

# Governing Council Bylaws **PROPOSED**

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## EXPLORE ACADEMY - SANTA FE

### ARTICLE I - CHARTER & MISSION

This document contains the Governing Council Bylaws of the Explore Academy -Santa Fe charter school. Explore Academy- Santa Fe is authorized directly by the State of New Mexico, under a charter contract with the Public Education Commission (PEC). Therefore, the Governing Council acts as the governing body for the school, as well as a School Board of the local education agency (LEA), Explore Academy - Santa Fe.

The mission of Explore Academy - Santa Fe is to provide all students, regardless of background, with a personalized, standards-based, educational experience through the power of student choice, allowing each student to create a personalized and engaging educational pathway in preparation for college.

### ARTICLE II - NAME OF GOVERNING BODY

The name of the governing body shall be the Explore Academy - Santa Fe Governing Council, and shall be referred to herein as "Council."

### ARTICLE III - EQUAL OPPORTUNITY

Explore Academy - Santa Fe is committed to providing equal opportunity. The organization does not discriminate in the administration of its programs/activities on the basis of race, age, religion, national origin/ancestry, sex/sexual orientation, gender identity, physical or mental disabilities.

### ARTICLE IV - GOVERNANCE AND TRAINING

The Council is the policy making and policy-approval body for Explore Academy - Santa Fe. As such, the Council has a responsibility to ensure that the school operates in accordance with all applicable laws and regulations, and meets its commitments to its authorizer (PEC) and the New Mexico Public Education Department (PED), as reflected in its charter. Council members should become familiar with the Explore Academy - Santa Fe charter contract and the responsibilities involved in governing public schools. All Explore Academy Council members

are required to attend annual governance training, as defined by the PED.

## **ARTICLE V - GOVERNING COUNCIL AUTHORITY / RESPONSIBILITIES**

The Explore Academy - Santa Fe Governing Council is ultimately responsible for both the success of the school, as well as setting the direction which the school should take to fulfill its mission. Under the state's Performance Framework, the Council is responsible for setting standards/objectives, monitoring progress, and providing direction/guidance in the following three areas:

- Financial Management
- Organizational Performance (Governance, Operations and Planning)
- Academics & Student Achievement

The Council has entered a charter contract with the State of New Mexico. That contract dictates that the Council is responsible for the fair and uniform application of federal, state and local laws - as well as the rules, regulations and policies which guide the school.

The Chief Administrator of Explore Academy - Santa Fe is also responsible for compliance with these laws/regulations/policies and is charged with informing and guiding the Council, in regard to any changes, requirements, concerns, and/or compliance problems, which may arise in regard to the above Council responsibilities. In this regard, the Chief Administrator serves as the primary source of compliance information, as well as the critical communication link with the state authorizing and regulatory agencies/commissions.

The primary powers and duties of the Council are to:

- A. Develop/approve/amend educational and operational policies, to delineate the authorities and responsibilities for the operation and management of Explore Academy - Santa Fe;
- B. Set requirements and salary for, hire/terminate, supervise/evaluate and monitor the Chief Administrator of Explore Academy - Santa Fe;
- C. Charge the Chief Administrator with the responsibility of implementing/complying with the charter and its requirements;
- D. Provide governance oversight for the stewardship of Explore Academy - Santa Fe's facilities, resources, budget, and other capital assets of the school;
- E. Establish and monitor a strategic plan, goals, and global student performance;
- F. Review, approve and monitor the annual budget for Explore Academy - Santa Fe;
- G. Acquire, lease and dispose of property, to the extent permissible by law;
- H. Engage legal counsel for Explore Academy - Santa Fe and take all necessary steps to protect the interests of the school;
- I. Review and approve contracts/agreements/commitments, consistent with budget

- authority thresholds - as detailed in Explore Academy - Santa Fe Policies;
- J. Authorize the acceptance of charitable gifts, grants or bequests;
  - K. Approve any amendment to the Explore Academy - Santa Fe Charter, prior to seeking state approval;
  - L. Review and consider recommendations submitted by the Chief Administrator and other advisors/staff to the Council; and
  - M. Evaluate its own performance by conducting an annual self-evaluation of the Governing Board's performance as a whole and individually. The assessment tool for the evaluation shall be approved by the Governing Board.

## **ARTICLE VI - COLLECTIVE AUTHORITY OF COUNCIL**

The Council will not be bound by any statement or action by an individual Council member, unless the Council, in a properly convened meeting, delegates authority to that individual member to speak for or represent the entire Council. Unless acting pursuant to such delegated authority from the Council, no Council member shall undertake any individual action to implement any plan or action of the Council. When a Council member is assisting the Principal with implementing school policies, programs, or other directives of the Principal, the Council member shall be considered a volunteer and have no special authority beyond that of a volunteer.

## **ARTICLE VII - COUNCIL MEMBERSHIP**

### **A. Positions and Qualifications**

Explore Academy - Santa Fe Governing Council shall have no fewer than 5 (five), but no more than nine (9) voting members. The Council shall include at least one parent, who has a child currently enrolled in Explore Academy. In general, candidates for the Council should have experience in such fields as governance, business, education, finance, law, or other fields which are beneficial to Explore Academy's mission. They should also possess interpersonal/problem-solving skills and a commitment to youth education, as well as a willingness to devote time/energy to serving on the Council.

### **B. Member Terms**

The term for all regularly elected Members shall be for a period of two (2) years. Members may serve for a maximum of three (3) consecutive terms. If a Council vacancy occurs before a term expires, the Council shall approve an appointment to fill the remaining portion of that term. Each Council position shall be assigned to either an even or odd year expiration. Therefore, approximately one-half of the Council positions shall expire each year. Terms will end on July 1<sup>st</sup> of each year or may extend until a replacement is approved by the Council.

**C. Vacancies**

In order to identify and submit candidates for Council membership, the Council may appoint a nominating committee or may engage the search process directly. Regardless, the Council shall select/approve new members by a majority vote. At no time should the board have fewer than five (5) members. However, in the event that the council membership drops below three (3), the remaining board members may appoint new members until there are three to establish a quorum for voting.

**D. Meeting Attendance**

Council members are expected to regularly attend Council meetings. If a Council member cannot be physically present at a meeting due to an unavoidable conflict, he may request to attend by telephone or online, in accordance with the Open Meetings Act.

**E. Removal from Council**

Individual members of the Council serve at the pleasure of the full Council. Therefore, the Council may remove and replace any member, at any time, by a majority vote of all Council members, at a regular or special meeting of the Council. There is no appeal or recourse for removal of a Council member.

**F. Resignations**

Any member may resign, by giving verbal or written notice to the Council President or Secretary. A resignation shall be effective on the effective date listed on the resignation letter or, if none is provided, the date it is accepted by the Council.

**G. Compensation**

Members of the Council shall not be compensated for their services. However, they may be compensated for expenses, per the New Mexico Mileage and Per Diem Act. Payment/reimbursement for expenses must follow purchasing and procurement rules of the State, including obtaining a purchase order in advance of the incurred expenses.

**ARTICLE VIII - OFFICERS OF THE COUNCIL**

**A. The officers of the Explore Academy Governing Council shall be:**

Chair

Vice Chair

Secretary

The Council may, by a majority vote, create additional officers without requiring an amendment to these bylaws. When the incumbent of an office is unable to perform the duties thereof, the duties of that office shall (unless otherwise provided by the Council), be performed by the next officer set forth in the above sequence.

## **B. Authority and Responsibilities of Officers**

Beyond the authority and responsibilities contained in the Job Descriptions for Council Officers, Council officers may not act on behalf of the Council without prior authorization and direction from the Council.

## **C. Election and Tenure**

All officers shall be elected by a majority vote of the Council. Officers shall serve for one (1) year terms, or until their successors have been elected. Regular election of officers shall take place at the annual organizational meeting of the Council, typically held at the beginning of each school year. Officers may serve in the same position for a maximum of three (3) consecutive one-year terms. Any officer may be removed from office by a majority vote of all members, at a regular or special meeting of the Council. There is no appeal or recourse for removal of an officer. An officer may resign at any time, by giving written notice to the President or the Secretary of the Council.

## **D. Vacancies**

A vacancy in any office may be filled by a majority vote of the Council for the unexpired portion of the term of the officer being replaced.

## **E. Summary Job Descriptions for Council Officers**

All officers of Explore Academy - Santa Fe should have two critical sets of skills. First, officers should have a history of experience involving leadership, professional knowledge and problem solving. This includes clear thinking, the ability to discern critical information, and focus on the problem-at-hand. Second, officers should have excellent "people skills." This includes the ability to communicate clearly, to work with groups of individuals toward a common goal, and to maintain strong interpersonal relationships.

### Chair (President)

- Presides over all meetings of the Council.
- Provides leadership for finding solutions and coordinating Council efforts.
- In close coordination with the Chief Administrator and Secretary, develops the agenda/meeting plans/activities/communication with Council members.
- Acts as a critical resource to the Chief Administrator and Council, to act as a facilitator of information and global solutions, when requested.
- Acts as a resource to the Vice President and Secretary.

### Vice-Chair (Vice-President)

- Assumes the responsibilities of the President, in his absence.
- Acts as a resource to the President, Chief Administrator and Secretary.

### Secretary

- Assumes the responsibilities of the other officers, in their absence.

- Acts as a resource to the President, Chief Administrator and Vice-President.
- Facilitates the recording and communication of information and activity of the Council, including meeting minutes.
- Works in close coordination with the President and the Chief Administrator to develop and communicate agendas/meeting plans/activities.

## **ARTICLE IX - COMMITTEES**

### **A. Council Committees**

The Council may establish committees, which may consist of Council members and non-Council members. Committee assignments and chairs shall be determined by action of the Council, provided that at least one Council member shall serve on each committee. Standing committees of the Council shall include a Finance Committee and Audit Committee.

### **B. Finance Committee**

The Finance Committee will be a committee “of the whole”. The committee will meet during the regular monthly meeting of the Governing Council to review and discuss the financial reports and status. This may include requests for random internal control checks.

The duties of the Finance Committee, outlined in NMSA §22-8-12.3(C), include recommendations for board consideration on:

1. financial planning,
2. review of financial statements and periodic monitoring of revenues and expenses,
3. annual budget preparation and oversight, and
4. procurement.

### **C. Audit Committee**

The Audit Committee must be appointed by the Governing Council. The committee shall consist of two board members, one volunteer member who is a parent of a student attending the school and one volunteer member who has experience in accounting or financial matters. The Head Administrator and the school business manager shall serve as ex-officio members of the committee. If there are more than six Governing Council members, an additional board member may be appointed to this committee (as long as the total number does not constitute a quorum of the board).

The Audit Committee, per NMSA §22-8-12.3(D), shall

1. evaluate the request for proposal for annual financial audit services;
2. recommend the selection of the financial auditor;

3. attend the entrance and exit conferences for annual and special audits;
4. meet with external financial auditors at least monthly after audit field work begins until the conclusion of the audit;
5. be accessible to the external financial auditors as requested to facilitate communication with the board and the superintendent;
6. track and report progress on the status of the most recent audit findings and advise the local school board on policy changes needed to address audit findings;
7. provide other advice and assistance as requested by the local school board; and
8. be subject to the same requirements regarding the confidentiality of audit information as those imposed upon the local school board by the Audit Act [12-6-1 through 12-6-14 NMSA 1978] and rules of the state auditor.

**D. Committees of the Principal**

The Principal is empowered to establish committees within the school that report to the Principal. The Principal shall advise the Council about the purpose of the committees and activities affecting the school.

**E. Committee Functions**

The function of Council committees will be fact-finding, deliberative, and advisory, rather than legislative or administrative. Committee recommendations that require school-wide policy changes must be submitted to the Council.

**ARTICLE X - COUNCIL MEETINGS**

**A. Regular Council Meetings**

The Council shall schedule Regular Council Meetings each month - on specific, recurring dates. The planned schedule and location for these regular meetings shall be detailed in the Council's annual resolution - to comply with the New Mexico Open Meetings Act (OMA). The Council may cancel any regular meeting it may deem to be unnecessary.

**B. Special Council Meetings**

Special meetings of the Council may be called by the President or by written request of at least two members of the Council. Written notice of the time, place and agenda for each special meeting shall be provided to each member and also posted on the school's website, at least three days prior to the meeting. Emergency meetings of the Council may be called only by agreement of both the President and the Chief Administrator - and only if the requirements for emergency meetings are met as detailed in the New Mexico Open Meetings Act (OMA).

### **C. Quorum**

A quorum shall consist of a simple majority of Council members in office. If there is an even number of Council members, then a quorum shall consist of one-half or more of the currently serving members in office. When a quorum is present, any action may be taken by a majority vote of those members present, except the removal of Council members or officers. Such removal requires a majority vote (half or more) of all current Council members.

Please note that a quorum of the board may attend training, school activities, or community events. If this occurs, no board work will be discussed nor will any actions be taken at these gatherings. All board discussion regarding decisions and voting shall occur at publicly noticed meetings.

### **D. Council Agendas and Minutes**

The Council President and Chief Administrator shall set meeting agendas, in consultation with the Council Secretary or designee. Any suggested agenda items from other sources should be submitted to the Secretary at least seven days prior to the meeting, and may or may not be accepted for the agenda. Meeting agendas shall be posted on the school's website, at least three days prior to a meeting (except emergency meetings).

Agendas of Council meetings, except those of executive and work sessions, shall include opportunity for public comment which shall be subject to the following:

1. The President must "recognize" the individual and shall stipulate the board's approved time limit.
2. The individual recognized by the presiding officer shall provide his/her name, relationship to the school (teacher, staff, student, parent, community member).
3. The Secretary shall note the person's identification in the minutes of the meeting along with the topic discussed.

The events of each meeting will be recorded in the form of written minutes. This record will include the date, time, and place of the meeting, members in attendance, a brief description of business considered at the meeting, and a record of all decisions made. The Secretary shall present draft minutes for approval at the next regular Council meeting and they will be kept on file pursuant to state record retention requirements.

### **E. Open Meetings Act**

All meetings/actions of the Council shall comply with the requirements set forth in the New Mexico Open Meetings Act (NMSA 1978 §10-15-1). On an annual basis, the Council shall review and approve an OMA Resolution, which confirms that Explore Academy - Santa Fe will comply with the OMA and establishes the schedule for regular meetings of the Council for the school year.



**F. Parliamentary Procedure**

Roberts' Rules of Order, newly revised, will govern the procedural operation of the Council and its committees, except when in conflict with applicable laws or regulations (which then prevail). The meeting Chair shall have the ability to generally apply these rules and to use discretion for flexibility, as the need arises.

**G. Freedom-to-Act / Indemnity**

To the extent permitted under existing law, Explore Academy - Santa Fe shall defend, indemnify and hold harmless present and past members of the Council, support staff and volunteers, for actions taken on behalf of the school. These protections are available for all actions taken in good-faith while serving in those roles, provided they have acted within the reasonable scope of their positions or office and that their decisions/actions are generally in-accordance with those that would be made in similar circumstances, by a reasonable person.

**ARTICLE XI - CONFLICT OF INTEREST**

**A. General Principles**

It is the responsibility of all Council members to conduct themselves in accordance with the highest standards of integrity, honesty, and fair dealing to preclude any appearance of a conflict between the interests of Explore Academy - Santa Fe and the personal interests of the members. Likewise, it is the responsibility of the Council and the Chief Administrator, to ensure that the school conducts all its business and operations impartially in accordance with all laws. All decisions and transactions shall be made with the best interests of Explore Academy as the foremost consideration.

The Council also recognizes that the ultimate success of Explore Academy - Santa Fe depends upon the active participation, cooperation and collaboration of all stakeholders. Sometimes, the best interests of Explore Academy - Santa Fe may involve the creation of relationships that might create an appearance of impropriety or potential for abuse of position, if not carefully evaluated by disinterested parties.

**B. Conflict-of-Interest Disclosure**

A conflict of interest occurs whenever a Council member permits the prospect of direct or indirect personal gain (or gain to a relative or related party) to influence judgment or actions regarding school business. Members should immediately disclose any conflict-of-interest. Each Council member shall complete an "Annual Disclosure Statement," in which any known conflict-of-interest is disclosed.

**C. Application of Conflict-of-Interest Policy**

Members of the Council shall not knowingly engage in any activities or transactions, which are in material conflict with their duties and obligations to Explore Academy - Santa Fe. In addition, Council members shall not conduct private business in a manner which places them at a special advantage because of their position with Explore Academy - Santa Fe. The Council and staff of Explore Academy - Santa Fe shall follow the laws of New Mexico, the New Mexico Procurement Act, and the New Mexico Governmental Conduct Act, as well as the policies and procedures of the school.

**D. Related Party**

For purposes of these Bylaws, a "Related Party" is an individual, business enterprise, nonprofit organization or other entity with respect to which such Council member, or a relative of such a Council member (i) has a direct or indirect financial interest; (ii) is an officer or director; or (iii) is otherwise in a position to control the management or decision-making of such entity.

**E. Deliberations and Voting on Conflict Issues**

In order to avoid conflicts of interest and the appearance of impropriety, Council members shall not participate in portions of a meeting, deliberation, or vote of the Council relating to (i) discipline of the Council member ; (ii) contracting or employment decisions affecting any related party to the Council member; or (iii) the Council's consideration of any transaction affecting the member or related party. It is recommended that board agendas include a declaration of interest after roll call or prior to approval of the agenda.

**ARTICLE XII - MISCELLANEOUS**

**A. Undue influence**

A Council member shall not use his or her position at Explore Academy - Santa Fe to attempt to influence the decision of any school employee to grant special treatment to (a) the child or ward of the member, (b) any relative of the member, or (c) any "Related Party" as defined in Article XI. Every Council member and every Explore Academy - Santa Fe employee who is a parent or ward of a student who attends the school should inform their child that they are required to follow all rules, policies and procedures applicable to Explore Academy - Santa Fe students and that they are not entitled to special treatment by virtue of the relationship with a Council member or employee.

**B. Commitment to Collaboration**

All Council members shall work collaboratively with each other, with the sole goal of achieving Explore Academy - Santa Fe's educational mission. The Council has been

constituted so as to include a broad spectrum of experience and perspectives, and every Council member shall be afforded the opportunity to express his or her opinion, in a professional manner. Council members should refrain from non-constructive or personality-based comments that do not advance the school's mission.

**C. Confidentiality**

Council members shall be expected to keep confidential any deliberations or discussions that take place in closed session meetings. It is expected that Council members will raise concerns or share information about closed session meetings within the context of Council and/or other committee meetings, with other members of the Council and appropriate staff members only. A member's obligation to maintain confidentiality shall survive the Council member's tenure on the Explore Academy - Santa Fe Council.

**D. School Bank Account**

All funds shall be deposited to the credit of the school in such banks, trust companies or other depositories as the governing Board may approve or designate, and all such funds shall be withdrawn only in the manner or manners authorized by New Mexico Public School Finance Act, or other applicable law or regulation.

**E. Amendments to the By-Laws**

These Governing Council Bylaws may be amended by a majority vote of the Governing Council, as defined in Article X, Section C.

- End of Document -

Adopted by the Governing Council at a public meeting on DATE

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## **EXPLORE ACADEMY - SANTA FE CONFLICT OF INTEREST POLICY **PROPOSED****

### Governing Council

Conflict of interest arises whenever the personal or professional interest of a member of the Explore Academy - Santa Fe Governing Council ("Council"), or a similar official role at Explore Academy, is potentially at odds with the best interests of the organization, specifically in regard to individual financial gain. The overall goal is to avoid, where possible, even the appearance of impropriety.

If an issue is to be decided by the Council that involves potential conflict of interest for a Council Member, it is the responsibility of the Council Member to:

1. Identify the potential conflict of interest.
2. Not participate in discussion of the program or motion being considered.
3. Not vote on the issue.

The Council shall make every effort to be transparent and open, in disclosing and documenting conflicts of interest which might arise. The Council should make every effort to ensure that the entire organization is operating by the highest ethical and value-driven standards, as an example to the students and families at Explore Academy - Santa Fe.

Although it is not a conflict of interest to reimburse Council Members for expenses incurred (such as the purchase of supplies for a project), Council Members are prohibited by law from being paid for serving on the Council.

No member of the Council shall directly or indirectly sell or be party to a transaction to sell instructional materials, equipment, insurance or school supplies, or work under contract to the school. Nor shall any Council Member receive any commission or profit from the solicitation or sale of investments securities or insurance to any school employee.

Provisions of this policy shall not apply to any Council Member making a sale in the regular course of business, when the sale complies with all applicable provisions of state law.

### Explore Academy Organization & Staff

The same general principles apply to school staff as well as members of the Council in order to avoid even the appearance of a conflict-of-interest. No staff member shall directly or indirectly sell or be party to a transaction to sell instructional materials, equipment, insurance, or school supplies to the school. Nor shall any staff member receive any commission or profit from the solicitation or sale of investment securities, retirement programs or insurance to any school employee.

## **EXPLORE ACADEMY - SANTA FE ANTI-NEPOTISM POLICY **PROPOSED****

### Employment

Related party employment involves the hiring/employment of school personnel who are related by birth or marriage to persons in defined positions of authority in the same organization. The provisions of the Local School Boards Act prohibiting nepotism [§22-5-6 NMSA 1978] shall apply to such employees. The local superintendent/head administrator of the charter school shall not initially employ or approve the initial employment in any capacity, of a person who is the spouse, father, father-in-law, mother mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of a member of the governing body or the head administrator. It is possible for the governing body to waive this related party rule for a family member of the head administrator, but not for a related party of the Explore Academy - Santa Fe Governing Council ("Council")

If a related party of a current Explore Academy - Santa Fe employee should apply for a position at Explore Academy - Santa Fe, the current employee cannot be involved in any manner in the screening, hiring, supervision, or evaluation of that related party.

The Head Administrator must notify the Council President if a family member applies for a position and the Head Administrator cannot serve on the interview committee for that position. If the interview committee determines that the family member is the best qualified candidate for the position, the Council must approve a waiver of the anti-nepotism rule in order for that recommended candidate to be hired.

### Contracting

As an agent of the State Department of Public Education, charter schools are subject to the "New Mexico governmental Conduct Act," as well as the "New Mexico Procurement Code" for public entities. Therefore, the school shall not enter into a contract with any entity in which a member of school administration, a member of the Governing Council, or a member of their family (as defined above), has a substantial interest - unless the following two criteria have been met:

1. The related party status has been disclosed in a public setting and/or public notice. This can be accomplished through disclosure at a public meeting of the Governing Council.
2. The contract is awarded pursuant to a competitive process with no involvement by any parties with a potential conflict.

# Job Description: Head Administrator/Principal



EXPLORE ACADEMY - SANTA FE

The school's head administrator, or principal, will be administratively certified (Level IIIa license) by NMPED and will represent the school in all capacities, both instructional and administrative. The Head Administrator/Principal will be responsible for the day-to-day operations of the school, which will include:

- Management of the school's fiscal operation, including the securing of appropriate state, federal, and local monies
- Ensuring that the needs of all students of all demographics and category subgroups are met, including special education, ELL, low-income
- Overseeing the ongoing implementation of the school's mission, Explore Learning model and educational philosophy, and the academic programs and systems therein
- Maintaining effective systems and structures in the school to ensure orderliness and compliance with all state laws and regulations (special education, faculty relations, student discipline, etc.)
- Coordinating all state-mandated testing with the New Mexico Public Education Department
- Reviewing all staff licensure and managing all staff and their duties
- Evaluating teacher performance in accordance with school policy and state regulations
- Reporting of data, including exit exam, charter goals, state assessments, and discipline to the NMPED and the PEC, as required or requested
- Ongoing reporting of data (academic, operational, financial, etc.) and statistical information to the school's Governance Council
- Continuous analysis of the school's financial standing and school budget, working closely with the school's business manager and as a member of the Finance Committee
- Community outreach, student recruitment, and creating organizational relationships (community, corporate, political, etc.)
- Providing continuous support to the school's staff members, including input on curricular development
- Planning and implementation of professional development and/or appropriate training opportunities as determined by need or staff input and state requirements
- Monitoring of school services and systems such as food service, tutoring, ELL program, special education, supply ordering, transportation, activities, flex periods, reporting, etc.
- Planning and coordination of staff meetings
- Management of student and staff discipline
- Facilitation of positive school culture and community focusing on solution-based practices and accountability at all levels
- Ensuring master schedule creation, student scheduling, and curriculum implementation with fidelity

# JOB DESCRIPTIONS

EXPLORE ACADEMY - SANTA FE



Head Administrator/Principal	1
Office Manager	2
Health Assistant	3
Educational Assistants	4
<b>INSTRUCTIONAL STAFF</b>	<b>4</b>
Teacher - Art	4
Teacher - English (combined with Social Studies, called Humanities, at the elementary level)	5
Teacher - Math (combined with Science, called STEM, at the elementary level)	5
Teacher - Music	6
Teacher - Physical Education and Health	7
Teacher - Science (combined with Math, called STEM, at the elementary level)	7
Teacher - Social Studies (combined with English, called Humanities, at the elementary level)	8
Teacher - Special Education	8

## **Head Administrator/Principal**

The school's head administrator, or principal, will be administratively certified (Level IIIa license) by NMPED and will represent the school in all capacities, both instructional and administrative. The Head Administrator/Principal will be responsible for the day-to-day operations of the school, which will include:

- Management of the school's fiscal operation, including the securing of appropriate state, federal, and local monies
- Ensuring that the needs of all students of all demographics and category subgroups are met, including special education, ELL, low-income
- Overseeing the ongoing implementation of the school's mission, Explore Learning model and educational philosophy, and the academic programs and systems therein
- Maintaining effective systems and structures in the school to ensure orderliness and compliance with all state laws and regulations (special education, faculty relations, student discipline, etc.)
- Coordinating all state-mandated testing with the New Mexico Public Education Department
- Reviewing all staff licensure and managing all staff and their duties
- Evaluating teacher performance in accordance with school policy and state regulations
- Reporting of data, including exit exam, charter goals, state assessments, and discipline to the NMPED and the PEC, as required or requested
- Ongoing reporting of data (academic, operational, financial, etc.) and statistical information to the school's Governance Council
- Continuous analysis of the school's financial standing and school budget, working closely with the school's business manager and as a member of the Finance Committee
- Community outreach, student recruitment, and creating organizational relationships (community, corporate, political, etc.)
- Providing continuous support to the school's staff members, including input on curricular development
- Planning and implementation of professional development and/or appropriate training opportunities as determined by need or staff input and state requirements
- Monitoring of school services and systems such as food service, tutoring, ELL program, special education, supply ordering, transportation, activities, flex periods, reporting, etc.
- Planning and coordination of staff meetings
- Management of student and staff discipline
- Facilitation of positive school culture and community focusing on solution-based practices and accountability at all levels
- Ensure master schedule creation, student scheduling, and curriculum implementation with fidelity



### **Office Manager**

The office manager should have at least two years clerical and/or management experience and be proficient in word processing, phone service, use of technology and other clerical duties. The office manager will provide direct support for the school administration and will manage the school's front office operations. This position is characterized by wide-ranging responsibilities often conducted in an atmosphere of frequent interruptions, time constraints and/or in the necessary absences of the School Site Administrator(s). This individual's responsibilities will include:

- Perform necessary clerical and secretarial duties with utmost integrity, confidentiality and sensitivity
- Manage visitation of all school guests, including approved volunteers
- Screen calls and respond to routine emails, and general correspondence
- Respond to phone, electronic, and in-person requests for information and assistance, as appropriate
- Provide direct support for all staff
- Keep school administration informed of any concerns
- Handle inventory of administrative materials
- Assess purchases made from the administrative budget
- Maintain documentation of all purchases made from administrative accounts
- Requisitions, receives, accounts for and distributes school supplies, textbooks and materials
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g., letters, memorandums, meeting minutes, charts, operational procedures, manuals, time sheets, work orders, requisitions, travel) for the purpose of documenting activities, providing written reference, and/or conveying information, in compliance with program, school, state and/or federal requirements.
- Oversee school attendance including the excusing of students as appropriate
- Track staff leave balances
- Oversee confidential personnel and student files and maintain accurate records and all required documentation
- Maintain and update campus map with room assignments, staff directory, and emergency contact information for staff
- Explain school policies/procedures and provide information on school activities/events to parents, students, teachers, staff, and the community
- Provides basic first aid medical care to ill or injured students in the absence of the school nurse or health assistant
- Perform other duties as assigned

### **Health Assistant**

Health assistants work under a school nurse to assist with health services and must obtain the NMPED Health Assistant License. The goal of the Health Assistant is to treat student injuries or illnesses and advise students, their parents or guardians, and staff on health issues in conjunction with the school nurse. Health Assistant duties include:

- Administers first aid to injured students and provides short-term care to enhance the comfort and safety of injured or ill students
- Administers and records medications in accordance with school nurse directives
- Consults references or the school nurse to ensure a working understanding of medications that are administered
- Takes and records vital signs
- Administers vision screenings and other screenings, as directed
- Assists the school nurse with records for immunizations, chronic health conditions, daily visits, health plans, and health screenings
- Assists the school nurse with reporting, training, and other tasks
- Reports observations to the Principal and other administration, the school nurse, and/or Child Protective Services, when appropriate
- Provides social services and other resource information and referrals, as necessary
- Works with school nurse and administration to ensure that home needs are met
- Facilitates sending ill or injured students home or to appropriate facilities
- Maintains a clean, organized health office
- Exhibits patience, courtesy, and tact when dealing with students, parents and the community
- Exhibits empathy when caring for disabled persons and injured/ill students

### **Educational Assistants**

Educational assistants must obtain the NMPED Educational Assistant and Substitute Teacher licenses. The primary goal of the educational assistants is to provide tutoring and other support to students. Educational Assistant duties include:

- Report to the assigned position timely
- Supervise and facilitate structured and free flex classes
- Enforce school rules according to school guidelines and handbooks
- Practice good classroom management
- Assist in one-on-one and small group activities
- Actively supervise students during lunch, both inside and outside as assigned
- Guide and facilitate lunch service, including serving and light clean up, when assigned
- Tutor students in content areas as needed focusing on study skills, time management, academic confidence, and organizational skills
- Assist students with Google Classroom, PowerSchool, email and other programs
- Write disciplinary and academic referrals when necessary
- Collaborate with staff to ensure tutoring is effective and applicable to student needs
- Substitute for teachers who are out on an as-needed basis
- Assist students in seeking guidance for emotional, social, or academic issues that may arise
- Attend scheduled staff meetings and trainings

## **INSTRUCTIONAL STAFF**

### Teacher - Art

Art teachers are chiefly responsible for carrying out the mission of the school in their art classrooms. Teachers are directly responsible to the principal and they have the following specific responsibilities:

- Designs, manages, and instructs a distinct and diverse curriculum of art seminars following the Explore Learning model
- When assigned, manages and instructs one major program and all seminars provided therein.
- Provides mentoring to students within the major program
- Provides students with constant feedback through both formal and informal methods of assessment throughout the scope of each seminar. Continually communicates student progress to parents via email, phone, and/or the school's online gradebook
- Provide "inclusive" instruction to accommodate students with learning disabilities and language acquisition needs. Implement all instructional modifications as needed
- Work cooperatively within a content-specific professional learning community (PLC) to establish norms, collaborate instruction, examine data, share best practices, design new curricular pathways, modify curricula, etc.
- Provide continuous innovation in the instruction of all academic concepts
- Manage budgetary expenditures and purchased materials within the managed academic areas
- Assist with first-level disciplinary infractions

### Teacher - English (combined with Social Studies, called Humanities, at the elementary level)

English teachers must have a valid state teaching license with the proper endorsements to teach math at the grade level for which they are hired. English teachers are chiefly responsible for carrying out the mission of the school in their English classrooms. Teachers are directly responsible to the principal and they have the following specific responsibilities:

- Designs, manages, and instructs a distinct and diverse curriculum of English seminars following the Explore Learning model
- When assigned, manages and instructs one major program, such as Journalism or Drama, and all seminars provided therein.
- Provides mentoring to students within the major program
- Provides students with constant feedback through both formal and informal methods of assessment throughout the scope of each seminar. Continually communicates student progress to parents via email, phone, and/or the school's online gradebook
- Provide "inclusive" instruction to accommodate students with learning disabilities and language acquisition needs. Implement all instructional modifications as needed

- Work cooperatively within a content-specific professional learning community (PLC) to establish norms, collaborate instruction, examine data, share best practices, design new curricular pathways, modify curricula, etc.
- Provide continuous innovation in the instruction of all academic concepts
- Manage budgetary expenditures and purchased materials within the managed academic areas
- Assist with first-level disciplinary infractions

#### Teacher - Math (combined with Science, called STEM, at the elementary level)

Math teachers must have a valid state teaching license with the proper endorsements to teach math at the grade level for which they are hired. Teachers are chiefly responsible for carrying out the mission of the school in their classrooms. Teachers are directly responsible to the principal and they have the following specific responsibilities:

- Designs, manages, and instructs a distinct and diverse curriculum of math seminars following the Explore Learning model
- When assigned, manages and instructs one major program and all seminars provided therein.
- Provides mentoring to students within the major program
- Provides students with constant feedback through both formal and informal methods of assessment throughout the scope of each seminar. Continually communicates student progress to parents via email, phone, and/or the school's online gradebook
- Provide "inclusive" instruction to accommodate students with learning disabilities and language acquisition needs. Implement all instructional modifications as needed
- Work cooperatively within a content-specific professional learning community (PLC) to establish norms, collaborate instruction, examine data, share best practices, design new curricular pathways, modify curricula, etc.
- Provide continuous innovation in the instruction of all academic concepts
- Manage budgetary expenditures and purchased materials within the managed academic areas
- Assist with first-level disciplinary infractions

#### Teacher - Music

Music teachers must have a valid state teaching license with the proper endorsements to teach performing arts (music) at the grade level for which they are hired. Teachers are chiefly responsible for carrying out the mission of the school in their classrooms. Teachers are directly responsible to the principal and they have the following specific responsibilities:

- Designs, manages, and instructs a distinct and diverse curriculum of music seminars following the Explore Learning model
- When assigned, manages and instructs one major program and all seminars provided therein.
- Provides mentoring to students within the major program
- Provides students with constant feedback through both formal and informal

methods of assessment throughout the scope of each seminar. Continually communicates student progress to parents via email, phone, and/or the school's online gradebook

- Provide “inclusive” instruction to accommodate students with learning disabilities and language acquisition needs. Implement all instructional modifications as needed
- Work cooperatively within a content-specific professional learning community (PLC) to establish norms, collaborate instruction, examine data, share best practices, design new curricular pathways, modify curricula, etc.
- Provide continuous innovation in the instruction of all academic concepts
- Manage budgetary expenditures and purchased materials within the managed academic areas
- Assist with first-level disciplinary infractions

#### Teacher - Physical Education and Health

Teachers are chiefly responsible for carrying out the mission of the school in their classrooms. Teachers are directly responsible to the principal and they have the following specific responsibilities:

- Designs, manages, and instructs a distinct and diverse curriculum of physical education and health seminars following the Explore Learning model
- Perform all duties associated with physical education including instruction occurring outside the classroom and outdoors
- When assigned, manages and instructs one major program and all seminars provided therein.
- Provides mentoring to students within the major program
- Provides students with constant feedback through both formal and informal methods of assessment throughout the scope of each seminar. Continually communicates student progress to parents via email, phone, and/or the school's online gradebook
- Provide “inclusive” instruction to accommodate students with learning disabilities and language acquisition needs. Implement all instructional modifications as needed
- Work cooperatively within a content-specific professional learning community (PLC) to establish norms, collaborate instruction, examine data, share best practices, design new curricular pathways, modify curricula, etc.
- Provide continuous innovation in the instruction of all academic concepts
- Manage budgetary expenditures and purchased materials within the managed academic areas
- Assist with first-level disciplinary infractions

#### Teacher - Science (combined with Math, called STEM, at the elementary level)

Science teachers must have a valid state teaching license with the proper endorsements to teach science at the grade level for which they are hired. Teachers are chiefly responsible for carrying out the mission of the school in their classrooms. Teachers are directly responsible to the principal and they have the following specific responsibilities:

- Designs, manages, and instructs a distinct and diverse curriculum of science seminars following the Explore Learning model
- When assigned, manages and instructs one major program and all seminars provided therein.
- Provides mentoring to students within the major program
- Provides students with constant feedback through both formal and informal methods of assessment throughout the scope of each seminar. Continually communicates student progress to parents via email, phone, and/or the school's online gradebook
- Provide “inclusive” instruction to accommodate students with learning disabilities and language acquisition needs. Implement all instructional modifications as needed
- Work cooperatively within a content-specific professional learning community (PLC) to establish norms, collaborate instruction, examine data, share best practices, design new curricular pathways, modify curricula, etc.
- Provide continuous innovation in the instruction of all academic concepts
- Manage budgetary expenditures and purchased materials within the managed academic areas
- Assist with first-level disciplinary infractions

Teacher - Social Studies (combined with English, called Humanities, at the elementary level)

Social Studies teachers must have a valid state teaching license with the proper endorsements to teach history, geography, economics, and government content at the grade level for which they are hired. Teachers are chiefly responsible for carrying out the mission of the school in their classrooms. Teachers are directly responsible to the principal and they have the following specific responsibilities:

- Designs, manages, and instructs a distinct and diverse curriculum of social studies (or history or social science) seminars following the Explore Learning model
- When assigned, manages and instructs one major program and all seminars provided therein.
- Provides mentoring to students within the major program
- Provides students with constant feedback through both formal and informal methods of assessment throughout the scope of each seminar. Continually communicates student progress to parents via email, phone, and/or the school's online gradebook
- Provide “inclusive” instruction to accommodate students with learning disabilities and language acquisition needs. Implement all instructional modifications as needed
- Work cooperatively within a content-specific professional learning community (PLC) to establish norms, collaborate instruction, examine data, share best practices, design new curricular pathways, modify curricula, etc.
- Provide continuous innovation in the instruction of all academic concepts
- Manage budgetary expenditures and purchased materials within the managed academic areas
- Assist with first-level disciplinary infractions

### Teacher - Special Education

Special education teachers must have a valid New Mexico teaching license with certification in special education. They will have the following responsibilities:

- Oversee special education student schedules.
- Recommend specific seminar versions to best meet the individual needs of each special education student
- Oversee development and implementation of IEPs, including all accommodations and modifications for students
- Manage, monitor, and evaluate the progress of all students with 504 plans
- Work with special education students independently (structured flex periods or resource classes) or within the classroom setting as needed to address IEP goals
- Recommend and assign tutoring, as needed, for special education students to take place during academic flex periods.
- Monitor these students in their tutoring throughout the duration of the tutoring assignment
- Continually collaborate with teachers on special education student modifications, accommodations, and progress  
Communicate academic progress to parents
- Ensure compliance with test and IEP dates
- Schedule ancillary services for students as needed



**State of New Mexico**  
**Public School Facilities Authority**

*Martica Casias, Executive, Director; Ryan Parks, Deputy Director*

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

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May 30, 2023

Justin Baiardo, Founder/Director  
Explore Academy Santa Fe  
Via email: [baiardo@explore.academy](mailto:baiardo@explore.academy)

Dear Mr. Baiardo:

PSFA has received and reviewed the Facilities Master Plan/Educational Specifications 2023-2028 (FMP/Ed Specs) for the proposed Explore Academy Santa Fe. The FMP/Ed Specs guide you in the planning and/or selection of a facility to ensure that it adequately accommodates your educational program and supports your method of instruction. Based upon our review, PSFA is pleased to announce that the FMP/Ed Specs meet our requirements for applicant charter schools and approves the plan. Your next step is to include your FMP/Ed Specs along with this letter in your charter school application to the New Mexico Public Education Commission (PEC).

In reviewing the Explore Academy Santa Fe's FMP/Ed Specs, PSFA understands:

- At this time, the school does not have a building.
- The school seeks a Santa Fe, NM location. Should the school receive approval to operate, it will inquire about available sites owned by the Santa Fe Public School district. If the district does not have available properties, it will work with a realtor to identify suitable sites.
- Explore Santa Fe's proposed enrollment cap is 1,200 students serving grades K-12. In the short-term, however, the school's initial goal will focus on a 560 student enrollment. This 560 figure will inform the school's facility search and planning.
- The 560-enrollment number will require 38 classrooms based on a classroom loading of 14 students per classroom.
- The school will phase in its enrollment over a period of several years. The initial enrollment will consist of 235 students in grades K-2nd and build up to 560 students in grades K-6th in 2028-29, with the balance of its cap added later.
- Each teacher will manage his/her classroom and there will be no sharing of classroom space between teachers.
- The school also requires ancillary program space, administration offices, storage and a cafeteria.
- The school's goal is to eventually purchase a building.
- The school estimates it needs a building consisting of 43,560 SF for enrollment and educational program.



- The school does not plan to employ any alternative methods of instruction.

If you are a successful charter school applicant, PSFA is ready to meet and work closely with Explore Academy Santa Fe on your facility issues. If you find a facility, please contact PSFA so we can assess your chosen building to ensure it meets e-occupancy, code and meets/exceeds the average wNMCI. Feel free to contact PSFA if you have any questions or desire additional information. In addition, should your application receive approval, this plan will be your FMP for the next five years, expiring on December 31, 2028.

Sincerely,

John M. Valdez, AICP  
Facilities Master Planner

c: Alyce Ramos, Program Manager, PSFA  
Amy Smith, Project Technician, PSFA

FUND	FUNCTION	OBJECT	OBJECT DESCRIPTION	Implementation Year	PROJECTED AMT	PROJ. AMT	PROJ. AMT	PROJ. AMT	PROJ. AMT
<b>FUND 11000 - Operational Revenue</b>									
<b>11000 REVENUE</b>									
Function-0000 - Revenue									
<b>Cash Assets</b>					Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
11000	0000	11111	Unrestricted Cash		\$ -	\$ -	\$ -	\$ -	\$ -
11000	0000	11112	Restricted Cash		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue From Local Sources</b>					Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
11000	0000	41310	Tuition From Foreign Nationals		\$ -	\$ -	\$ -	\$ -	\$ -
11000	0000	41331	Tuition From School Districts outside the State		\$ -	\$ -	\$ -	\$ -	\$ -
11000	0000	41701	Fees Activities		\$ -	\$ -	\$ -	\$ -	\$ -
11000	0000	41702	Fees Educational		\$ -	\$ -	\$ -	\$ -	\$ -
11000	0000	41705	Fees Users		\$ -	\$ -	\$ -	\$ -	\$ -
11000	0000	41706	Fees Summer School		\$ -	\$ -	\$ -	\$ -	\$ -
11000	0000	41920	Contributions and Donations From Private Sources		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue From State Sources</b>					Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
11000	0000	43101	State Equalization Guarantee		\$ 3,806,767.26	\$ 5,971,240.35	\$ 8,511,041.38	\$ 10,887,443.59	\$ 11,745,682.39
11000	0000	43202	State Flow-through Grants		\$ -	\$ -	\$ -	\$ -	\$ -
11000	0000	43212	Indirect Costs (State Flow-through Grants)		\$ -	\$ -	\$ -	\$ -	\$ -
11000	0000	43213	Indirect Costs (State Direct Grants)		\$ -	\$ -	\$ -	\$ -	\$ -
11000	0000	43215	Inter-Governmental Contract Revenue		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue From Federal Sources</b>					Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
11000	0000	44103	Impact Aid, Public Law 103-382		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Items</b>					Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
11000	0000	46100	Access Board (e-Rate)		\$ -	\$ -	\$ -	\$ -	\$ -
11000			<b>TOTAL REVENUES: OPERATIONAL FUND</b>		\$ 3,806,767.26	\$ 5,971,240.35	\$ 8,511,041.38	\$ 10,887,443.59	\$ 11,745,682.39
<b>FUND 13000-Transportation</b>									
<b>13000 REVENUE</b>									
Function-0000 - Revenue									
<b>Cash Assets</b>					Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5	
13000	0000	11112	Restricted Cash		\$ -	\$ -	\$ -	\$ -	
<b>Revenue From State Sources</b>					Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5	
13000	0000	43206	Transportation Distribution		\$ 81,000.00	\$ 108,000.00	\$ 135,000.00	\$ 162,000.00	
13000			<b>TOTAL REVENUES: TRANSPORTATION FUND</b>		\$ 81,000.00	\$ 108,000.00	\$ 135,000.00	\$ 162,000.00	
<b>FUND 14000-Instructional Materials</b>									
<b>14000 REVENUE</b>									
Function-0000 - Revenue									
<b>Cash Assets</b>					Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
14000	0000	11112	Restricted Cash		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue From State Sources</b>					Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
14000	0000	43211	Instructional Materials - 50% Supplementary Allocation		\$ -	\$ -	\$ -	\$ -	\$ -
14000			<b>TOTAL REVENUES: INSTRUCTIONAL MATERIALS FUND</b>		\$ -	\$ -	\$ -	\$ -	\$ -
10000			<b>TOTAL: GENERAL FUND REVENUES</b>	\$ -	\$ 3,806,767.26	\$ 6,052,240.35	\$ 8,619,041.38	\$ 11,022,443.59	\$ 11,907,682.39
<b>FUND 21000-Food Services</b>									
<b>21000 REVENUE</b>									
Function-0000 - Revenue									
<b>Cash Assets</b>					Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
21000	0000	11112	Restricted Cash		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue From Local Sources</b>					Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
21000	0000	41603	Fees Adults/Food Services		\$ -	\$ -	\$ -	\$ -	\$ -
21000	0000	41604	Fees Students/Food Services		\$ 100,000.00	\$ 103,000.00	\$ 106,090.00	\$ 109,272.70	\$ 112,550.88
<b>Revenue From Federal Sources</b>					Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5
21000	0000	44500	Restricted Grants Federal Flow-through		\$ -	\$ -	\$ -	\$ -	\$ -
21000			<b>TOTAL REVENUES: FOOD SERVICES</b>		\$ 100,000.00	\$ 103,000.00	\$ 106,090.00	\$ 109,272.70	\$ 112,550.88
<b>FUND 24101 - FEDERAL FLOW-THROUGH GRANTS - TITLE 1 ESEA</b>									
<b>24101 REVENUE</b>									
Function 0000 - Revenue									
24101	0000	44500	Restricted Grants - Federal Flowthrough		\$ -	\$ 167,586.00	\$ 255,595.00	\$ 359,414.00	\$ 452,693.00
24101			<b>TOTAL REVENUES: FEDERAL FLOW-THROUGH GRANTS - TITLE 1 ESEA</b>		\$ -	\$ 167,586.00	\$ 255,595.00	\$ 359,414.00	\$ 452,693.00
<b>FUND 24106 - FEDERAL FLOW-THROUGH GRANTS - ENTITLEMENT IDEA-B</b>									
<b>24106 REVENUE</b>									
Function 0000 - Revenue									
24106	0000	44500	Restricted Grants - Federal Flowthrough		\$ -	\$ 72,186.00	\$ 110,095.00	\$ 154,814.00	\$ 194,993.00
24106			<b>TOTAL REVENUES: FEDERAL FLOW-THROUGH GRANTS - ENTITLEMENT IDEA-B</b>		\$ -	\$ 72,186.00	\$ 110,095.00	\$ 154,814.00	\$ 194,993.00
<b>FUND 24109 - FEDERAL FLOW-THROUGH GRANTS - PRESCHOOL IDEA-B</b>									
<b>24109 REVENUE</b>									
Function 0000 - Revenue									
24109	0000	44500	Restricted Grants - Federal Flowthrough		\$ -	\$ -	\$ -	\$ -	\$ -
24109			<b>TOTAL REVENUES: FEDERAL FLOW-THROUGH GRANTS - PRESCHOOL IDEA-B</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUND 24146 - FEDERAL FLOW-THROUGH GRANTS - CHARTER SCHOOL PROGRAM</b>									
<b>24146 REVENUE</b>									
Function 0000 - Revenue									
24146	0000	44500	Restricted Grants - Federal Flowthrough	Implementation Year 0	\$ 205,000.00	\$ -	\$ -	\$ -	\$ -
24146			<b>TOTAL REVENUES: FEDERAL FLOW-THROUGH GRANTS</b>		\$ 205,000.00	\$ -	\$ -	\$ -	\$ -
<b>FUND 24153 - FEDERAL FLOW-THROUGH GRANTS - ENGLISH LANGUAGE ACQUISITION</b>									
<b>24153 REVENUE</b>									
Function 0000 - Revenue									
24153	0000	44500	Restricted Grants - Federal Flowthrough		\$ -	\$ -	\$ -	\$ -	\$ -
24153			<b>TOTAL REVENUES:</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUND 24154 - FEDERAL FLOW-THROUGH GRANTS - TEACHER/PRINCIPAL TRAINING AND RECRUITING</b>									
<b>24154 REVENUE</b>									
Function 0000 - Revenue									
24154	0000	44500	Restricted Grants - Federal Flowthrough		\$ -	\$ 14,310.00	\$ 21,825.00	\$ 30,690.00	\$ 38,655.00
24154			<b>TOTAL REVENUES: FEDERAL FLOW-THROUGH GRANTS - ENGLISH LANGUAGE A</b>		\$ -	\$ 14,310.00	\$ 21,825.00	\$ 30,690.00	\$ 38,655.00
<b>FUND 24174 - FEDERAL FLOW-THROUGH GRANTS - CARL D PERKINS SECONDARY CURRENT</b>									
<b>24174 REVENUE</b>									
Function 0000 - Revenue									
24174	0000	44500	Restricted Grants - Federal Flowthrough		\$ -	\$ -	\$ -	\$ -	\$ -
24174			<b>TOTAL REVENUES: FEDERAL FLOW-THROUGH GRANTS - CARL D PERKINS SECO</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUNDS 26XXX* - LOCAL GRANTS</b>									
<b>26xxx REVENUE</b>									
Function 0000 - Revenue									
26xxx*	0000	11112	Restricted Cash		\$ -	\$ -	\$ -	\$ -	\$ -
26xxx*	0000	41921	Instruction - Categorical		\$ -	\$ -	\$ -	\$ -	\$ -
26xxx*	0000	41922	Instructional Support - Categorical		\$ -	\$ -	\$ -	\$ -	\$ -
26xxx*	0000	41923	Administration - Categorical		\$ -	\$ -	\$ -	\$ -	\$ -
26XXX*			<b>TOTAL REVENUES: LOCAL GRANTS</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUNDS 26XXX* - LOCAL GRANTS</b>									
<b>26xxx REVENUE</b>									
Function 0000 - Revenue									
26xxx*	0000	11112	Restricted Cash	Implementation Year 0	\$ -	\$ -	\$ -	\$ -	\$ -
26xxx*	0000	41921	Instruction - Categorical		\$ -	\$ -	\$ -	\$ -	\$ -
26xxx*	0000	41922	Instructional Support - Categorical		\$ -	\$ -	\$ -	\$ -	\$ -
26xxx*	0000	41923	Administration - Categorical		\$ -	\$ -	\$ -	\$ -	\$ -
26XXX*			<b>TOTAL REVENUES: LOCAL GRANTS</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUNDS 27114 - STATE FLOW-THROUGH GRANTS - READS TO LEAD</b>									
<b>27114 REVENUE</b>									
Function 0000 - Revenue									
27114	0000	11112	Restricted Cash		\$ -	\$ -	\$ -	\$ -	\$ -
27114	0000	43202	State Flow-Through Grants		\$ -	\$ -	\$ -	\$ -	\$ -
27114			<b>TOTAL REVENUES:</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUNDS 27141 - STATE FLOW-THROUGH GRANTS - TRUANCY/DROPOUT PREVENTION</b>									
<b>27141 REVENUE</b>									
Function 0000 - Revenue									
27141	0000	11112	Restricted Cash		\$ -	\$ -	\$ -	\$ -	\$ -
27141	0000	43202	State Flow-Through Grants		\$ -	\$ -	\$ -	\$ -	\$ -
27141			<b>TOTAL REVENUES: STATE FLOW-THROUGH GRANTS - READS TO LEAD</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUNDS 27149 - STATE FLOW-THROUGH GRANTS - PREK</b>									
<b>27149 REVENUE</b>									
Function 0000 - Revenue									
27149	0000	11112	Restricted Cash		\$ -	\$ -	\$ -	\$ -	\$ -
27149	0000	43202	State Flow-Through Grants		\$ -	\$ -	\$ -	\$ -	\$ -
27149			<b>TOTAL REVENUES: STATE FLOW-THROUGH GRANTS - PREK</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUNDS 27166 - STATE FLOW-THROUGH GRANTS - K-3+</b>									
<b>27166 REVENUE</b>									
Function 0000 - Revenue									
27166	0000	11112	Restricted Cash		\$ -	\$ -	\$ -	\$ -	\$ -
27166	0000	43202	State Flow-Through Grants		\$ -	\$ -	\$ -	\$ -	\$ -
27166			<b>TOTAL REVENUES: STATE FLOW-THROUGH GRANTS - K-3+</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUNDS 27188 - STATE FLOW-THROUGH GRANTS - 4RFUTURE</b>									
<b>27188 REVENUE</b>									
Function 0000 - Revenue									
27188	0000	11112	Restricted Cash		\$ -	\$ -	\$ -	\$ -	\$ -
27188	0000	43202	State Flow-Through Grants		\$ -	\$ -	\$ -	\$ -	\$ -
27188			<b>TOTAL REVENUES: STATE FLOW-THROUGH GRANTS - 4RFUTURE</b>		\$ -	\$ -	\$ -	\$ -	\$ -
20000			<b>TOTAL REVENUES: SPECIAL REVENUE FUNDS</b>	\$ 205,000.00	\$ 100,000.00	\$ 357,082.00	\$ 493,605.00	\$ 654,190.70	\$ 798,891.88
<b>FUND 31200-Public School Capital Outlay</b>									
<b>31200 REVENUE</b>									

Function-0000 - Revenue			Operational Year 1	Operational Year 2	Operational Year 3	Operational Year 4	Operational Year 5	
<b>Revenue From State Sources</b>								
31200	0000	43209 PSCOC Awards	\$ 235,320.00	\$ 235,320.00	\$ 358,900.00	\$ 504,680.00	\$ 635,660.00	
31200		<b>TOTAL REVENUES: Public School Capital Outlay</b>	\$ 235,320.00	\$ 235,320.00	\$ 358,900.00	\$ 504,680.00	\$ 635,660.00	
<b>FUND 31600-Capital Improvemets HB-33</b>								
<b>31600 REVENUE</b>								
Function-0000 - Revenue								
<b>Cash Assets</b>								
31600	0000	11112 Restricted Cash	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Revenue From Local Sources</b>								
31600	0000	41110 Ad Valorem Taxes School District	\$ -	\$ -	\$ -	\$ -	\$ -	
31600		<b>TOTAL REVENUES: Capital Improvemets HB-33</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>FUND 31700-Capital Improvemets SB-9 (State Match)</b>								
<b>31700 REVENUE</b>								
Function-0000 - Revenue								
<b>Revenue From State Sources</b>								
31700	0000	43202 State Flow-through Grants	\$ -	\$ -	\$ -	\$ -	\$ -	
31700	0000	43204 Prior Year Balances	\$ -	\$ -	\$ -	\$ -	\$ -	
31700		<b>TOTAL REVENUES: Capital Improvemets SB-9 (State Match)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>FUND 31701-Capital Improvemets SB-9 (Local)</b>								
<b>31701 REVENUE</b>								
Function-0000 - Revenue								
<b>Cash Assets</b>								
31701	0000	11111 Unrestricted Cash	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Revenue From Local Sources</b>								
31701	0000	41110 Ad Valorem Taxes School District	\$ -	\$ -	\$ -	\$ -	\$ -	
31701		<b>TOTAL REVENUES: Capital Improvemets SB-9 (Local)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
30000		<b>TOTAL REVENUES: CAPITAL PROJECTS FUNDS</b>	\$ 235,320.00	\$ 235,320.00	\$ 358,900.00	\$ 504,680.00	\$ 635,660.00	
<b>TOTAL REVENUE</b>			\$ 205,000.00	\$ 4,142,087.26	\$ 6,644,642.35	\$ 9,471,546.38	\$ 12,181,314.29	\$ 13,342,234.27











































		<b>Total: Personnel Services Employee Benefits</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Professional and Technical Services</b>															
27166	1000	53340	0000	Professional Development											
27166	1000	53414	0000	Other Professional Services											
27166	1000	53711	0000	Other Charges											
		<b>Total: Purchased Professional and Tech Services</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
		<b>Other Purchased Services</b>													
27166	1000	55617	0000	Student Travel											
27166	1000	55619	0000	Employee Travel - Teachers											
27166	1000	55913	0000	Contracts - Interagency/REC											
27166	1000	55914	0000	Contracts - Interagency											
27166	1000	55915	0000	Other Contract Services											
		<b>Total: Other Purchased Services</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
		<b>Supplies</b>													
27166	1000	56112	0000	Other Textbooks											
27166	1000	56113	0000	Software											
27166	1000	56118	0000	General Supplies and Materials											
		<b>Total: Supplies</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
		<b>Property</b>													
27166	1000	57331	0000	Fixed Assets (more than \$5,000)											
27166	1000	57332	0000	Supply Assets (\$5,000 or less)											
		<b>Total: Property</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Function-2300 - General Administration</b>															
<b>Personnel Services - Compensation</b>															
27166	2300	51300	1217	Additional Compensation: Secretarial/Clerical/Technical Assistants											
27166	2300	51300	1151	Additional Compensation: Data Processing											
27166	2300	51300	1111	Additional Compensation: Superintendent											
		<b>Total: Personnel Services - Compensation</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Personnel Services - Employee Benefits</b>															
27166	2300	52111	0000	Educational Retirement											
27166	2300	52112	0000	ERA - Retiree Health											
27166	2300	52210	0000	FICA Payments											
27166	2300	52220	0000	Medicare Payments											
		<b>Total: Personnel Services - Employee Benefits</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Function-2700 - Student Transportation</b>															
<b>Other Purchased Services</b>															
27166	2700	55112	0000	Transportation Contractors											
		<b>Total: Other Purchased Services</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Function-1000 - Instruction</b>															
<b>Personnel Services - Compensation</b>															
27188	1000	51300	1411	Additional Compensation: Teachers-Grades 1-12											
27188	1000	51300	1412	Additional Compensation: Teachers-Special Education											
27188	1000	51300	1413	Additional Compensation: Teachers-Vocational and Technical											
27188	1000	51300	1416	Additional Compensation: Teachers-Other Instruction											
27188	1000	51300	1711	Additional Compensation: Instructional Assistants-Grades 1-12											
		<b>Total: Personnel Services Compensation</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Personnel Services - Employee Benefits</b>															
27188	1000	52210	0000	FICA Payments											
27188	1000	52220	0000	Medicare Payments											
		<b>Total: Personnel Services Employee Benefits</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Function-2300 - General Administration</b>															
<b>Personnel Services - Compensation</b>															
27188	2300	51300	1111	Additional Compensation: Superintendent											
		<b>Total: Personnel Services - Compensation</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Personnel Services - Employee Benefits</b>															
27188	2300	52210	0000	FICA Payments											
27188	2300	52220	0000	Medicare Payments											
		<b>Total: Personnel Services - Employee Benefits</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Function-2400 - School Administration</b>															
<b>Personnel Services - Compensation</b>															
27188	2400	51300	1112	Additional Compensation: Principal											
27188	2400	51300	1211	Additional Compensation: Coordinator/Subject Matter Specialist											
		<b>Total: Personnel Services - Compensation</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Personnel Services - Employee Benefits</b>															
27188	2400	52210	0000	FICA Payments											
27188	2400	52220	0000	Medicare Payments											
		<b>Total: Personnel Services - Employee Benefits</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
20000	<b>TOTAL: SPECIAL REVENUE FUND EXPENDITURES</b>			\$205,000.00	0.00	\$100,000.00	0.00	\$103,000.00	0.00	\$106,090.00	0.00	\$109,272.70	\$0.00	\$112,550.88	0.00
<b>30000 - CAPITAL PROJECTS FUNDS EXPENDITURES</b>															
<b>Function-4000 - Capital Outlay</b>															
<b>Purchased Professional and Technical Services</b>															
31200	4000	53414	0000	Other Services											
		<b>Total: Purchased Professional and Technical Services</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Purchased Property Services</b>															
31200	4000	54010	0000	Construction Services											
31200	4000	54011	0000	Rental - Land and Buildings											
31200	4000	54020	0000	Rental - Equipment and Vehicles											
31200	4000	54030	0000	Rental - Computers and Related Equipment											
		<b>Total: Purchased Property Services</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Property</b>															
31200	4000	57111	0000	Land											
31200	4000	57112	0000	Land Improvements											
31200	4000	57200	0000	Buildings Purchase											
31200	4000	57331	0000	Fixed Assets (more than \$5,000)											
31200	4000	57332	0000	Supply Assets (\$5,000 or less)											
		<b>Total: Property</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
31200	4000	<b>TOTAL: CAPITAL OUTLAY</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
31200	<b>TOTAL: PUBLIC SCHOOL CAPITAL OUTLAY</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Function-4000 - Capital Outlay</b>															
<b>Purchased Property Services</b>															
31600	4000	54000	0000	Construction Services											
31600	4000	54040	0000	Rental/Lease to Purchase											
		<b>Total: Purchased Property Services</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Property</b>															
31600	4000	57111	0000	Land											
31600	4000	57112	0000	Land Improvements											
31600	4000	57200	0000	Buildings Purchase											
31600	4000	57331	0000	Fixed Assets (more than \$5,000)											
31600	4000	57332	0000	Supply Assets (\$5,000 or less)											
		<b>Total: Property</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
31600	4000	<b>TOTAL: CAPITAL OUTLAY</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
31600	<b>TOTAL: CAPITAL IMPROVEMENTS HB-33</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Function-4000 - Capital Outlay</b>															
<b>Purchased Property Services</b>															
31700	4000	54015	0000	Maintenance & Repair - Bridge/Grass/Equipment (SR-9)											
31700	4000	54000	0000	Construction Services											
31700	4000	54040	0000	Rental/Lease to Purchase											
		<b>Total: Purchased Property Services</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Supplies</b>															
31700	4000	56115	0000	Software											
31700	4000	56118	0000	General Supplies and Materials											
		<b>Total: Supplies</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
<b>Property</b>															
31700	4000	57111	0000	Land											
31700	4000	57112	0000	Land Improvements											
31700	4000	57200	0000	Buildings Purchase											
31700	4000	57311	0000	Vehicles General											



26101	SE NM Educational Resource Center
26102	Exxon Education Foundation
26103	ENLACE-UNM
26104	Bill & Melinda Gates Foundation
26105	Newspaper Association of America
26106	US West
26107	REC/District Fiscal Agent
26108	Proctor & Gamble & NAESP
26109	JF Maddox Foundation
26110	Greenville Foundation
26111	(ITFS/FCC)
26112	Johnson & Johnson
26113	LANL Foundation
26114	NM Association of Classroom Teachers
26115	Carnegie Corp
26116	Intel Foundation
26117	Jordan Fundamentals Grant
26118	ABEC - Job Mentor
26119	Heifer International
26120	Catching The Dream
26121	Kellogg Fund/Kellogg Foundation
26122	Private Fund Math/Science Pilot
26123	PNM Foundation Inc
26124	Taos Youth to Careers Mentoring
26125	Wallace Foundation
26126	Milken Family Foundation
26127	Rural Vision/MDC
26128	Texico Foundation
26129	No NM Network for Rural Ed
26130	Middle Rio Grande Bus & Ed Collab
26131	Community Education
26132	Coca Cola
26133	US West Foundation
26134	Civic Activities
26135	Toyota, Inc
26136	SCIAD
26137	Reading is Fundamental
26138	Challenge Foundation
26139	Ron McDonald (Amigo)
26140	National Council of La Raza
26141	Daniels Fund
26142	General Electric
26143	Save the Children
26144	Teacher Line Project (KNME-TV)
26145	NEA Foundation
26146	Hubbard Foundation
26147	Center for Ed & Study of Diverse Pop
26148	Walton Family Foundation, Inc
26149	Coleman Foundation
26150	Burlington Res/Meridian Oil Foundation
26151	SEDL
26152	Integrating Multiple Perspectives
26153	Paso del Norte Health Foundation
26154	Building Trades Advisory Board - SFPS
26155	Center for Services Learning Opp in Ed

26156	Turner Foundation
26157	Indian Health Services USPHS
26158	Direct Action for Youth Foundation
26159	Frost Foundation
26160	Challenge Grant-Trails Project
26161	Corporation for Public Broadcasting
26162	Team Builders Counseling Services
26163	Golden Apple Foundation
26164	GTE Foundation
26165	Rural Challenge
26166	General Mills Foundation
26167	Toyota TAPESTRY
26168	National Assoc of School Nurses
26169	San Juan Mesa Wind Project
26170	Microsoft Settlement Funds
26171	Rio Rancho Education Foundation
26172	Spectrum Imaging Systems
26173	Healthy School Communities.
26174	Parents Reaching Out
26175	Qwest Foundation for Education
26176	New Mexico Community Foundation
26177	Elementary & Middle School Initiative
26178	Keep New Mexico Beautiful, Inc.
26179	A plus for Energy
26180	Rural Healthy Schools Coalition AASA
26181	Center for Native Education
26182	Northern NM Network - Teacher Incentive Fund
26183	Jobs for America Graduates - JAG New Mexico
26184	Clovis Municipal Schools Foundation
26185	Coalition of Essential Schools/Mentor Grants
26186	ABC Community Schools Partnership
26187	Amy Biehl High School Foundation
26188	Center for Educational Initiatives
26189	Los Alamos Public Schools Foundation
26190	APS Foundation
26191	ENMR Plateau- Education Foundation School Grant
26192	Toyota Family Literacy Program
26193	McCarthy Dressman Education Foundation
26194	McGruff Neighborhood Initiatives
26195	Friends of Mountain Mahogany Foundation
26196	Institute for Educational Leadership
26197	Washington TRU Solutions LLC
26198	Albuquerque Community Foundation
26199	Spaceport GRT Grant - Sierra County
26200	Conoco/Phillips School Grant
26201	Pump up the Volume in Preschool
26202	SES After School Tutoring
26203	East Mountain Hs Foundation
26204	Spaceport GRT Grant - Dona Ana County
26205	Chevron School Grant
20206	Tucumcari Band-Aides
26207	CNM Foundation
26208	Partners for Developing Futures
26209	Met Life Foundation
26210	APS Homeless Grants

26211	Target School Grants
26212	DOE i3 Reading Recovery
26213	Active Schools Acceleration Project
26214	Peer Helpers Program
26215	The Bridge of Southern New Mexico
26216	Fuel Up to Play 60
26217	Albertsons Community Grants
26218	United Wy
26217	Project Lead TLDW



# Internal Controls and Procurement Procedures



## EXPLORE ACADEMY - SANTA FE PROPOSED

[Relevant Statute/Regulation: 6.20.2.11 – 6.20.2.18 NMAC; 34 CFR 74.44]

The Governing Council of Explore Academy - Santa Fe (the “School”) 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 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. If, at any time, these policies and procedures do not align with applicable law, applicable law shall govern.

### I. ACCOUNTING

#### a. Fiscal Year

- i. The fiscal year for the School is July 1 through June 30.

#### b. GAAP

- i. The accounting procedures used by the School 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. The School 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. The School shall maintain its general ledger using grant fund codes for the purposes of tracking restricted revenues and expenses.

#### e. Capitalization and Depreciation

- i. The School 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 Administrator.
  - vi. As part of the annual close of the fiscal year, staff will conduct an inventory of all assets, noting condition and location. The Office Manager and Head Administrator 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 the School 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 the school's Business Official.
- ii. The School will provide the School's Business Official 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 Administrator and the Finance Committee/Council.
- 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. Financial irregularities discovered during the banking reconciliation process will be brought to the attention of the Head Administrator and the Finance Committee/Council.

**g. Financial Record Retention and Destruction**

- i. All financial records will be retained as per applicable laws. Records include, but are not limited to, transaction ledgers, bank statements, canceled 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 School's broader record retention and destruction policies.
- v. All paper documents will be housed on site at the School.



## II. BANKING

### a. Checking Accounts

- i. The Council 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 New Mexico institution.
- ii. An account bearing interest will not be considered speculative per applicable law; this account must be a “NOW” account, which is a Negotiable Order of Withdraw account. Any other interest-bearing account must follow the restrictive New Mexico 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 Administrator, Council Chair and Council Vice-Chair.
  1. Checks under \$5,000 will require the approval of the Head Administrator.
  2. Checks \$5,000 and over will require the approval of the Head Administrator AND Council Chair OR Council Vice Chair (or the Council Chair’s designee).
  3. Reimbursements to the Head Administrator must be approved by the Council Chair or Council Vice Chair. Checks of \$5,000 or more payable to the Head Administrator will require the approval of Council Chair AND Council Vice Chair (or the Council Chair’s designee).
  4. Under no circumstances should the recipient of a check also approve payment to him or herself or spouse or domestic partner or other family relative.
- iv. In addition to the general operating account, the Council may authorize the establishment of a checking account for the purposes of processing payroll as needed.
- v. No additional checking accounts shall be established without Council approval.
- vi. Council approval is also required to close a public fund checking account.

### b. Federal Deposit Insurance

- i. The School 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 Council 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 New Mexico State Law regarding the protection of public funds.

### c. Deposits of Receipts

- i. The School will deposit all funds received within 24 hours or one banking day. The procedure shall be as follows:
  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 Administrator. Any checks or money orders received in person will also be given to the Office Manager to be receipted.

2. All cash payments received will be also receipted using a cash receipt book with three (3) copies. The original copy will be given to the payor, the 1<sup>st</sup> copy will be kept with the deposit slip in which the money is deposited, and the 2<sup>nd</sup> copy will be retained in the receipt book. The Head Administrator will review the cash receipt book each week and confirm that the total amount 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 (Ex. "For Deposit Only") the checks or money orders to the checking account and deposit them, along with any cash collections.

### III. PURCHASES

#### a. Authorization of Expenditures

- i. All purchases of goods and services shall be consistent with the most recent Council-approved budget.
- ii. Purchases orders will be issued for all purchases.
- iii. Monthly bills for facility leases, utilities (Water, Electric, Heating) and communications (telephone and internet) will be excluded from the purchase order requirement.
- iv. All purchase orders will be approved by the Head Administrator and the Chief Procurement Officer (CPO).
- v. All expenditures over \$10,000 must be approved by the Head Administrator or CPO who will review to assure that the purchase follows the requirements of the New Mexico State Procurement Code. The Head Administrator who will review to determine whether it is consistent with the Council-approved budget. The Head Administrator is the only staff person authorized to sign contracts. **Over \$60K (or want to use specific criteria to evaluate and select):**
- vi. All contracts that cross fiscal years or extend 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.
- vii. Nothing in this section shall prevent the Head Administrator 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 Council during a scheduled Council meeting open to the public.

#### b. Contracts and Bidding

- i. All professional services shall be provided for under a contract. The Chief Procurement Officer will review all contracts prior to the contract being signed by either the Head Administrator or a member of the Council.
- ii. The Head Administrator can execute single-year contracts for professional services that will not exceed or are not likely to exceed \$20,000.
- iii. For contracts for professional services that will exceed or are likely to exceed a total annual amount greater than \$20,000 or the term will extend for a period greater than one year, Council approval will be required prior to execution. Length of contracts shall be at the discretion of the Council in consultation with the Head Administrator, 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 of New Mexico law required non-appropriations clause in the contract.
- v. Should a contract require Council approval per the above, but timing or other circumstances require execution prior to being approved at a Council meeting, the Head Administrator, with the approval of both the Council Chair and Council Vice Chair, may conditionally execute said contract. The contract will need to then be formally approved at the next Council meeting.
- vi. Unless otherwise expressly required by conditions of a funding source, the School shall not be required to conduct a formal bid process for contracted services less than \$60,000.
- 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 goods or services equal to or exceeding \$60,000 will require an RFP or an ITB.
  4. In regards to federal funding sources, purchases that exceed the small purchase threshold fixed at 41 U.S.C. 403 (11) (currently \$25,000) shall be awarded via a competitive process (request for proposals, invitations for bids, independent cost estimates)
- viii. Nothing in this section shall require or be interpreted to require the School to choose or select the lowest cost provider of goods or contracted services and the School will have discretion in determining what criteria it gives the 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 where inconsistent or otherwise contradictory.
- x. The School will also follow all exemptions from the procurement code, as stated in 13-1-98 of the procurement code.

**c. Purchasing**

- i. The School will follow New Mexico Procurement Code.
- ii. The School will have a Chief Procurement Officer.

**d. Invoice Processing and Requests for Payment**

- i. On a weekly basis, the Head Administrator or designee 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 and/or Purchasing Manager will collate and code all invoices received, including both expense and grant fund coding.
- iii. The School's Business Official 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, as long as PED is distributing revenue in a timely manner: SEG allocation on time and adequate for the number of students attending the school, RfRs processed within 30 days, etc.

- v. The school will implement accounts payable policies and procedures in accordance with all applicable state and federal laws and the School's Business Official will abide by these policies.

e. **Payment Approvals and Payroll Processing**

- i. Payroll payments under \$5,000 must be approved by one of the following authorized positions: Head Administrator, Council Chair, or Council Vice Chair.
- ii. Payroll payments for \$5,000 or more must be approved by the Head Administrator AND either Council Chair or Council Vice Chair (or Council Chair's designee).
- iii. All payroll will be based on the salary schedule established by the School and previously-approved by the Council.
- iv. For recurring payments, such as rent, where the amount is fixed, annual approval is permitted.
- v. All expenses shall be reviewed monthly by the Head Administrator and the Finance Committee/Council.
- vi. The Council may also elect to have all vouchers and bank recs approved at the monthly Council meeting, which is in compliance with NMAC 6.20.2.14H.
- vii. Once the School's Business Official receives all the required approvals, the School's Business Official will issue payments with the required authorizer signatures. The School's Business Official will then generate a check register and send it back to the School as record of issuance. The check register will be collated with all the check registers for that month and included in the Council packet.

f. **Debit Card Usage**

- i. Debit card usage is not permitted.

g. **Procurement Card Usage**

- i. The school may establish a procurement card account subject to Council approval.
- ii. All purchases made with a procurement card must have an approved Purchase Order in place.
- iii. The use of a procurement card shall be allowed with a maximum authorized purchase limit of \$5,000 per card holder, and a maximum limit of \$10,000 for all procurement cards during the same reporting period.
- iv. Procurement cards shall only be issued in alignment with the School's policies and procedures.
- v. An individual purchase should not exceed \$1,000, except with the approval by the Council Chair. 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. Purchase card transactions will be reported to the Finance Committee/Council monthly.

h. **Sales Tax Exemption**

- i. The School will apply for tax exempt status with the State of New Mexico, Taxation and Revenue Department and will be exempt from sales tax on goods purchased for its own internal use.
- ii. The Head Administrator or designee will ensure all vendors have a copy of a tax exempt certificate.
- iii. Prior to submission to the School's Business Official, the Office Manager and/or Purchasing Manager will ensure all invoices have sales tax removed on goods.

i. **Electronic Payments**

- i. ACH shall be permitted for payroll and associated employer and employee liabilities.
- ii. ACH payments are allowable as long as required approvals are adhered to.

j. **Non-Travel Related Employee Reimbursements**

- i. Employees, except for the Head Administrator, 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 Administrator 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 of the School's personnel policies regarding eligible, reimbursable expenses.
- vii. If a staff member would like to be reimbursed for a college course, PD, or certification, the following must be true.
  1. The course, PD, or certification must be pre-approved by the Head Administrator.
  2. The course must be paid for by the staff member first in the fiscal year that the grade will be earned.
  3. The staff member will not be reimbursed until they receive a passing grade.
  4. The grade must be earned in the same year that the payment for the course was made.
  5. The Head Administrator is allowed to make exceptions depending on circumstances.

k. **Travel-Related Employee Reimbursements**

- i. All employees must receive prior approval by the Head Administrator 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 through the Office Manager, Purchasing Manager, or Head Administrator and paid for directly by the School via check or procurement card.
- v. Under no circumstances shall the purchase of alcohol, entertainment or personal expenditures be reimbursed.
- vi. Per IRS guidance, mileage of an employee driving from his or her residence to the school or vice versa is not considered reimbursable.
- vii. Nothing in this section is to be considered to supersede any personnel policies regarding eligible, reimbursable expenses.

**l. 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 Council member, removal.

**IV. PAYROLL**

**a. New Employees**

- i. The Head Administrator shall hire all employees at levels consistent with the Council-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 New Mexico 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 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.

**c. Payroll Processing and Accounting**

- i. Once the School's Business Official receives the payroll changes from the Head Administrator, the School's Business Official will enter the information into the payroll processing system.
- ii. The School's Business Official will generate a payroll preview or Excel worksheet summary and send it to the Head Administrator for approval.
- iii. Once payroll has been approved and issued, the School's Business Official 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, Explore Academy - Santa Fe shall treat individuals as employees unless they meet the IRS test for classification as an independent contractor.
- ii. If someone is determined to be an independent contractor, they will need to provide a W-9, as well as proof of insurance depending on the nature of the work on behalf of the school.

- iii. All independent contractors shall be formally engaged under a contract that is approved by the Head Administrator or the Council, based on the contract approval criteria previously enumerated herein.
  - iv. Payments to an independent contractor shall be made pursuant to an invoice for services generated by the independent contractor to the school.
  - v. The School 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.
- e. **Staff NMPSIA withholdings:**
- i. If the school made an error in calculating the withholding amount for a staff's medical withholdings and the error was not caught until the end of the fiscal year the following will occur:
    - 1. If too much was withheld, the staff member will receive a reimbursement for the amount that was erroneously withheld.
    - 2. If not enough was withheld, the school agrees to pay that portion on behalf of the staff member.
  - ii. Staff members that work at least 20 hours a week are eligible for NMPSIA benefits.

## V. AUDITS & TAX FILINGS

### a. Annual Audit

- i. Each operating year, the School 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 New Mexico State Auditor's submission deadline with adequate review time by the Audit Committee.
- ii. The audit shall include all work named in the contract with the authorizer as it pertains to the school for the year being audited.
- iii. Prior to submission of the audit report, the School's Business Official, the School's attorney, 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 Council for review after the audit is released to the public.

## VI. DONATIONS & PHILANTHROPY

### a. Tax Exempt Status & Charitable Solicitation

- i. To the extent that the School may establish a supporting foundation that has 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, the School may engage in charitable solicitations for tax-deductible donations as permitted by local, state, and federal law. Nothing in this section shall prevent the School 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 Office Manager, 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 School will provide the donor with a written acknowledgement of the donation in compliance with IRS acknowledgement requirements.

## VII. FINANCIAL REPORTING & PLANNING

### a. Budget Approval

- i. An annual budget shall be approved by the Governing Council 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 Council will adopt an amended budget if needed 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 of New Mexico by the required deadlines.

### b. Monthly Financial Statements

- i. The School's Business Official shall prepare a budget vs. actuals report, 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 Council shall review these materials on a regular basis.

### c. Interim Financial Reports

- i. The School's Business Official shall prepare and submit the required financial reports to the PED on the timeline required by the PED.

## VIII. OTHER PRACTICES & FINANCIAL MATTERS

### a. Receipts, Checks or Warrants, Purchase Orders, and Vouchers

- i. These documents shall be sequentially pre-numbered.

### b. Conflicts of Interest

- i. Any Council member with a financial interest in a matter presented to the Council shall fully disclose such interest prior to Council 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 Conflict of Interest Policy and the Council's Bylaws.

### c. Related Party Transactions

- i. The School will identify, recognize, and evaluate any related party transactions.

### d. Whistleblower Policy-

- i. The school's policy shall extend to financial matters and improprieties.

### e. Debt

- i. The School will not take on any debt outside those allowable by law.
- ii. To the extent that a supporting organization does, any debt, whether loans, notes, or lines of credit must be reviewed by the Governing Council.



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 the School Business Official 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.

f. **Political Contributions & Advocacy**

- i. The School 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 the School 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 the School from engaging in lobbying, provided it complies with New Mexico State Law or IRS guidance that a substantial part of the School's activities is not devoted to attempting to influence legislation.
- iv. The School will not pay for lobbying with public funds.

g. **Approvals and Authorizations**

- i. Throughout the financial policies and procedures, various requirements for approvals and authorizations by the Head Administrator, Council Chair, and Council Vice 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. Council approval or authorization shall be deemed valid if provided pursuant to the Open Meeting Act at a meeting of the Governing Council of Explore Academy - Santa Fe.

h. **Confidentiality**

- 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, personally-identifiable information, and personnel records. All employees and Council members must maintain confidentiality to the extent required by State, Federal, FERPA, and HIPPA laws.

Explore - Santa Fe

	FY25 Budget	FY26 Projection	FY27 Projection	FY28 Projection	FY29 Projection
<b>Revenue</b>					
Local	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State	\$4,247,087.26	\$6,287,560.35	\$8,977,941.38	\$11,527,123.59	\$12,543,342.39
Federal	\$100,000.00	\$357,082.00	\$493,605.00	\$654,190.70	\$798,891.88
<b>Total Revenue</b>	<b>\$4,347,087.26</b>	<b>\$6,644,642.35</b>	<b>\$9,471,546.38</b>	<b>\$12,181,314.29</b>	<b>\$13,342,234.27</b>
<b>Expenses</b>					
Salaries	\$1,856,500.00	\$3,077,890.00	\$4,450,963.40	\$5,829,729.20	\$6,604,712.96
Benefits	\$702,066.42	\$1,376,329.81	\$1,990,322.47	\$2,606,860.58	\$2,953,407.48
Professional and Technical Services	\$324,240.00	\$424,274.40	\$478,986.43	\$508,734.22	\$556,364.25
Purchased Property	\$587,000.00	\$652,610.00	\$901,242.50	\$1,011,779.78	\$1,122,633.17
Purchased Services	\$167,000.00	\$214,310.00	\$305,654.00	\$354,423.62	\$403,306.33
Supplies	\$613,560.00	\$860,700.00	\$1,111,569.99	\$1,401,132.99	\$1,440,477.87
<b>Total Expenses</b>	<b>\$4,250,366.42</b>	<b>\$6,606,114.21</b>	<b>\$9,238,738.79</b>	<b>\$11,712,660.39</b>	<b>\$13,080,902.05</b>
<b>Net Operating</b>	<b>\$96,720.84</b>	<b>\$38,528.14</b>	<b>\$232,807.59</b>	<b>\$468,653.90</b>	<b>\$261,332.22</b>
<b>Estimated Carryover</b>	<b>\$0.00</b>	<b>\$96,720.84</b>	<b>\$135,248.98</b>	<b>\$368,056.57</b>	<b>\$836,710.47</b>
<b>Estimated Fund Balance</b>	<b>\$96,720.84</b>	<b>\$135,248.98</b>	<b>\$368,056.57</b>	<b>\$836,710.47</b>	<b>\$1,098,042.69</b>
<b>Enrollment</b>	<b>318</b>	<b>485</b>	<b>682</b>	<b>859</b>	<b>916</b>
Reserve Percentage	2%	2%	4%	7%	8%

**Elementary School Schedule, Mon-Thu**

PERIOD		ACTIVITY
1	8:00 - 9:30	90 minutes STEM (or Humanities)
2	9:30 - 10:30	15 minute Recess, 45 minute Elective
3	10:30 - 11:00	Finish STEM (or Humanities) block
4	11:00 - 11:35	20 minute Lunch, 15 minute Recess
5	11:35 - 12:15	30 minute Flex, then class transition
6	12:15 - 1:30	75 minutes Humanities (or STEM) block
7	1:30 - 1:45	Recess
8	1:45 - 2:35	Finish Humanities (or STEM) block
9	2:35 - 3:05	Class meeting, pack up, dismissal

**Elementary School Schedule, Friday**

PERIOD		ACTIVITY
1	8:00 - 9:00	Social and emotional learning in multi-age groups
2	9:00 - 10:00	Choice Elective (clubs), Recess
3	10:00 - 11:00	Student-directed research projects, Lunch
4	11:00 - 12:45	Teacher-Led flex time for interventions, extensions, and small group instruction, Recess
5	12:45 - 1:30	Whole school closing meeting and celebration (weekly)
6	1:30 - 2:00	Closing circles in classrooms, dismissal

**Middle and High School Schedule, Mon-Thu**

PERIOD	TIME	DURATION
1	8:00-8:57	57 minutes
2	9:00-9:57	57 minutes
3	10:00-10:57	57 minutes
4	11:00-11:57	57 minutes
5	12:00-12:57	57 minutes
6	1:00-1:57	57 minutes
7	2:00-3:05	65 minutes

**Middle and High School Schedule, Friday**

PERIOD	TIME	DURATION
1	8:00-8:41	41 minutes
2	8:44-9:25	41 minutes
CLUBS	9:28-10:18	50 minutes
3	10:21-11:02	41 minutes
4	11:05-11:46	41 minutes
5	11:49-12:30	41 minutes
6	12:33-1:15	42 minutes
7	1:18-2:00	42 minutes

**Elementary School 2-hour Delay Schedule, Mon-Thu**

	<b>TIME</b>	<b>ACTIVITY</b>
1	10:00 - 11:00	90 minutes STEM
2	11:00 - 11:45	20 minutes Lunch, 15 minutes Recess, plus transition
3	11:45 - 12:15	30 minutes Elective
4	12:15 - 1:45	90 minutes Humanities
5	1:45 - 2:00	15 minutes Recess
6	2:00 - 2:35	30 minutes Flex
7	2:35 - 3:05	Class meetings and pack up

**Middle and High School Two-Hour Delay Schedule**

<b>PERIOD</b>	<b>TIME</b>	<b>DURATION</b>
1	10:00-10:41	41 minutes
2	10:44-11:25	41 minutes
3	11:27-12:08	41 minutes
4	12:11-12:52	41 minutes
5	12:55-1:36	41 minutes
6	1:39-2:20	41 minutes
7	2:23-3:05	42 minutes