445,579.25	\$ 3,243,566.73
11000	TOTAL REVENUES: OPERATIONAL FUND				\$ 1,154,710.00	\$ 2,557,438.39	\$ 3,256,254.80	\$ 2,445,579.25	\$ 3,243,566.73
FUND 13000-Transportation									
13000 REVENUE									
	Function-0000 - Revenue								
		Revenue From State Sources				Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
13000	0000	43206	Transportation Distribution			\$ 37,128.00	\$ 61,880.00	\$ 86,632.00	\$ 86,632.00
13000	TOTAL REVENUES: TRANSPORTATION FUND					\$ 37,128.00	\$ 61,880.00	\$ 86,632.00	\$ 86,632.00
FUND 14000-Instructional Materials									
14000 REVENUE									
	Function-0000 - Revenue								
		Revenue From State Sources			Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
14000	0000	43211	Instructional Materials - 50% Supplementary Allocation		\$ 5,148.00	\$ 8,580.00	\$ 12,012.00	\$ 12,012.00	\$ 13,728.00
14000	TOTAL REVENUES: INSTRUCTIONAL MATERIALS FUND				\$ 5,148.00	\$ 8,580.00	\$ 12,012.00	\$ 12,012.00	\$ 13,728.00
TOTAL: GENERAL FUND REVENUES				\$ -	\$ 1,159,858.00	\$ 2,603,146.39	\$ 3,330,146.80	\$ 2,544,223.25	\$ 3,343,926.73
FUND 21000-Food Services									
21000 REVENUE									
	Function-0000 - Revenue								
		Revenue From Local Sources			Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
21000	0000	41604	Fees Students/Food Services		\$ 133,861.57	\$ 223,102.62	\$ 312,343.67	\$ 312,343.67	\$ 356,964.19
21000	TOTAL REVENUES: FOOD SERVICES				\$ 133,861.57	\$ 223,102.62	\$ 312,343.67	\$ 312,343.67	\$ 356,964.19
FUND 24101 - FEDERAL FLOW-THROUGH GRANTS - TITLE 1 ESEA									
24101 REVENUE									
Function 0000 - Revenue					Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
24101	0000	44500	Retricted Grants - Federal Flowthrough		\$ 29,640.00	\$ 49,400.00	\$ 69,160.00	\$ 69,160.00	\$ 79,040.00
24101	TOTAL REVENUES: FEDERAL FLOW-THROUGH GRANTS - TITLE 1 ESEA				\$ 29,640.00	\$ 49,400.00	\$ 69,160.00	\$ 69,160.00	\$ 79,040.00
FUND 24106 - FEDERAL FLOW-THROUGH GRANTS - ENTITLEMENT IDEA-B									
24106 REVENUE									
Function 0000 - Revenue					Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
24106	0000	44500	Retricted Grants - Federal Flowthrough		\$ 4,200.00	\$ 7,200.00	\$ 9,900.00	\$ 9,900.00	\$ 11,100.00
24106	TOTAL REVENUES: FEDERAL FLOW-THROUGH GRANTS - ENTITLEMENT IDEA-B				\$ 4,200.00	\$ 7,200.00	\$ 9,900.00	\$ 9,900.00	\$ 11,100.00
FUND 24146 - FEDERAL FLOW-THROUGH GRANTS - CHARTER SCHOOL PROGRAM									
24146 REVENUE									
Function 0000 - Revenue				Implementation Year 0	Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
24146	0000	44500	Retricted Grants - Federal Flowthrough	\$ 346,997.33	\$ 183,221.81	\$ 322,580.93	\$ -	\$ -	\$ -
24146	TOTAL REVENUES: FEDERAL FLOW-THROUGH GRANTS -			\$ 346,997.33	\$ 183,221.81	\$ 322,580.93	\$ -	\$ -	\$ -
FUND 24154 - FEDERAL FLOW-THROUGH GRANTS - TEACHER/PRINCIPAL TRAINING AND RECRUITING									
24154 REVENUE									
Function 0000 - Revenue					Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
24154	0000	44500	Retricted Grants - Federal Flowthrough		\$ 7,676.00	\$ 12,793.33	\$ 17,910.67	\$ 17,910.67	\$ 20,469.33
24154	TOTAL REVENUES: FEDERAL FLOW-THROUGH GRANTS - ENGLISH LANGUAGE AC				\$ 7,676.00	\$ 12,793.33	\$ 17,910.67	\$ 17,910.67	\$ 20,469.33
FUNDS 26999* - LOCAL GRANTS									
26999									
Function 0000 - Revenue				Implementation Year 0	Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
26999	0000	11112	Restricted Cash	\$ 25,000.00	\$ 175,000.00	\$ -	\$ -	\$ -	\$ -
26999	TOTAL REVENUES: LOCAL GRANTS			\$ 25,000.00	\$ 175,000.00	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES: SPECIAL REVENUE FUNDS				\$ 371,997.33	\$ 533,599.38	\$ 615,076.88	\$ 409,314.33	\$ 409,314.33	\$ 467,573.53
FUND 31200-Public School Capital Outlay									
31200 REVENUE									
Function-0000 - Revenue									

		Revenue From State Sources			Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
31200	0000	43209	PSCOC Awards		\$ 91,478.40	\$ 152,464.00	\$ 213,449.60	\$ 213,449.60	\$ 243,942.40
31200	TOTAL REVENUES: Public School Capital Outlay				\$ 91,478.40	\$ 152,464.00	\$ 213,449.60	\$ 213,449.60	\$ 243,942.40
30000	TOTAL REVENUES: CAPITAL PROJECTS FUNDS				\$ 91,478.40	\$ 152,464.00	\$ 213,449.60	\$ 213,449.60	\$ 243,942.40
TOTAL REVENUE				\$ 371,997.33	\$ 1,784,935.78	\$ 3,370,687.27	\$ 3,952,910.73	\$ 3,166,987.18	\$ 4,055,442.66



Solare Collegiate Charter School

Proposed Financial Policies and Procedures

The Governing Board of Solare Collegiate Charter School (“Solare Collegiate”) will adopt the following financial policies and procedures to ensure the most effective use of the public and private funds to support its mission and to ensure that the funds are budgeted, accounted for, expended and maintained appropriately. It is the intent of these policies and procedures to implement both the letter and spirit of all applicable local, state, and federal rules and regulations regarding the expenditure of and accounting for public funds.

Collectively, these policies comprise a set of internal controls to ensure effective, efficient operations, segregation of duties and responsibilities, reliability of financial reporting, legal and regulatory compliance, and risk mitigation. As Solare Collegiate grows and guidance changes, these policies and procedures will be reviewed and updated on at least an annual basis.

Throughout this document EdTec and the services they provide will be referenced. If at any time the Board decides to use a vendor other than EdTec for their back office support, the policies and procedures will be revisited and revised at that time.

I. ACCOUNTING

a. Fiscal Year

- i. The fiscal year for Solare Collegiate is July 1 through June 30.

b. GAAP

- i. The accounting procedures used by Solare Collegiate shall conform to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards. The school will also follow the GASB, which is The Governmental Accounting Standards Board and is the source of generally accepted accounting principles used by state and local governments in the United States.

c. Accounting Basis

- i. Solare Collegiate will use the modified accrual basis of accounting. This requires that revenues will be recognized as they are received, and expenditures will be recognized as they are paid. Additionally, payroll expenditures will be recognized as they are incurred.
- ii. Year-end audited Financial Statements will be prepared on a full accrual basis.

d. **Restricted Grant Tracking**

- i. Solare Collegiate shall maintain its general ledger using grant fund codes for the purposes of tracking restricted revenues and expenses.

e. **Capitalization and Depreciation**

- i. Solare Collegiate will capitalize and depreciate annually all assets of \$5,000 or more as required by the State of New Mexico.
- ii. All assets purchased with an individual value less than \$5,000, will be recognized as non-depreciable assets and will be expensed in the year incurred. Only single items that are equal or greater than \$5,000 will be depreciated. Capitalized assets are recorded at cost and depreciated under the straight-line method over their estimated useful lives as follows:
 - 1. Leasehold improvements: Lease term or 10 years, whichever is shorter.
 - 2. Can only install leasehold improvements if an approved lease-purchase is in place.
 - 3. Facility purchases: up to 30 years.
 - 4. Building and site improvements if there is a lease-purchase in place.
 - 5. Computers and associated technology: 3 years.
 - 6. Furniture & equipment: 5 years.
- iii. Repair and maintenance costs, which do not extend the useful lives of an asset, are recognized as expenses.
- iv. Throughout the year, items will be recognized as expenses. They will be reviewed at year-end for possible capitalization and depreciation. Depreciation will be calculated from when the item was purchased and will be treated as placed in service at that time unless otherwise specified.
- v. Items will be tagged when placed in service by the Office Manager or Head of School.
- vi. As part of the annual close, staff will conduct an inventory of all assets, noting condition and location. The Office Manager and Head of School will review inventory and approve it.
- vii. Assets sold, retired, lost, or stolen and related amounts of accumulated depreciation will be eliminated from the asset accounts, and any resulting gain or loss will be recognized within that year.
- viii. Nothing in this practice is to prevent Solare Collegiate from maintaining an estimated impact of capitalization and depreciation on operating income and fund balance for the year on interim financial statements.

f. Bank Reconciliations

- i. A reconciliation of all bank accounts, whether checking or savings accounts, will be performed monthly by an EdTec accountant. The EdTec accountant does not have the ability or authority to disburse funds or approve expenses.
- ii. Solare Collegiate will provide EdTec with either online access or paper copies of the monthly statements no later than the 5th business day of the following month.
- iii. All bank statements and reconciliations will be reviewed by the Head of School and Board Treasurer. The school will have access to all bank reconciliations.
- iv. Un-cleared checks older than one year will be reviewed for reissuance, voidance, or escheatment proceedings in compliance with New Mexico State law.
- v. All checks will have printed on the face of the check “void after one year from date.”
- vi. Financial irregularities discovered during the banking reconciliation process will be brought to the attention of the Head of School and Board Treasurer.

g. Financial Record Retention and Destruction

- i. All financial records will be retained as per the [State of New Mexico Records Retention Law](#). Records include but are not limited to transaction ledgers, bank statements, cancelled and voided checks, payroll records, audits, and tax filings.
- ii. The school will have access to all accounting records at all times.
- iii. Hard copies will be retained at the school when appropriate and feasible, otherwise there will be an electronic version of the record that the school will have access to.
- iv. Nothing in this section will be considered to supersede the organization’s broader record retention and destruction policies.
- v. All paper documents must be housed on site at the school.

II. Banking

a. Checking Accounts

- i. The Board shall authorize the establishment of a non-speculative, public funds checking account with a federally insured banking institution for the purposes of school operations. The checking account will be from a NM institution.
- ii. An account bearing interest will not be considered speculative per NM State Law, this account must be a “NOW” account. Any other interest bearing account must follow the restrictive NM State banking laws for public entities.
- iii. The established checking account shall be the primary account for school financial obligations, as well as the primary account for deposit

and receipt of all funds. Authorized signatories to this account shall be the Head of School, Board Treasurer, and Board Chair.

1. Checks under \$5,000 will require the signature of the Head of School.
 2. Checks of \$5,000 or more will require the signature of the Head of School AND Board Chair.
 3. Checks payable to the Head of School must be signed by the Board Chair. Checks of \$5,000 or more payable to the Head of School will require the signature of Board Treasurer AND Board Chair.
 4. Under no circumstances should the recipient of a check also be a signatory on his or her own check.
- iv. In addition to the general operating account, the Board shall authorize the establishment of a checking account for the purposes of processing payroll if needed, but will most likely only use one bank account for payroll and general operating expenses.
 - v. No additional checking accounts shall be established without board approval.
 - vi. Board approval is also required to close a public fund checking account.

b. Federal Deposit Insurance

- i. Solare Collegiate recognizes that deposits are only insured up to \$250,000 per qualified banking institution, not per account, and its bank balance may otherwise exceed the \$250,000. The Board shall review ongoing opportunities to cost-effectively insure excess cash or otherwise diversify its account holdings at federally insured banking institutions, while also evaluating risk and convenience. Any balances in any account that will exceed the FDIC insured \$250,000.00 must be collateralized per NM State Law regarding the protection of public funds.

c. Deposits of Receipts

- i. Solare Collegiate will deposit all funds received within 24 hours or one banking day. In line with this:
 1. The Office Manager will open all mail daily, immediately sort and receipt all checks or money orders, will endorse all checks with a deposit only stamp, and forward them to the Head of School. Any checks or money orders received in person will also be given to the Office Manager to be receipted.
 2. Cash payments, whether for student activities or donations or otherwise, will be strongly discouraged. Solare Collegiate will direct individuals to use a service such as PayPal to make a payment electronically to the school in the alternative. If this is not possible, all cash payments received will be also receipted using a cash receipt book with 3 copies. The original copy will be given to the payor, the 1st copy will be kept with the deposit slip in which the money is deposited and the 2nd copy will be

retained in the receipt book. The Head of School will review the cash receipt book each week and affirm that the total collected matches the supporting documentation.

3. Checks and cash waiting to be deposited will be stored in a secure location.
4. The Office Manager will restrictively endorse ("For Deposit Only") the checks or money orders to the checking account and deposit them, along with any cash collections. The Head of School will then forward on a completed log and copy of associated backup to EdTec, including any revenue coding.

III. PURCHASES

a. Authorization of Expenditures

- i. All purchases of goods and services shall be consistent with the most recently board-approved budget.
- ii. All purchase orders will be signed by the Head of School and acknowledged or initialed by the Manager of Operations.
- iii. These expenditures shall not require additional Board approval, except for contracts for professional services that will exceed or are likely to exceed a total annual amount greater than \$10,000, or if the term will go past one year.
- iv. All expenditures over \$10,000 must be approved by the Manager of Operations who will review to assure that the purchase follows the requirements of the NM State Procurement Code and the Head of School who will review to determine whether it is consistent with the board-approved budget. The Head of School is the only staff person authorized to sign contracts.
- v. All contracts that cross fiscal years, or extended beyond one year, must contain the required State of New Mexico law language regarding cancellation for non-appropriation. Additionally, no long-term contracts may extend beyond 4 years (or 48 months) per New Mexico State Law.
- vi. Nothing in this section shall prevent the Head of School from making an assessment to rebalance individual line items within the approved budget, provided the adjustments do not otherwise jeopardize the financial health of the school or disrupt the school's educational program. All Budget Adjustments must be approved through a vote by the Governing Board during a scheduled Board meeting open to the public.

b. Contracts and Bidding

- i. All professional services shall be provided for under a contract. The Manager of Operations will review and approve all contracts prior to the contract being signed by either the Head of School or a member of the Board.
- ii. The Head of School can execute single-year contracts for professional services that will not exceed or are not likely to exceed \$10,000.

- iii. For contracts for professional services that will exceed or are likely to exceed a total annual amount greater than \$10,000 or the term will extend for a period greater than one year, Board approval will be required prior to execution. Length of contracts shall be at the discretion of the Board in consultation with the Head of School, and multi-year contracts shall not be prohibited as long as the term of the contract does not exceed 4 years or 48 months.
- iv. All multi-year contracts will contain the State required non-appropriations clause in the contract.
- v. Should a contract require Board approval per the above, but timing or other circumstances require execution prior to being approved at a Board meeting, the Head of School, with the approval of both the Board Chair and Board Treasurer, may conditionally execute said contract. The contract will need to then be formally approved at the next Board meeting.
- vi. Unless otherwise expressly required by conditions of a funding source, Solare Collegiate shall not be required to conduct a formal bid process for contracted services less than \$60,000. However, the Head of School shall make good faith efforts to secure multiple quotes and proposals to ensure a prudent, cost-effective use of funds.
- vii. The following bidding practices will be followed in accordance with New Mexico Purchasing Compliance:
 - 1. Any goods that range from \$1-\$20,000 the school will select the best value for their money.
 - 2. Any goods that range from \$20,000 - \$60,000 will need 3 written quotes.
 - 3. Any good equal to or more than \$60,000 will require an RFP or an ITB.
- viii. Nothing in this section shall require or be interpreted to require Solare Collegiate to choose or select the lowest cost provider of goods or contracted services, and Solare Collegiate will have discretion in what criteria it gives most weight when selecting vendors and providers.
- ix. Any purchases with Federal funds will follow the rules or regulations governing expenditure of federal funds, shall supersede the above when otherwise contradictory.

c. Purchasing

- i. Solare Collegiate will follow New Mexico Procurement Code.
- ii. The Chief Procurement Officer for Solare Collegiate will be the Manager of Operations. The Manager of Operations does not have the authority to sign checks to pay for purchases.

d. Invoice Processing and Requests for Payment

- i. On a weekly basis, the Head of School will review invoices for accuracy, as well as review invoices for goods against received goods and packing slips, address any inconsistency with vendors and compare everything against the purchase orders and resolve any discrepancies.

- ii. Each week, the Office Manager will collate and code all invoices received, including both expense and grant fund coding.
- iii. EdTec will then generate a payment approval report, which lists all invoices submitted for processing, and it will request payment by the school.
- iv. The School will pay vendor invoices within vendor terms. If no terms are written on the vendor invoice, the School will pay the invoice within 30 days of the date of the invoice. If the school is cash strapped they will discuss when the invoice has to be paid with the vendor.
- v. The school will implement accounts payable policies and procedures in accordance with NM State Law and EdTec will abide by these policies.

e. **Payment Approvals and Payroll Processing**

- i. Payments under \$5,000 must be approved by one of the following authorized positions: Head of School, Board Treasurer.
- ii. Payments for \$5,000 or more must be approved by the Head of School AND Board Treasurer.
- iii. All payroll will be based on the salary schedule established by Solare Collegiate and approved by the Board.
- iv. For recurring payments, such as rent, when the amount is fixed, annual approval is allowed.
- v. All expenses need to be reviewed monthly by the Head of School and Board Treasurer.
- vi. Once EdTec receives all the required approvals, EdTec will issue payments with the required authorizer signatures. EdTec will then generate a check register and send back to the school as record of issuance. The check register will be collated with all the check registers for a month and included in the board packet.

f. **Debit Card Usage**

- i. Debit card usage will not be permitted.

g. **Procurement Card Usage**

- i. Subject to Board approval, the school may establish a procurement card account.
- ii. All purchases made with a procurement card must have an approved PO in place.
- iii. The use of a procurement card shall be allowed with a maximum authorized purchase limit of \$5,000 per card holder.
- iv. Procurement cards shall only be issued to the Head of School.
- v. An individual purchase should not exceed \$1,000, except with the approval by the Board Treasurer. Total charges in a month shall not exceed the purchase card limit.
- vi. Authorized purchase card holders are responsible for submitting itemized receipts or other printed documentation from the vendor for all transactions and providing sufficient reporting as to the necessity of

the charge. Purchase card statements will not be considered as sufficient supporting documentation.

- vii. For any purchases that are charged without adequate supporting documentation and justification, the card holder will be required to reimburse the school the amount of such purchases.
- viii. Because documentation issues might otherwise prevent EdTec from having the adequate documentation to pay a purchase card statement balance in its entirety or documentation may pertain to the following month's statement, the Head of School must request and specify the amount of all payments towards a purchase card statement balance each time. However, every effort should be made to pay the current balance due in full and otherwise mitigate financing charges.
- ix. Purchase card transactions will be reported to the board monthly.

h. Sales Tax Exemption

- i. Solare Collegiate will apply for tax exempt status with the State of NM, Taxation and Revenue Department and will be exempt from sales tax on goods purchased for their own internal use.
- ii. The Office Manager or Head of School will ensure all vendors have a copy of a tax exempt certificate.
- iii. Prior to submission to EdTec, the Office Manager will ensure all invoices have sales tax removed on goods.

i. Electronic Payments

- i. To preserve payment approval processes and internal controls, electronic methods (wire or ACH) shall not be permitted for payment of any expenses or reimbursements, except for payroll and associated employer and employee liabilities.
- ii. Any exception will require approval by the Board Treasurer.

j. Non-Travel Related Employee Reimbursements

- i. Employees, except for the Head of School, will limit purchases made with personal funds that will be submitted for reimbursement to no more than \$500 at a given time, except if the purchases are meals or incidental expenses during school-related travel.
- ii. Employee's will follow school approved purchasing policies before purchasing items expected to be reimbursed by the school.
- iii. Should an employee need to make a purchase with personal funds on behalf of the school for more than \$500, prior approval by the Head of School will be required.
- iv. Employees shall submit a reimbursement request with supporting documentation no later than one month from each purchase. A bank or credit card statement may not be considered adequate documentation, and lack of adequate documentation or timely submission will be grounds for non-reimbursement.
- v. Under no circumstances shall the purchase of alcohol, entertainment or personal expenses be reimbursed.

- vi. Nothing in this section is to be considered to supersede any personnel policies regarding eligible, reimbursable expenses.

k. Travel-Related Employee Reimbursements

- i. All employees must receive approval by the Head of School for all school-related travel.
- ii. All employees must sign a travel policy form, before travel, acknowledging that they understand the reimbursement guidelines for travel reimbursements.
- iii. All efforts should be made to make cost-effective, efficient travel arrangements as expeditiously as possible to mitigate cost escalation. This applies to airfare, accommodations, and registration fees.
- iv. Travel arrangements should be made the Office Manager or Head of School and paid for directly by the school by check or procurement card.
- v. Meals during school-related travel are considered reimbursable. Meals should be modest but otherwise appropriate with the circumstances and will not exceed state required maximums. Itemized Receipts are required to be submitted if reimbursement is expected.
- vi. Incidental purchases made during school-related travel and otherwise necessary, such as taxi service, are considered reimbursable. Receipts are required to be submitted if reimbursement is expected. In the case of mass-transit expense, when a receipt is not available, reimbursement will be limited to \$6.00 per state law.
- vii. Employees shall submit a reimbursement request with supporting documentation to the Head of School or Office Manager no later than one month from each purchase. A bank or credit card statement will not be considered adequate documentation, and lack of adequate documentation or timely submission will be grounds for non-reimbursement.
- viii. Under no circumstances shall the purchase of alcohol, entertainment or personal expenditures be reimbursed.

l. Employee Mileage Reimbursements

- i. All employees will be reimbursed at 80% of the IRS standard mileage rate effective January 1 of the previous year per mile for use of their own vehicle for school-related travel. If mileage is expected to exceed 100 miles or more, it must be pre-approved by the Head of School.
- ii. All employees requesting such mileage reimbursement are required to document the destination of each trip, its purpose, miles driven, and any associated parking fees and tolls, within one month after the travel date, supported by receipts, if applicable.
- iii. Per IRS guidance, mileage of an employee driving from his or her residence to the school or vice versa is not considered reimbursable.
- iv. Nothing in this section is to be considered to supersede any personnel policies regarding eligible, reimbursable expenses.

m. Personal Use of School Funds

- i. Use of school funds for personal use is prohibited. Violation of this policy may result in discipline up to and including dismissal or in case of a Board member, removal.

IV. PAYROLL

a. New Employees

- i. The Head of School shall hire all employees at both headcount and compensation levels consistent with the approved salary schedule.
- ii. New employees shall complete an application for employment and all necessary paperwork for payroll addition.
- iii. New employees shall be fingerprinted and background checked consistent with state law. Fingerprint and background clearance must be received by the school before any employee may start work.
- iv. Employees shall accrue paid time off (PTO) based on the personnel policies of the school.
- v. Each employee shall have a job description that they read, review, and sign-off on before starting their employment.

b. Timekeeping for Hourly Employees & Payroll Changes

- i. The Office Manager shall track or implement an electronic system for the accurate and timely preparation of timesheets for hourly employees.
- ii. Based on policies and timelines delineated separately by EdTec, the Head of School will submit hourly information prior to each pay day, along with any payroll changes for all staff including salary or rate changes, deduction changes, or other payroll items.

c. Payroll Processing and Accounting

- i. Once EdTec receives the payroll changes from the Head of School, EdTec will enter the information into the payroll processing system.
- ii. EdTec will generate a payroll preview or Excel worksheet summary and send to the Head of School for approval.
- iii. Once payroll has been approved and issued, EdTec will upload the payroll information to the accounting system and reconcile the payroll activity to the banking activity.

d. Independent Contractor Vs. Employee

- i. Unless otherwise specified, Solare Collegiate shall treat individuals as employees unless he or she meets the IRS test for classification as an independent contractor.
- ii. If someone is determined to be an independent contractor, he or she will need to provide a W-9, as well as proof of insurance depending on the nature of his or her work on behalf of the school.
- iii. All independent contractors shall be formally engaged under a contract that is approved by the Head or School or the Board, based on the contract approval criteria previously enumerated.

- iv. Payments to an independent contractor shall be made pursuant to an invoice for services generated by the independent contractor to the school.
- v. Solare Collegiate, through EdTec's assistance, will generate a 1099-Misc for all independent contractors that received \$600 or more in the prior tax year and meet the IRS requirement as a contractor requiring a 1099.

V. AUDITS & TAX FILINGS

a. Annual Audit

- i. Each operating year, Solare Collegiate shall engage an independent accounting firm, appointed by the State of New Mexico, to perform an audit of the prior year financial statements. The audit shall be performed, and the audit report shall be generated in advance of the NM State Auditor's submission deadline with adequate review time by the audit committee and board.
- ii. The audit shall include all work named in the contract with the authorizer as pertains to the school for the year being audited.
- iii. Prior to submission of the audit report, EdTec and the Audit Committee will review the audit and respond to any management points, findings, material weaknesses, or significant deficiencies identified during the audit. To the extent appropriate, any official change in policies or procedures necessary to address any issue identified during the audit will be brought before the Governing Board for review after the audit is released to the public.

VI. DONATIONS & PHILANTHROPY

a. Tax Exempt Status & Charitable Solicitation

- i. To the extent that Solare Collegiate has established a supporting foundation that has filed for and received recognition of its 501 (c) 3 status as a tax-exempt nonprofit organization, which has completed all required annual return filings with IRS, and has completed and maintained all required registration as a charitable organization within the State of New Mexico, Solare Collegiate may engage in charitable solicitations for tax deductible donations as permitted by local, state, and federal law. Nothing in this section shall prevent Solare Collegiate from utilizing a fiscal sponsor as an intermediary to solicit and receive donations on its behalf to the extent permitted by local, state, and federal law.

b. Donations

- i. The Head of School, separate from the depositing process, will log all cash donations, recording date of donation, donor's name, donor's contact information, and donation amount.

- ii. the Head of School will provide the donor with a written acknowledgement of the donation in compliance with IRS acknowledgement requirements.

c. Donated Stock and Securities

- i. Solare Collegiate shall sell all gifts of stock or securities as soon as possible to convert them into cash and transfer to the school's checking account. The value of the gift will be recorded based on the cash proceeds less any brokerage sale fees.

VII. FINANCIAL REPORTING & PLANNING

a. Budget Approval

- i. An annual budget shall be approved by the Governing Board no later than June 18th prior to the start of each new fiscal year.
- ii. The approved budget will include a summary of assumptions and include both restricted and unrestricted revenues and expenses.
- iii. During the year, the Board will adopt an amended budget as expenses and revenue projections change, or as student counts are updated.
- iv. The annual budget and budget modifications will be reported to the authorizer and state by the required deadlines.

b. Monthly Financial Statements

- i. EdTec shall prepare a budget vs. actuals report, balance sheet, statement of cash flow, checking account register, purchasing card register if applicable, as well as a financial synopsis each month.
- ii. The Finance Committee and the Governing Board shall review these materials on a regular basis.

c. Interim Financial Reports

- i. EdTec shall prepare and submit the required financial reports to the PED on the timeline required by the PED

VIII. OTHER PRACTICES & FINANCIAL MATTERS

a. Conflicts of Interest

- i. Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue and shall recuse themselves from the discussion and voting on the matter.
- ii. For more information on the school's Conflict of Interest Policies, please consult the school's Bylaws.

b. Related Party Transactions

- i. Solare Collegiate will identify, recognize, and evaluate any related party transactions.

c. Whistleblower Policy

- i. Solare Collegiate's policy shall extend to financial matters and improprieties.

d. Debt

- i. Solare Collegiate will not take on any debt outside Accounts Payable invoices and approved Lease Purchase Agreements.
- ii. To the extent that a supporting organization does, any debt, whether loans, notes, or lines of credit must be reviewed by the governing board. Information about covenants, restrictions, and other requirements associated with the debt must be reviewed at time of approval.
- iii. The Finance Committee in conjunction with EdTec will review ongoing compliance with incurred debt of the supporting organization, as well as strategies to reduce debt and associated borrowing expense as expeditiously as possible.
- iv. Solare Collegiate will avoid utilizing vendor financing.

e. Political Contributions & Advocacy

- i. Solare Collegiate will not make any direct or indirect contribution of funds, assets, or resources to a political party or individual serving in or seeking public office.
- ii. Nothing in this section is to prevent Solare Collegiate from seeking membership with charter association or charter advocacy organizations, local or otherwise, that may be engaged in political campaign activities.
- iii. Nothing in this section is to prevent Solare Collegiate from engaging in lobbying, provided it complies with NM State Law or IRS guidance that a substantial part of Solare Collegiate's activities is NOT devoted to attempting to influence legislation.
- iv. Solare Collegiate will not pay for lobbying with school funds.

f. Approvals and Authorizations

- i. Throughout the financial policies and procedures, various requirements for approvals and authorizations by the Head of School, Board Treasurer, and Board Chair are enumerated. Considering current technological and business practices, an approval shall be deemed valid and in compliance with the financial policies and procedures if it comes in the form of email approval, written in the affirmative of the specific matter or attachment or set of attachments, from the approver's school email account or if unavailable, his or her regularly-used email account. Silent assent over email or verbal approval by phone will not be deemed valid.
- ii. Board approval or authorization shall be deemed valid if provided pursuant to Board action at an official meeting of the Governing Board of Solare Collegiate.

g. Confidentiality

Appendix H - Internal Control Procedures

- i. Confidential information includes information gained during employment with or service of the school that is otherwise not common knowledge including, but not limited to, student records, and personnel records, information. All employees and Board members must maintain confidentiality to the extent that is allowed by law.