

The New Mexico Public Education Commission

State Charter Renewal Application



**Options for Parents and Families
Charter Schools Division**



Part C—Financial Statement*

(A financial statement that discloses the costs of administration, instruction and other spending categories for the charter school that is 1) understandable to the general public; 2) that allows comparison of costs to other schools or comparable organizations; and 3) that is in a format required by the department

Instructions:

- a. Complete the table specific to your operational actual expenses and actual operational funding. for each fiscal year within the school's

current charter contract (Year 1 through 4). **Please edit the actual year you are referring to in each table (such as FY16 and so forth).*

- b. Input totals for functions 1100 and 2300/2400/2500 (combined) for each year into chart at the end of this section.

Please edit the actual year you are referring to in the table. For example, Year 1 should be changed to the audited year (such as FY16) within the current contract. Also, provide a summary of the nature of findings including category levels. Include and indicate any repeat audit findings involving a material weakness or significant deficiency.

Year	Total # of Findings	Nature of Findings including Rating (Compliance, Significant Deficiency, Material Weakness)	School's Corrective Action Plan
FY17	2	<p>The school is not in compliance with the Per Diem and Mileage Act</p> <p>Number of installments does not match what contract states</p>	<p>The school revised their policy regarding mileage reimbursement to be compliant with state requirements</p> <p>The school will have Office Manager, Director and Business Manager's review the contract prior to employee signature.</p>
FY18	2	<p>Internal Controls over Cash Disbursements</p> <p>Internal Controls over Cash Receipts</p>	<p>The school will review all quotes that combine both tangibles and services for compliance with sales tax charges. The school continues to enforce and review the internal control policies of the school, ensuring that all staff and check signers are aware of the requirements.</p> <p>The school shall continue to enforce and review the internal control structure of the school. The school will also review current policy and procedures to make sure that the school is in compliance with the law.</p>

<p>FY19</p>	<p>1</p>	<p>Condition/Context: During our audit, we noted one expenditure function where actual expenditures exceeded the budgetary authority: Fund 25153 - Function 2000 Support Services: \$6,819</p>	<p>A new business management team has been hired for FY20. The business management team has stated that they will implement a quarterly review of the budget to check for funds that may require maintenance.</p>
<p>FY20</p>	<p>2</p>	<p>Pledged Collateral (Other Non-Compliance)</p> <p>Purchasing (Other Non-Compliance)</p> <p>Inter Controls over Payroll and File Maintenance</p>	<p>A pledged collateral agreement was put in place with the bank upon this being discovered</p> <p>Office Manager has taken the CPO Training and is now the school CPO, allowing for better oversight of purchases</p> <p>Office Manager and Business manager are ensuring time sheets are calculated correctly and signed and verified by the Head Administrator. Leave is now entered in APTA to ensure effective communication of leave taken for payroll calculations</p>

Year 1 (FY18) Operational Funds/General Funds - 11000

Function	Function Name	Example of Expenditures by Fund	Amount (in whole dollars)	Percentage (%)
1000	Direct Instruction	Teachers, EAs, Instructional Coaches, etc.	\$772,181.61	56%

2100	Student Support	Attendance, Social Workers, Counseling, Ancillary Services, etc.	\$151,697.73	11%
2200	Instructional Support	Library/Media Services, Instructional-Related Technology, Academic Student Assessment, etc.	\$1,709.78	0%
2300	Central Administration	Governance Council, Executive Administration/School Head Administrator, Community Relations, etc.	\$160,355.25	12%
2400	School Administration	Office of the Principal	\$72,903.07	5%
2500	Central Services	Business Manager, Human Resources, Printing, Technology Services, etc.	\$114,480.03	8%
2600	Maintenance and Operations	Maintenance and Operations of Buildings, Upkeep of Grounds and Vehicles, Security, Safety, Etc.	\$96,248.23	7%
2700-5999	All Other Function Codes	PED Grant Initiatives, PreK, state grants, Next Gen, CTE, digital technology, extended learning and K5+	\$144.57	0%
Grand Total Operational/General Funds 11000			\$1,369,720.27	100%
Total Operational Funding Revenue 11000			\$1,086,603	N/A

Year 2 (FY19) Operational Funds/General Funds - 11000

Function	Function Name	Example of Expenditures by Fund	Amount (In whole dollars)	Percentage (%)
1000	Direct Instruction	Teachers, EAs, Instructional Coaches, etc.	\$435,259.84	48%
2100	Student Support	Attendance, Social Workers, Counseling, Ancillary Services, etc.	\$73,193.54	8%
2200	Instructional Support	Library/Media Services, Instructional-Related Technology, Academic Student Assessment, etc.	\$3,667.14	0%
2300	Central Administration	Governance Council, Executive Administration/School Head Administrator, Community Relations, etc.	\$156,836.48	17%
2400	School Administration	Office of the Principal	\$65,293.92	7%
2500	Central Services	Business Manager, Human Resources, Printing, Technology Services, etc.	\$94,713.33	10%
2600	Maintenance and Operations	Maintenance and Operations of Buildings, Upkeep of Grounds and Vehicles, Security, Safety, Etc.	\$78,563.89	9%
2700-5999	All Other Function Codes	PED Grant Initiatives, PreK, state grants, Next Gen, CTE, digital technology, extended learning and K5+	\$4,338.04	0%
Grand Total of Operational/General Funds 11000			\$911,866.18	100%
Total Operational Funding Revenue 11000			\$1,032,589	N/A

Year 3 (FY20) Operational Funds/General Funds - 11000

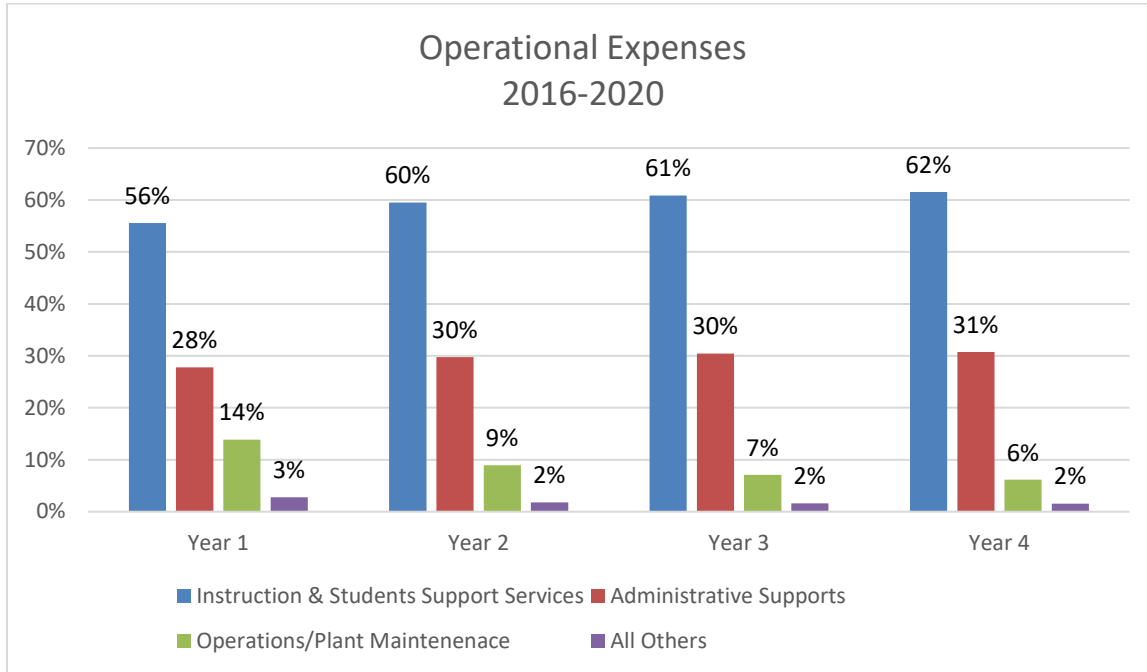
Function	Function Name	Example of Expenditures by Fund	Amount (in whole dollars)	Percentage (%)
1000	Direct Instruction	Teachers, EAs, Instructional Coaches, etc.	\$372,801.58	47%
2100	Student Support	Attendance, Social Workers, Counseling, Ancillary Services, etc.	\$63,784.83	8%
2200	Instructional Support	Library/Media Services, Instructional-Related Technology, Academic Student Assessment, etc.	\$2,788.80	0%
2300	Central Administration	Governance Council, Executive Administration, Community Relations, etc.	\$131,865.82	16%
2400	School Administration	School Administrator, etc.	\$48,343.68	6%
2500	Central Services	Business Manager, Human Resources, Printing, Technology Services, etc.	\$79,058.30	10%
2600	Maintenance and Operations	Maintenance and Operations of Buildings, Upkeep of Grounds and Vehicles, Security, Safety, Etc.	\$89,457.56	11%
2700-5999	All Other Function Codes	PED Grant Initiatives, PreK, state grants, Next Gen, CTE, digital technology, extended learning and K5+	\$13,298.82	2%
Grand Total of Operational/General Funds 11000			\$801,399.39	100%
Total Operational Funding Revenue 11000			\$820,299	N/A

Year 4 (FY21) Operational Funds/General Funds - 11000

Function	Function Name	Example of Expenditures by Fund	Amount (in whole dollars)	Percentage (%)
1000	Direct Instruction	Teachers, EAs, Instructional Coaches, etc.	\$237,266.70	33%
2100	Student Support	Attendance, Social Workers, Counseling, Ancillary Services, etc.	\$55,471.48	8%
2200	Instructional Support	Library/Media Services, Instructional-Related Technology, Academic Student Assessment, etc.	\$3,869.70	1%
2300	Central Administration	Governance Council, Executive Administration, Community Relations, etc.	\$184,395.31	25%
2400	School Administration	School Administrator, etc.	\$20,612.29	3%
2500	Central Services	Business Manager, Human Resources, Printing, Technology Services, etc.	\$107,488.88	15%
2600	Maintenance and Operations	Maintenance and Operations of Buildings, Upkeep of Grounds and Vehicles, Security, Safety, Etc.	\$108,232.36	15%
2700-5999	All Other Function Codes	PED Grant Initiatives, PreK, state grants, Next Gen, CTE, digital technology, extended learning and K5+	\$8,174.89	1%
Total of Operational/General Fund Expense 11000			\$725,511.61	100%
Total Operational Funding Revenue 11000			\$671,572	N/A

Operational Actual Expenses in Bar Graph (right click on chart and input dollar amounts for each field where indicated a formula will convert to percentages):

**Please edit the actual year you are referring to in the graph below*



***All schools must provide a response for this section of the application.**

Additional Information

Only schools that are transferring authorizers (from a district to the Public Education Commission) must provide the following information:

- ✓ Copies of the current Charter Contract, Performance Framework, and Annual Reports from the local authorizer.
- ✓ Copies of all financial statements and audit findings for any audits performed within the current charter contract.
- ✓ Membership figures for 80 day and 120 day reporting periods from STARS within the current charter contract.
- ✓ Copies of 910-B5's within the current charter contract.
- ✓ Copies of Site Visit Documents from within the current charter contract.
- ✓ Copies of any Corrective Action Plans or Other Actions taken by the district or the Public Education Department.
- ✓ Special Education Maintenance of Effort (MoE) Reports from within the current charter contract.
- ✓ A Recent Cash Report submitted to the New Mexico Public Education Department.



Part D—Petitions of Support*

1. A petition in support of the charter school renewing its charter status signed by no less than sixty-five percent of the employees in the charter school during the year prior to the last year of the contract; (APPENDIX C – Employee Petition).
2. A petition in support of the charter school renewing its charter status signed by at least seventy-five percent of the households whose children are enrolled in the charter school on the 120th day of the year prior to the last year of the contract (APPENDIX D – Household Petitions).

These petitions must be completed during the school year in which the applicant is applying for renewal, which is the year prior to the last year of the contract.

***All schools must provide a response for this section of the application.**

1. 1. Petition of Support from Employees

Instructions: Signatures must be collected during the year prior to the last year of the contract, using the school's employee information on the 120th day.

A certified petition in support of the charter school renewing its charter status signed by no less than 65 percent of the employees in the charter school at Subsection J of 22-8B-12 § NMSA 1978.

Include, as **Appendix C – Employees Petition**, a certified affidavit of the Employees' Support Petition from no less than 65 percent of the employees of the charter school that indicates their support of the renewal of the charter.

Following is a suggested form to certify the petition. This form may be attached to the petition. You **MUST** have original signatures.

I am the head administrator of the _____ Charter School and hereby certify that: the attached petition in support of the _____ Charter School renewing its charter was circulated to all employees of the Charter School. There are _____ persons employed by the _____ Charter School. The petition contains the signatures of _____ employees which represents _____ percent of the employees employed by the Charter School.

STATE OF NEW MEXICO)

ss.

COUNTY OF _____)

I, _____, being first duly sworn, upon oath state:

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

Subscribed and sworn to before me this _____ day of _____ 2020.

Notary Public

My Commission Expires:

3. 2. Petition of Support from Households

Instructions:

- Signatures must be collected during the year prior to the last year of the contract, using the school's enrollment information on the 120th day.
- Students over the age of 18 and students acting as a head of household may provide the signature for the household. For students under the age of 18 living with a parent or guardian, the signature shall be the parent or guardian's signature.
- Petitions may be signed electronically but must include the student name(s), parent name, email address, and date

A certified petition in support of the charter school renewing its charter status signed by no less than 75 percent of the households whose children were enrolled in the charter school at Subsection J of 22-8B-12 NMSA § 1978.

Include, as **Appendix D – Household Petition**, a certified affidavit of the household support petition of the charter school renewing its charter status from no less than 75 percent of the households whose children were enrolled in the charter school.

Following is a suggested form to certify the petition. This form may be attached to the petition. You **MUST** have original signatures.

I am the head administrator of the _____ Charter School and certify that: the attached petition in support of the _____ Charter School renewing its charter was circulated to households whose children were enrolled in our charter school. It contains the signatures of _____ households which represents percent of the households whose children were enrolled in the _____ Charter School.

STATE OF NEW MEXICO)

ss.

COUNTY OF _____)

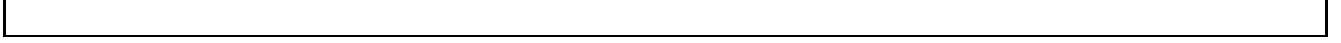
I, _____, being first duly sworn, upon oath state:

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

Subscribed and sworn to before me this _____ day of _____ 2020.

Notary Public

My Commission Expires:





Part E—Description of the Charter School Facilities and Assurances*

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

*** All schools must provide a response for this section of the application.**

4. 1. Facility Documents and Assurances

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

The school must attach a copy of the building E Occupancy certificate and a letter from the PSFA with the facility NMCI Score as **Appendix E1 – E-Occupancy certificate and Appendix E2 – New Mexico Condition Index letter from PSFA**, indicating that the school facility meets the requirements of 1978 NMSA §22-8B-4.2(C)

The school must provide a copy of the facility lease agreement in **APPENDIX E3 – Lease Agreement**.

The school must provide a narrative description of its facilities. The school should attach any facility plans or the school’s Facility Master Plan in **Appendix E4 –Facility Master Plan**.

In addition, the school must also provide assurances that the facilities are in compliance with the requirements of 1978 NMSA §22-8B-4.2, using Certificate A, B, or C, and attached as Appendix E5 – Facility Assurances.

School response:

[Click here to enter text.](#)

5. Appendices and Attachments

Appendix Number	File Naming Convention	Attached (Check if Yes)
A1	A1_Academic Data	<input type="checkbox"/>
A2	A2. Mission Goal Data	<input type="checkbox"/>
B	B. Complaint Communications	<input type="checkbox"/>
C	C. Employee Petitions	<input type="checkbox"/>
D	D. Household Petitions	<input type="checkbox"/>
E1	E1. E-Occupancy	<input type="checkbox"/>
E2	E2. NMCI score from PSFA	<input type="checkbox"/>
E3	E3. Lease Agreement	<input type="checkbox"/>
E4	E4. Facility Master Plan	<input type="checkbox"/>
E5	E5. Facility Assurances Certificate	<input type="checkbox"/>