

Staff Assignments by District, Location, Staff for Snapshot Date



School Year: 2021-2022
 Snapshot Date: 2021-12-15 - 80D
 Charter Status: Charter, Non-Charter

District Name	Dist Cd	Dist Org	Location Name	Loc ID	Loc Type	Grd Rng	Staff Last Name	Staff First Name	Staff Middle Initial	Staff Email Address	Staff ID	Lic#	Assignment Category	Assign Code	Assignment	Percentage of Time Assigned	Staff Qualification Status	Staff Qual Site Cd	School Year	Assignment Date	
THE GREAT ACADEMY	536	State Charter	THE GREAT ACADEMY	001	Charter	High School	Gallegos	Donna		dgallegos@gcas.org	685062608	252573	Related Service Personnel	82	Social Worker	8	Contracted Related Service Provider or Contractor	R	2022-06-30	2021-12-15	
							Garcia	Denise		degarcia@thegreatacademy.org	732267878	364389	Educational Assistant	34	SpEd Instructional Assistant ages 6-21: NOT providing instructional duties in a Title 1 Part A program	5	Non-certified Personnel	N	2022-06-30	2021-12-15	
							Garcia	Denise		degarcia@thegreatacademy.org	732267878	364389	Non-Certified Personnel	127	Administrative Business Office Support	5	Non-certified Personnel	N	2022-06-30	2021-12-15	
							Kammann-Soon	Jeannine		jkscon@thegreatacademy.org	648502854	382136	Teacher	30	Secondary Teacher	114	Certified Personnel	C	2022-06-30	2021-12-15	
							Lohmeier	Brittany		blohmela@thegreatacademy.org	546980866	340912	Teacher	97	General Special Education Teacher	100	Certified Personnel	C	2022-06-30	2021-12-15	
							Lopez	Paula		plopez@thegreatacademy.org	520940182	301330	Educational Assistant	34	SpEd Instructional Assistant ages 6-21: NOT providing instructional duties in a Title 1 Part A program	100	Certified Personnel	C	2022-06-30	2021-12-15	
							Maldonado	Sherry		smaldonado@thegreatacademy.org	601143806	370073	Educational Assistant	34	SpEd Instructional Assistant ages 6-21: NOT providing instructional duties in a Title 1 Part A program	100	Non-certified Personnel	N	2022-06-30	2021-12-15	
							Mathews	Jasper		jmathews@thegreatacademy.org	426395409	270427	Administrator	10	Superintendent	100	Certified Personnel	C	2022-06-30	2021-12-15	
							Mathews	Kelisha		kmathews@thegreatacademy.org	505234554	289460	Principal	14	Principal Secondary	30	Certified Personnel	C	2022-06-30	2021-12-15	
							Mathews	Kelisha		kmathews@thegreatacademy.org	505234554	289460	Teacher	23	Head Teacher	70	Certified Personnel	C	2022-06-30	2021-12-15	
							McClure	Janice		spacehman@sol.com	331627188	306300	Related Service Personnel	93	Speech/Language Pathologist	1	Contracted Related Service Provider or Contractor	R	2022-06-30	2021-12-15	
							Oton	Lisa		lorton@um.edu	526897928	355887	Teacher	30	Secondary Teacher	114	Certified Personnel	C	2022-06-30	2021-12-15	
							Reyes	Rebecca		rreyes@thegreatacademy.org	388711039	405768	Non-Certified	128	Administrative Clerk	100	Non-certified Personnel	N	2022-06-30	2021-12-15	
							Shorter	Ronald		rshorter@thegreatacademy.org	270744038	312184	Other Personnel	109	Dean of Students	40	Non-certified Personnel	N	2022-06-30	2021-12-15	
							Shorter	Ronald		rshorter@thegreatacademy.org	270744038	312184	Other Personnel	146	Attendance Coach	60	Non-certified Personnel	N	2022-06-30	2021-12-15	
Total Location																	15				
Total District																		15			
Total Report																			15		

Note: The purpose of this report is to provide a list of ALL staff showing their Staff Assignments (positions/job duties) at a school for a given snapshot date. This report may be used as a TOOL for the As

This contract is made and entered into on the 1st day of July 2021 between the Board of Directors of Cooperative Educational Services, herein called CES, a local public body, whose principal place of business is located at 10601 Research Road SE, Albuquerque, NM 87123, and The Great Academy herein called the LEA (Local Education Agency). This contract is governed by the laws of the State of New Mexico, both as to interpretation and performance. The terms of this contract shall commence at 12:00 a.m., local time in Albuquerque, New Mexico, on the date signed by both parties, and shall continue until its expiration or termination which, in either case, shall be no later than 11:59 p.m. on the 30th day of June 2022, unless this contract is extended to provide ESY services in 2022. This contract is between CES and the LEA, for the services referenced on the Institution Allocation. It is not intended to provide any third-party, including service providers, any rights, claims or benefits.

In consideration of the mutual covenants set forth below, CES and the LEA acknowledge and agree:

1. CES shall schedule and initiate delivery of services as soon as practicable based on availability of service providers.
2. The LEA shall identify the services required on the *Institution Allocation* and agrees to pay for services based on the attached rate schedule. A purchase order (PO) must be on file prior to the commencement of services.
3. If both parties agree to amendment of the *Institution Allocation*, the PO will be amended accordingly or reissued.
4. Non-intradistrict travel (NIDT) is reflected in the *Institution Allocation* at the request and approval of the LEA and at a set rate established by CES. If approved, payment for intradistrict travel (IDT) mileage between schools within the LEA shall be at CES' established mileage rate. Time spent in travel between the LEA's schools shall be at the provider's hourly rate. These fees are not included in the *Institution Allocation* and are in addition to the fees in the *Institution Allocation*.
5. When the service provider is required by the LEA to prepare documentation for Medicaid reimbursement, the additional time shall be charged at the rate established in the *Institution Allocation* when the additional time required is beyond the service provider's regular allocation.
6. CES shall provide only appropriately certified, licensed and/or registered providers. Copies of all certificates, licenses and/or registrations of service providers will be provided to the LEA upon request.
7. CES shall complete a background check and maintain criminal history affidavit completed by the service provider. **Fingerprint background checks must be completed by the LEA.**
8. CES service providers who are retirees through the New Mexico Educational Retirement Board (NMERB) may be subject to additional application requirements through NMERB. CES is simply obligated to remind its service providers of this possible obligation and its possible requirement to obtain signature verification by district administration as the "local administrative unit (LAU)."
9. CES does not tolerate discrimination by its service providers against any person on any basis prohibited by law in the performance of this contract. Conversely, CES expects that its service providers would not experience discrimination on any basis prohibited by law.
10. The LEA agrees to *submit payment within twenty-five (25) days of receipt of invoice*. Late payments may incur additional administrative fees, and may result in reassignment of service providers by CES. The LEA is aware that it has access to service providers' electronic timesheets to audit at any time and prior to invoicing.
11. The LEA may nullify this contract if there is a reduction in the funding formula; a reduction in the ancillary allocation by the New Mexico Public Education Department (PED); a reduction in student need as verified by the students' IEPs; or the student has withdrawn from the school.
12. The LEA shall provide normal and customary support and assistance to the service provider to facilitate delivery of service.
13. The LEA shall facilitate and expedite any internal and external processes, as may be necessary, to ensure execution of this contract, and timely payment for the services provided.
14. The LEA shall provide adequate space for the related service provider to work. Space for diagnosticians, school psychologists, psychologists, and social workers shall assure confidentiality and be free from distraction.
15. Days missed due to the LEA's canceling of school or inclement weather conditions will be made up if requested by the LEA.
16. Neither party shall be considered in breach of this contract if it is unable to perform any of its obligations under this contract due to causes beyond its control and through no fault or negligence. Further, neither Party shall be liable to the other Party for any consequential, indirect or punitive damages. Any contract or equitable damages are otherwise limited to the amount of compensation paid by the LEA to CES during the fiscal year in which the event giving rise to a claim for damages occurred.
17. The duration of this contract is for the school year identified above. This contract shall not be altered, changed, or amended except by instrument in writing and signed by the parties hereto.
18. This contract may be terminated by either party by providing written notice at least thirty (30) days prior to the date of termination. Any work scheduled or provided by CES prior to the date of termination shall be paid at the rates established in this contract.
19. CES, like districts, expends financial and human resources to recruit and retain staff to support districts' ancillary needs. We appreciate districts refraining from recruiting our staff as they incur termination fees within a contracted year.

IN WITNESS WHEREOF, the parties duly and legally authorized to make and execute this contract have executed this contract on the date set forth above.



Signature (On behalf of The Great Academy)

Jasper Matthews

Printed Name



David Chavez, CES Executive Director

June 21, 2021

Date

Executive Director

Position

05/17/2021

Date



Institution Allocation

The Great Academy

2021-2022

Ancillary																Grand Total		
Current Schedule*					Direct Charges				Travel Charges						Allocation Total			
Staff Name	Weeks Per Yr	Days Per Wk	Onsite Total	Hours Per Year	Hourly Rate	Total Charges	Trips Per Yr	NIDT Mileage	Mileage Rate	Total Mileage	NIDT Travel Time	NIDT Travel Charges	Per Diem Days	Per Diem Rate	Per Diem Total	Total Travel Charges	Total	
Occupational Therapist																		
Mertlyn Toy	36	1.00	2.00	72.00	\$66.81	\$4,810.32	0.00	0	\$0.36	\$0.00	0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$4,810.32	
	36	1.00	2.00	72.00	\$66.81	\$4,810.32	0.00	0	\$0.36	\$0.00	0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$4,810.32	
Speech Language Pathologist																		
Vacant Position	36	1.00	4.50	162.00	\$66.81	\$10,823.22	0.00	0	\$0.36	\$0.00	0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$10,823.22	
	36	1.00	4.50	162.00	\$66.81	\$10,823.22	0.00	0	\$0.36	\$0.00	0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$10,823.22	
Social Worker																		
Donna Gallegos	28	2.00	5.00	280.00	\$66.81	\$18,706.80	0.00	0	\$0.36	\$0.00	0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$18,706.80	
	28	2.00	5.00	280.00	\$66.81	\$18,706.80	0.00	0	\$0.36	\$0.00	0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$18,706.80	
TOTALS																\$34,340.34	\$0.00	\$34,340.34

Please examine at once. If no errors are reported within thirty (30) days, this listing will be considered correct.
*These columns are for information purposes only, they do not factor into any calculations. These numbers reflect the current weekly schedule of a contractor, if applicable.



MEMORANDUM OF EMPLOYMENT

NAME: Denise Garcia

DATE OF EMPLOYMENT: 07/01/2021

PAY RATE: \$29.44 /HOUR

DATE PAY RATE BEGAN: 07/01/2021

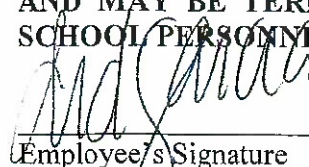
POSITION: Business Office Support/SPED EA

EXPECTED SCHEDULE: Monday- Thursday 8:00-am – 5:30pm & Friday 9:00am- 2:00pm

JOB DESCRIPTION:

- Orient students to their coursework and communicating course and school requirements. This includes communicating via email, phone, and mail.
- Track student attendance and communicate with students and/or parents.
- Augment course content in the form of remediation, modification, and enrichment.
- Implement student's IEPs and attend IEP conferences, as needed.
- All assistant business manager duties
- Meetings with students and/or parents, as scheduled including but not limited to home visits.
- Grade student work and enter grades into an online grade book in a timely manner (no more than three days without an update in grade book).
- Assistance with Short Cycle and State Testing.
- Contribute to and complete student report cards.
- Communicate with teachers and administrators as needed.
- Collaborate with other teachers and school personnel.
- Attending all meetings as scheduled.
- All other duties assigned by the Executive Director.

I UNDERSTAND AND AGREE THAT THIS MEMORANDUM OF EMPLOYMENT IS NOT INTENDED AS A CONTRACT AND I AM AN "AT WILL" EMPLOYEE AT The GREAT Academy. FURTHER I ACKNOWLEDGE AND ACCEPT THAT I AM EMPLOYED BY The GREAT Academy AND MAY BE TERMINATED AT ANY TIME IN ACCORDANCE WITH THE NEW MEXICO SCHOOL PERSONNEL ACT.



Employee's Signature

Date: 6/29/2021

Denise Garcia

Employee's Printed Name



The GREAT Academy

The GREAT Academy, a New Mexico public charter school, located in Albuquerque, New Mexico and Jeannine Kammann-Soon of Albuquerque, New Mexico, agree to the following terms and conditions for the position of Teacher.

1. This contract begins July 26, 2021 and ends May 27, 2022 as specified by the Administration and Board of Directors in its calendar, subject to adjustment for required make up days. The salary for this school year 2021-2022 shall be paid to the Teacher in 26 installments, beginning August 13, 2021 and ending on June 28, 2022.
2. The Teacher shall present himself/herself for such duties and at such times and places as designated by the Administration.
3. In accordance with the Board of Director's approved salary schedule which complies with the New Mexico School Personnel Act, for use during the school year 2021-2022, the Teacher's salary based upon the following factors: MA+45 Level I Teaching License, 5 years of allowable experience, and 1.0 FTE, the base prorated salary is \$ 43,596.28 plus an additional 14% (\$6,103.48) of base salary for selling prep time back to the school totaling to \$49,699.76 and subject to the approved budget. The Teacher's credentials and other qualifications are subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract will be made after consultation with the Teacher. The contract salary for the school year 2021--2022, is based upon a school year of: 161 teaching days plus 18 non-teaching, Professional Development days for a total of 179 working days. For each day's absence from duty not included in sick leave or compensated for, deductions shall be made in accordance with the rules and regulations of the governing council.

The governing council may, but shall not be required to, increase prospectively, but not retroactively, the salary for any school year governed by the terms of this contract if revenues are available to the charter school for that school year. Any increase is subject to budgetary approval by the New Mexico Public Education Department. Notwithstanding the above, the Board of Directors shall further have the authority, for any school year governed by the terms of this contract and for which a salary increase is mandated by the New Mexico Legislature and the charter school meets conditions as specified by the Legislature for allocating such increase, to implement salary adjustments during the school year in accordance with a salary schedule adopted by the Board of Directors in accordance with the Legislative guidelines for that year. Any adjustment is subject to budgetary approval by the New Mexico Public Education Department.

4. The salary described in Paragraph #3 shall be subject to applicable laws of the State of New Mexico. This contract may be cancelled for cause, including unsatisfactory work performance, incompetence, insubordination, physical or mental inability to perform the required duties or for any other good and just cause provided that any such cancellation may be effected only in accordance with the School Personnel Act, NMSA 1978 §22-10A-1 et seq. as may be

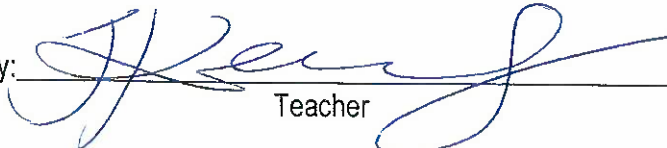
amended and any applicable rules and regulations of the New Mexico Public Education Department.

5. This contract may also be cancelled for cause not personal to the Teacher when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation, budget decrease, or authorization being made by the state and/or federal government for the performance of contract. Any such reduction in force shall be made in accordance with applicable New Mexico law.
6. The Teacher's first ninety (90) work days of employment are on a trial basis and are considered a continuation of the employment selection process. This ninety (90) work days probationary period provides the school an opportunity to observe and evaluate employee. During this probationary period, the employee is considered "at will" employee at The GREAT Academy and the school may terminate employment immediately, with or without cause and with or without notice.
7. The Teacher will furnish the following as required: (a) proper license for the position to be held; (b) an official transcript showing the Teacher's education record and training; (c) such health certificates, and background check, as may be required by law; (d) any other information required by the Board of Directors or Administration. Failure to furnish any of the foregoing items listed herein within 30 days of the contract start date may result in cancellation of this salary offer in accordance with the New Mexico School Personnel Act as NMSA 1978 §22-10A-3 (2003).
8. The Teacher shall accept or reject the salary offer within 24 hours from receipt of such offer of contract. The Teacher's acceptance shall be indicated by his/her signature below.
9. The Teacher will give the Board of Directors thirty (30) calendar days written notice of intention to resign. Failure to give such notice will entitle the administration, in its discretion, to file a written complaint with the New Mexico Public Education Department requesting suspension or revocation of the Teacher's New Mexico Teacher's Instructor License, or other licensing with the State of New Mexico as applicable to the Teacher position described herein.

Account Code: 11000-1000-51100-1010-536001-1411

By: 
Executive Director/Principal

Date: : 07/26/2021

By: 
Teacher

Date: : 07/26/2021



The GREAT Academy, a New Mexico public charter school, located in Albuquerque, New Mexico and Brittany Lohmeier of Albuquerque, New Mexico, agree to the following terms and conditions for the position of Special Education Teacher.

1. This contract begins July 26, 2021 and ends May 27, 2022 as specified by the Administration and Board of Directors in its calendar, subject to adjustment for required make up days. The salary for this school year 2021-2022 shall be paid to the Teacher in 26 installments, beginning August 13, 2021 and ending on June 28, 2022.
2. The Teacher shall present himself/herself for such duties and at such times and places as designated by the Administration.
3. In accordance with the Board of Director's approved salary schedule which complies with the New Mexico School Personnel Act, for use during the school year 2021-2022, the Teacher's salary based upon the following factors: MA+15 Level II Teaching License, 10 years of allowable experience, and 1.0 FTE, the base prorated salary is \$ 53,600.00 and subject to the approved budget. The Teacher's credentials and other qualifications are subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract will be made after consultation with the Teacher. The contract salary for the school year 2021-2022, is based upon a school year of: 161 teaching days plus 18 non-teaching, Professional Development days for a total of 179 working days. For each day's absence from duty not included in sick leave or compensated for, deductions shall be made in accordance with the rules and regulations of the governing council.

The governing council may, but shall not be required to, increase prospectively, but not retroactively, the salary for any school year governed by the terms of this contract if revenues are available to the charter school for that school year. Any increase is subject to budgetary approval by the New Mexico Public Education Department. Notwithstanding the above, the Board of Directors shall further have the authority, for any school year governed by the terms of this contract and for which a salary increase is mandated by the New Mexico Legislature and the charter school meets conditions as specified by the Legislature for allocating such increase, to implement salary adjustments during the school year in accordance with a salary schedule adopted by the Board of Directors in accordance with the Legislative guidelines for that year. Any adjustment is subject to budgetary approval by the New Mexico Public Education Department.

4. The salary described in Paragraph #3 shall be subject to applicable laws of the State of New Mexico. This contract may be cancelled for cause, including unsatisfactory work performance, incompetence, insubordination, physical or mental inability to perform the required duties or for any other good and just cause provided that any such cancellation may be effected only in accordance with the School Personnel Act, NMSA 1978 §22-10A-1 et seq. as may be amended and any applicable rules and regulations of the New Mexico Public Education Department.

5. This contract may also be cancelled for cause not personal to the Teacher when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation, budget decrease, or authorization being made by the state and/or federal government for the performance of contract. Any such reduction in force shall be made in accordance with applicable New Mexico law.
6. The Teacher's first ninety (90) work days of employment are on a trial basis and are considered a continuation of the employment selection process. This ninety (90) work days probationary period provides the school an opportunity to observe and evaluate employee. During this probationary period, the employee is considered "at will" employee at The GREAT Academy and the school may terminate employment immediately, with or without cause and with or without notice.
7. The Teacher will furnish the following as required: (a) proper license for the position to be held; (b) an official transcript showing the Teacher's education record and training; (c) such health certificates, and background check, as may be required by law; (d) any other information required by the Board of Directors or Administration. Failure to furnish any of the foregoing items listed herein within 30 days of the contract start date may result in cancellation of this salary offer in accordance with the New Mexico School Personnel Act as NMSA 1978 §22-10A-3 (2003).
8. The Teacher shall accept or reject the salary offer within 24 hours from receipt of such offer of contract. The Teacher's acceptance shall be indicated by his/her signature below.
9. The Teacher will give the Board of Directors thirty (30) calendar days written notice of intention to resign. Failure to give such notice will entitle the administration, in its discretion, to file a written complaint with the New Mexico Public Education Department requesting suspension or revocation of the Teacher's New Mexico Teacher's Instructor License, or other licensing with the State of New Mexico as applicable to the Teacher position described herein.

By:  Executive Director/Principal

Date: : 07/26/2021

By:  Teacher

Date: : 07/26/2021



MEMORANDUM OF EMPLOYMENT

NAME: Paula Lopez

DATE OF EMPLOYMENT: 10/22/2021

PAY RATE: \$24.00 /HOUR

DATE PAY RATE BEGAN: 10/22/2021

POSITION: Special Education EA

EXPECTED SCHEDULE: Monday- Friday 8:30-am – 5:00pm

JOB DESCRIPTION:

- Orient students to their coursework and communicating course and school requirements. This includes communicating via email, phone, and mail.
- Communicate with students and/or parents.
- Augment course content in the form of remediation, modification, and enrichment.
- Implement student's IEPs and attend IEP conferences, as needed.
- Set deadlines for student work and grant extensions.
- Meetings with students and/or parents, as scheduled.
- Grade student work and enter grades into an online grade book in a timely manner (no more than three days without an update in grade book).
- Assistance with Short Cycle and State Testing.
- Contribute to and complete student report cards.
- Communicate with teachers and administrators as needed.
- Collaborate with other teachers and school personnel.
- Attending all meetings as scheduled.
- All other duties assigned by the Executive Director.

I UNDERSTAND AND AGREE THAT THIS MEMORANDUM OF EMPLOYMENT IS NOT INTENDED AS A CONTRACT AND I AM AN "AT WILL" EMPLOYEE AT The GREAT Academy. FURTHER I ACKNOWLEDGE AND ACCEPT THAT I AM EMPLOYED BY The GREAT Academy AND MAY BE TERMINATED AT ANY TIME IN ACCORDANCE WITH THE NEW MEXICO SCHOOL PERSONNEL ACT.

DocuSigned by:

Paula Lopez

472FBAE11954AE

Employee's Signature

Paula Lopez

Employee's Printed Name

Date: 10/18/2021



MEMORANDUM OF EMPLOYMENT

NAME: Sherry Maldonado

DATE OF EMPLOYMENT: 07/01/2021

PAY RATE: \$21.32 /HOUR

DATE PAY RATE BEGAN: 07/01/2021


POSITION: AV Lab Coordinator/SPED EA

EXPECTED SCHEDULE: Monday- Thursday 8:00-am – 5:30pm & Friday 9:00am- 2:00pm

JOB DESCRIPTION:

- Orient students to their coursework and communicating course and school requirements. This includes communicating via email, phone, and mail.
- Communicate with students and/or parents.
- Augment course content in the form of remediation, modification, and enrichment.
- Implement student's IEPs and attend IEP conferences, as needed.
- Set deadlines for student work and grant extensions.
- Meetings with students and/or parents, as scheduled.
- Grade student work and enter grades into an online grade book in a timely manner (no more than three days without an update in grade book).
- Assistance with Short Cycle and State Testing.
- Contribute to and complete student report cards.
- Communicate with teachers and administrators as needed.
- Collaborate with other teachers and school personnel.
- Attending all meetings as scheduled.
- All other duties assigned by the Executive Director.

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DocuSigned by:

097A5E136F9347B
Employee's Signature
Sherry Maldonado

Date: 6/29/2021

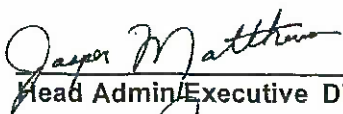
Employee's Printed Name

The GREAT Academy

Head Administrator/Executive Director Contract

The Board of Directors of The GREAT Academy, herein called "Board", and Jasper A. Matthews, herein called "Administrator/Executive Director/Special Education Teacher", agree:

- A. The Board shall employ the Administrator for a period beginning **July 1st, 2021, and ending June 30th 2023** in the position of "Head Administrator/Executive Director/Special Education Teacher at The GREAT Academy.
- B. On or before September 1st, of the last year that this contract is in force, the Board shall vote to extend this contract for additional time, as the Board deems appropriate. If the Board does not extend, modify, renew or cancel this Contract on or before September 1st of the last year of the contract, the Contract shall be automatically extended for two additional years.
- C. The Administrator shall during the term of his/her employment faithfully perform the duties pertaining to his/her position and abide by the rules and regulations of the New Mexico Public Education Commission and the local Board of Education.
- D. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the New Mexico Public Education Commission and the local Board of Education as they may exist. This contract may be canceled by the Board for cause, including unsatisfactory work performance, incompetence, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the New Mexico Public Education Commission and the local Board of Education.
- E. The Administrator will give the Board thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Board, in its discretion, to file a written complaint with the New Mexico Public Education Commission requesting suspension or revocation of the Administrator's license.
- F. The Administrator shall furnish the Board the following: (a) a proper license for the position to be held; (b) an official transcript showing the education record and training of the Administrator; (c) suitable evidence of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the New Mexico Public Education Commission and local Board of Education.
- G. The Administrator shall be entitled to: (a) Ten (10) days per annum sick leave accrued at the rate of one (1) day per month. Sick leave may be carried over from year to year, provided that the total accrued sick leave at any time shall not exceed sixty (120) days; (b) Twenty (20) days per annum annual leave accrued immediately at the beginning of the fiscal year. Annual leave may be carried over from year to year provided that the total accrued annual leave at any time shall not exceed two hundred twenty (220) days; (c) 220 workdays for the year. Annual and sick leave shall be paid to the Executive Director as per The GREAT Academy Leave Policy.
- H. Subject to the provisions of the applicable approved budget, the Administrator, shall, during the term hereof, receive a salary of **.8-Executive Director at \$95,000 and .2-Special Education Director at \$15,000 with at least a 3% increase the second year**, payable in 26 installments per year, less required or authorized deductions. The Board may from time to time authorize any other additional compensation or benefits. The first installment shall be due and payable on **July 16th 2021**.
- I. The Administrator shall accept or reject the contract of offer of employment within five (5) working days from receipt of such offer of employment.
- K. See attached job descriptions.



Head Admin/Executive Dir./Special Edu. Teacher - Jasper Matthews

June 24, 2021

Date

June 24, 2021

Date


Board of Directors President – Stacey Boyd

The GREAT Academy

Director of Academics/Principal Contract

The Board of Directors of The GREAT Academy, herein called "Board", and Keisha D. Matthews, herein called "Director of Academics/Principal/Lead Teacher", agree:

- A. The Board shall employ the Administrator for a period beginning July 1st, 2021 and ending June 30th 2022 in the position of "Director of Academics/Principal/Lead Teacher" at The GREAT Academy.
- B. On or before September 1st, that this contract is in force, the Board shall vote to extend this contract for additional time, as the Board deems appropriate. If the Board does not extend, modify, renew or cancel this Contract on or before September 1st, the Contract shall be automatically extended for an additional year.
- C. The Administrator shall during the term of his/her employment faithfully perform the duties pertaining to his/her position and abide by the rules and regulations of the New Mexico Public Education Commission and the local Board of Education.
- D. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the New Mexico Public Education Commission and the local Board of Education as they may exist. This contract may be canceled by the Board for cause, including unsatisfactory work performance, incompetence, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the New Mexico Public Education Commission and the local Board of Education.
- E. The Administrator will give the Board thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Board, in its discretion, to file a written complaint with the New Mexico Public Education Commission requesting suspension or revocation of the Administrator's license.
- F. The Administrator shall furnish the Board the following: (a) a proper license for the position to be held; (b) an official transcript showing the education record and training of the Administrator; (c) suitable evidence of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the New Mexico Public Education Commission and local Board of Education.
- G. The Administrator shall be entitled to: (a) Ten (10) days per annum sick leave accrued at the rate of one (1) day per month. Sick leave may be carried over from year to year, provided that the total accrued sick leave at any time shall not exceed sixty (120) days; (b) Twenty (20) days per annum annual leave accrued immediately at the beginning of the fiscal year. Annual leave may be carried over from year to year provided that the total accrued annual leave at any time shall not exceed two hundred twenty (220) days; (c) 220 workdays for the year.
- H. Subject to the provisions of the applicable approved budget, the Administrator, shall, during the term hereof, receive a salary of **.3-Director of Academics/Principal at \$42,400 and .7-Lead Teacher at \$62,000 with at least a 3% increase the following year**, payable in 26 installments per year, less required or authorized deductions. The Board may from time to time authorize any other additional compensation or benefits. The first installment shall be due and payable on July 16th, 2021.
- J. The Administrator shall accept or reject the contract of offer of employment within five (5) working days from receipt of such offer of employment.
- K. See attached job descriptions.



Director of Acad./Principal/Lead Teacher - Keisha Matthews

June 24, 2021

Date



Board of Directors President – Stacey Boyd

June 24, 2021

Date



Therapy & Diagnostic Services

Agreement for Limited Services Speech Language Pathology services

October 29, 2021

This reflects the mutual agreement between The GREAT Academy and EASi to provide Speech/Language services. Cost for these services is detailed below:

Speech Language Therapy services

Therapy preparation, treatment, documentation and evaluations \$70.00 per hour
("No-Shows" will incur preparation time fee)

Gross Receipts Tax 7.875% of total

1. EASi shall bill Client on a monthly basis for services actually provided during the previous month. Payments are due and payable upon receipt. Any payment not received within 30 days of the billing date may incur a finance charge.
2. Client shall not employ or offer to employ any EASi staff supplied under this contract for a period of one year after the last date EASi provides such services to The GREAT Academy. pursuant to this agreement.
3. The parties acknowledge and agree that EASi is an independent contractor under this Contract.
4. EASi covenants and guarantees that all EASi employees providing services to the Client are protected by worker's compensation and professional liability insurance.

EASi Therapy and Diagnostic Services
PO Box 3338
Albuquerque, NM 87190

The Great Academy
6001 San Mateo NE
Albuquerque, NM 87109

Authorized Signature

Lori Jameson, Director of Business Operations
Printed Name Title

10/29/2021
Date

Authorized Signature

Jasper Matthews Executive Director
Printed Name Title

October 29, 2021
Date



Ancillary Services
Cost Estimate
Speech Language Pathology

The GREAT Academy

School Year: 2021-2022

COST ESTIMATE

	SLP
Weeks per school year	30
Requested days per week	1
Average Hours per day	1.00
Hourly rate	\$70.00
Total direct service	\$2,100.00
Evaluation rate (max 8 hours)	\$560.00
Sub-total	\$2,660.00
NM Gross Receipts tax 7.875%	\$209.48
Total services	\$2,869.48

YM



The GREAT Academy

The GREAT Academy, a New Mexico public charter school, located in Albuquerque, New Mexico and Lisa Orton of Albuquerque, New Mexico, agree to the following terms and conditions for the position of Teacher.

1. This contract begins July 26, 2021 and ends May 27, 2022 as specified by the Administration and Board of Directors in its calendar, subject to adjustment for required make up days. The salary for this school year 2021-2022 shall be paid to the Teacher in 26 installments, beginning August 13, 2021 and ending on June 28, 2022.
2. The Teacher shall present himself/herself for such duties and at such times and places as designated by the Administration.
3. In accordance with the Board of Director's approved salary schedule which complies with the New Mexico School Personnel Act, for use during the school year 2021-2022, the Teacher's salary based upon the following factors: BA Level II Teaching License, 7 years of allowable experience, and 1.0 FTE, the base prorated salary is \$ 53,835.60 plus an additional 14% (\$7,536.98) of base salary for selling prep time back to the school totaling to \$61,372.58 and subject to the approved budget. The Teacher's credentials and other qualifications are subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract will be made after consultation with the Teacher. The contract salary for the school year 2021-2022, is based upon a school year of: 161 teaching days plus 18 non-teaching, Professional Development days for a total of 179 working days. For each day's absence from duty not included in sick leave or compensated for, deductions shall be made in accordance with the rules and regulations of the governing council.

The governing council may, but shall not be required to, increase prospectively, but not retroactively, the salary for any school year governed by the terms of this contract if revenues are available to the charter school for that school year. Any increase is subject to budgetary approval by the New Mexico Public Education Department. Notwithstanding the above, the Board of Directors shall further have the authority, for any school year governed by the terms of this contract and for which a salary increase is mandated by the New Mexico Legislature and the charter school meets conditions as specified by the Legislature for allocating such increase, to implement salary adjustments during the school year in accordance with a salary schedule adopted by the Board of Directors in accordance with the Legislative guidelines for that year. Any adjustment is subject to budgetary approval by the New Mexico Public Education Department.

4. The salary described in Paragraph #3 shall be subject to applicable laws of the State of New Mexico. This contract may be cancelled for cause, including unsatisfactory work performance, incompetence, insubordination, physical or mental inability to perform the required duties or for any other good and just cause provided that any such cancellation may be effected only in accordance with the School Personnel Act, NMSA 1978 §22-10A-1 et seq. as may be

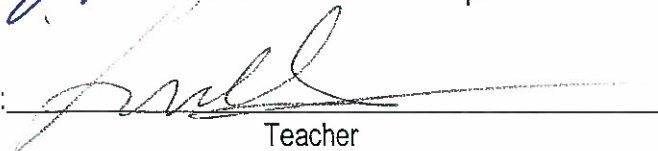
amended and any applicable rules and regulations of the New Mexico Public Education Department.

5. This contract may also be cancelled for cause not personal to the Teacher when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation, budget decrease, or authorization being made by the state and/or federal government for the performance of contract. Any such reduction in force shall be made in accordance with applicable New Mexico law.
6. The Teacher's first ninety (90) work days of employment are on a trial basis and are considered a continuation of the employment selection process. This ninety (90) work days probationary period provides the school an opportunity to observe and evaluate employee. During this probationary period, the employee is considered "at will" employee at The GREAT Academy and the school may terminate employment immediately, with or without cause and with or without notice.
7. The Teacher will furnish the following as required: (a) proper license for the position to be held; (b) an official transcript showing the Teacher's education record and training; (c) such health certificates, and background check, as may be required by law; (d) any other information required by the Board of Directors or Administration. Failure to furnish any of the foregoing items listed herein within 30 days of the contract start date may result in cancellation of this salary offer in accordance with the New Mexico School Personnel Act as NMSA 1978 §22-10A-3 (2003).
8. The Teacher shall accept or reject the salary offer within 24 hours from receipt of such offer of contract. The Teacher's acceptance shall be indicated by his/her signature below.
9. The Teacher will give the Board of Directors thirty (30) calendar days written notice of intention to resign. Failure to give such notice will entitle the administration, in its discretion, to file a written complaint with the New Mexico Public Education Department requesting suspension or revocation of the Teacher's New Mexico Teacher's Instructor License, or other licensing with the State of New Mexico as applicable to the Teacher position described herein.

Account Code: 11000-1000-51100-1010-536001-1411

By: 
Executive Director/Principal

Date: : 07/26/2021

By: 
Teacher

Date: : 07/26/2021



MEMORANDUM OF EMPLOYMENT

NAME: Rebeca Reyes

DATE OF EMPLOYMENT: 07/01/2021

PAY RATE: \$18.27 /HOUR

DATE PAY RATE BEGAN: 07/01/2021

POSITION: Clerical/Records

EXPECTED SCHEDULE: Monday- Thursday 8:00-am – 5:30pm & Friday 9:00am- 2:00pm

JOB DESCRIPTION:

- Provide administrative support for the school.
- Orient students to their coursework and communicating course and school requirements. This includes communicating via email, phone, and mail.
- Communicate with students and/or parents.
- Augment course content in the form of remediation, modification, and enrichment.
- Greet students and parents as they arrive and manage the registration and attendant records of students
- Clerical duties
- Meetings with students and/or parents, as scheduled.
- Assistance with Short Cycle and State Testing.
- Contribute to and complete student report cards.
- Communicate with teachers and administrators as needed.
- Collaborate with other teachers and school personnel.
- Attending all meetings as scheduled.
- All other duties assigned by the Executive Director.

I UNDERSTAND AND AGREE THAT THIS MEMORANDUM OF EMPLOYMENT IS NOT INTENDED AS A CONTRACT AND I AM AN "AT WILL" EMPLOYEE AT The GREAT Academy. FURTHER I ACKNOWLEDGE AND ACCEPT THAT I AM EMPLOYED BY The GREAT Academy AND MAY BE TERMINATED AT ANY TIME IN ACCORDANCE WITH THE NEW MEXICO SCHOOL PERSONNEL ACT.

Rebeca Reyes
Employee's Signature

Date: 6/29/2021

Rebeca Reyes

Employee's Printed Name



MEMORANDUM OF EMPLOYMENT

NAME: Ronald Shorter

PAY RATE: \$ 29.00 \$/HOUR

POSITION: Dean of Students/Attendance Coach

EXPECTED SCHEDULE: Monday- Thursday 8::00-am – 5:30pm & Friday 9:00am- 2:00pm

DATE OF EMPLOYMENT: 07/01/2021

DATE PAY RATE BEGAN: 07/01/2021

JOB DESCRIPTION:

- The position of “Dean of Students” is responsible for attendance, discipline, safety, and related student personnel services and performs the duties within the authority and responsibility delegated by the Director and Principal.
- Reports To: Executive Director and The Principal
- Recommends, administers and enforces building policies and procedures related to attendance and discipline.
- Supervises and is responsible for the maintenance and management of each student’s attendance and discipline records and policies.
- Plans and implements preventive disciplinary measures through changes in programming, counseling, home visits, schedule changes, behavioral plans, etc.
- Exercises appropriate leadership in processing student behavioral problems including accurate record-keeping of infractions as well as communication with parents and staff.
- Assists in the planning and implementation of the school’s emergency preparedness program. Organizes and coordinates academic intervention programs for students including working lunch and assigned study halls.
- Shares responsibilities of organizing and supervising all major events and programs with the Director and principal.
- Assists in the implementation and plan for the proper conduct of participants and spectators at all public events.
- Assist in the monitoring, inspection, and supervision of school facilities.
- Truancy officers have the primary responsibility of tracking student attendance and sometimes even tracking down those who make a habit of missing school.
- This job involves visiting students’ homes, and meeting with parents to address problem behavior.
- Keeping track of laws and guidelines regarding attendance and truancy.
- Training teachers in truancy and attendance-related matters.
- All other duties assigned by the Executive Director.

I UNDERSTAND AND AGREE THAT THIS MEMORANDUM OF EMPLOYMENT IS NOT INTENDED AS A CONTRACT AND I AM AN “AT WILL” EMPLOYEE AT The GREAT Academy. FURTHER I ACKNOWLEDGE AND ACCEPT THAT I AM EMPLOYED BY The GREAT Academy AND MAY BE TERMINATED AT ANY TIME IN ACCORDANCE WITH THE NEW MEXICO SCHOOL PERSONNEL ACT.

Ronald Shorter
Employee’s Signature

Date: 25 June 2021

Ronald Shorter
Employee’s Printed Name