



Altura Preparatory School

Governing Board Meeting Agenda

7 November 2018 | 4:45– 6:15pm | 931 San Pedro SE, Albuquerque NM 87108

Action	Agenda	Lead	Materials
	Welcome & Roll <ul style="list-style-type: none">Public Comment	Chair	
VOTE	Review & Approval of the Minutes from October 3, 2018 Board Meeting & October 5, 2018 Special Meeting	Secretary	Board Packet
VOTE	Approval of the Agenda	Secretary	Board Packet
INFORM	Committee Reports <ul style="list-style-type: none">FinanceFacilitiesGovernance	Committee Chairs or Designees	Board Packet
INFORM	Financial Presentation <ul style="list-style-type: none">Updated FinancialsSeptember's Bank ReconciliationReporting UpdateReview Maintenance BARs for October	Treasurer	Board Packet
VOTE	Vote on a BAR to receive budget authority on the lease reimbursement funds for the amount of \$80,988	Chair	Board Packet
VOTE	Review & Approve ESEA 8546 Policy	Chair	Board Packet

VOTE	Review & Approve School Reduction in Force Proposal	Chair	Board Packet
DISCUSS	Discuss Lucy Valenzuela Contract	Chair	Board Packet
DISCUSS	Discuss Office Coordinator Job Description	Chair	Board Packet
INFORM	Co-Leader Report <ul style="list-style-type: none">•	Co-Leaders and Chair	Presentation & Discussion
	Adjournment	Chair	

Regular Meeting
Altura Preparatory School Governing Council

Date: October 3, 2018

Time: 4:52-6:15 pm

Location: 931 San Pedro Dr. SE, Albuquerque, NM 87108

Meeting Type: Regular Special Proposed Approved

1. Call to Order & Attendance:

Meeting was brought to order at 4:52 pm by Ms. Sargent

Members:	Present	Absent
Patrick Barnes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jackie Cusimano	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Casey Deraad	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LeeAnn Ortiz	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christine Sargent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pam Scanlon, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robert Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Attendees:

Lissa Hines, School Director

Meaghan Stern, School Director

2. Public Comment

No public comment.

3. Approval of October 3, 2018 Meeting Agenda

Discussion: Add “and Resolution” to “Review and approve Section 215 Policy and Resolution”.

Motion: Patrick Barnes

Second: Jackie Cusimano

Discussion: None.

Ayes: 7 Nays: 0

4. Review and approval of September 5, 2018 Minutes, Regular Board Meeting

Motion: Pam Scanlon

Second: Robert Wilson

A copy of the meeting minutes are available for public inspection at Altura Preparatory School, Albuquerque, NM 87108, within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes.

The Altura Preparatory School shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Lissa Hines at (505) 226-1925 5 business days prior to the meeting.

Discussion: None.

Ayes: 7 Nays: 0

5. Review and approval of September 24, 2018 Minutes, Special Board Meeting

Motion: Robert Wilson

Second: Patrick Barnes

Discussion: None.

Ayes: 7 Nays: 0

6. Committee Reports

a. Finance

Budget cash flow and projections were presented. Paul Aguilar brought on as a consultant to help with processes and procedures with NM PED. Looking to get free lunch approved for all students.

b. Facilities

All classrooms available now. Only downfall is the new rooms only have one wall with outlets. Now just need carpet replaced in the entry area.

c. Governance

Draft Altura Prep Playbook discussed. Edits still due to finalize the document.

7. Informational: Financial Presentation

Board member Pam Scanlon presented budget calculations and cash flow projections as part of Financial Committee Report

8. Approval of Travel Policy

Motion: Jackie Cusimano

Second: Patrick Barnes

Discussion: Agreement of travel reimbursement to come from the Altura Foundation.

Agreement to add "payments consistent with GSA standards".

Ayes: 7 Nays: 0

9. Review and approve Section 215 Policy and Resolution:

Motion: Robert Wilson

Second: Casey DeRaad

Discussion: There was a question of a \$500 set up fee. The document states, "waived".

[A copy of the meeting minutes are available for public inspection at Altura Preparatory School, Albuquerque, NM 87108, within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes.](#)

[The Altura Preparatory School shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation\(s\) please contact Lissa Hines at \(505\) 226-1925 5 business days prior to the meeting.](#)

Ayes: 7 Nays: 0

10. Review and approve BAR:

Motion: Robert Wilson
Second: Patrick Barnes
Discussion: None.
Ayes: 7 Nays: 0

11. Review and approve Retirement Plan:

Motion: Pam Scanlon
Second: Jackie Cusimano
Discussion: The Board agreed that additional retirement plans should be addressed after the Social Security vote. Also, before adding the retirement plan, discussion of need should occur with the teachers and staff.
Ayes: 0 Nays: 7

12. School Co-Directors Report:

- Enrollment: Enrollment numbers are now at 61 students total. The Board recommended looking into faculty reductions to meet budget requirements. Lissa Hines is available to teach and it may be beneficial to combine instruction for 1st and 2nd grades.
- The beginning of the school year has been quite challenging between the facility readiness issues, student incoming academic levels, the homeless issues and the start up with the new teaching staff.

13. Adjourn

Motion: Casey DeRaad
Support: LeeAnn Ortiz
Ayes: 7 Nays: 0

Meeting adjourned at 6:15 pm

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The Altura Preparatory School shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Lissa Hines at (505) 226-1925 5 business days prior to the meeting.



10.5.18 Special Meeting Minutes:

Location: Phone Meeting: Call In (267) 930-4000 | Participant Code:110486001

Attendees:

- Pam Scanlon
- Patrick Barnes
- Christine Sargent
- Jackie Cusimano
- LeeAnn Ortiz
- Robert Wilson
- Lissa Hines
- Meaghan Stern

Chair Calls Meeting to order 9:30 am

I. Public Comment

No Public Comment

II. Approval of Agenda

Motion: Patrick Barnes

Second: Robert Wilson

III. Approval of Reduction in Force Policy

Motion: Jackie Cusimano

Second: Rober Wilson

Aye: Pam, Jackie, Bob, Patrick, Christine, LeeAnn

No: None

IV. Adjournment at 9:33 am

Motion: Patrick Barnes

Second: Jackie Cusimano

Altura Prep Q1 Forecast

Revenue

SEG	\$617,950
Title I	\$7,000
Lease Reimbursement	\$44,530
FY19 CSP	\$434,643
FY18 CSP	\$175,000
Foundation	\$22,000
Total Revenue	\$1,301,123

Expenses

Total Salaries	\$399,160
Total Benefits	\$127,337
Total Salaries and Benefits	\$526,497
Total Non-CSP Expenses	\$333,738
Total FY19 CSP Expenses	\$434,643
Total Operational Expenses	\$768,381
Total Expenses	\$1,294,878

Profit/Loss

Revenue	\$1,301,123
Expenses	\$1,294,878
Total Profit/(Loss)	\$6,246

Cash-Flow for FY19													
	July	August	September	October	November	December	January	February	March	April	May	June	
Total Forecasted	Actuals	Actuals	Actuals	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Beginning Cash	0	121,682	54,849	24,831	24,985	46,087	254,842	232,711	190,043	136,042	93,173	27,838	
Revenue													
State Funding	\$617,950.30	214,846	\$71,845.00	\$57,545.00	57,545	57,545	57,545	16,846	16,846	16,846	16,846	16,846	16,846
Titel I Assumption	7,000								1,400	1,400	1,400	1,400	1,400
Lease Reimbursement	44,531							22,266			11,133		11,133
FY19 CSP reimbursement	434,643				52,181	114,000	\$234,791	11,004	11,333	-	-	-	11,333
FY18 CSP	175,000					175,000							
Foundation/Additional Revenue	22,000												22,000
Total Projected Revenue	\$1,301,124.43	214,846	71,845	57,545	109,726	346,545	292,337	50,116	29,580	18,246	29,379	18,246	62,712
Expenses													
Total Compensation	399,160	\$20,375.01	\$42,150.76	\$36,799.52	36,800	31,717	31,717	31,717	31,717	31,717	31,717	31,717	41,019
Total Benefits & Taxes	127,337	\$6,881.25	\$12,032.51	\$20,717.18	11,286	9,208	9,208	9,208	9,208	9,208	9,208	9,208	11,962
Total Payroll	526,497	27,256	54,183	57,517	48,086	40,925	40,925	40,925	40,925	40,925	40,925	40,925	52,981
CSP Expenses	434,643	\$60,732	\$77,475	\$127,131	135,634	11,004	11,333	-	-	-	-	-	11,333
Non- CSP expenses	333,738	11,788	15,312	24,731	31,323	31,323	31,323	31,323	31,323	31,323	31,323	31,323	31,323
Total Operational Expenses	768,381	72,521	92,787	151,862	166,957	42,327	42,656	31,323	31,323	31,323	31,323	42,656	31,323
Total Expenses	1,294,878	\$99,777.13	\$146,969.80	\$209,379.10	215,043	83,252	83,581	72,248	72,248	72,248	72,248	83,581	84,304
Net Operating Income	\$6,246.51	115,069	(75,125)	(151,834)	(105,317)	263,293	208,755	(22,131)	(42,668)	(54,001)	(42,869)	(65,335)	(21,592)
Projected Cash Flow													
Beginning Balance	-	121,682	54,849	24,831	24,985	46,087	254,842	232,711	190,043	136,042	93,173	27,838	
Net Operating Income (Loss)	115,069	(75,125)	(151,834)	(105,317)	263,293	208,755	(22,131)	(42,668)	(54,001)	(42,869)	(65,335)	(21,592)	
Adjust for Accounts Payable	\$6,613.10	\$8,292.24	121,816	105,470	(\$242,191.34)								
Ending Cash Balance	121,682	54,849	24,831	24,985	46,087	254,842	232,711	190,043	136,042	93,173	27,838	6,246	

ESP

ESP

Bank Reconciliation with description - 11000-7350 Cash in Ba... Bank checking (main)

As of 9/30/2018

ID	TRANSACTION TYPE	DATE	DOCUMENT NUMBER	NAME	BALANCE	DESCRIPTION
Reconciled						
Cleared Deposits and Other Credits						
	Deposit	9/10/2018	14491		57,545.00	State of New Mex VNDR PYMT 11000 SEG SEPTEMBER 2018 11000
	Journal	9/28/2018	APS1027		1,632.85	Payroll # 59 57547 ALTURA PRE FIX ALTURA PREPARATORY SCH 57547
	Journal	9/28/2018	APS1027		1,630.95	Payroll # 60 57547 ALTURA PRE FIX ALTURA PREPARATORY SCH 57547
Total - Cleared Deposits and Other Credits					60,808.80	
Cleared Checks and Payments						
	Journal	8/15/2018	APS1015		(647.55)	Payroll # 10004 NM Retiree Health Care Authority
	Bill Payment	8/23/2018	20538	28821 Sanchez Educational Associates (1099-7)	(266.00)	Bulk Library Titles
	Journal	8/31/2018	APS1017		(551.99)	Payroll # 10005 NM Retiree Health Care Authority
	Bill Payment	9/4/2018	20542	28580 Gomez, Bryant (1099-7)	(5,000.00)	Technology Coordinator Support
	Bill Payment	9/4/2018	20543	28684 Zuna Corporation	(159.01)	Job#36515; Water Bottles for Students
	Bill Payment	9/5/2018	20544	28083 AFC, LLC (1099-7) (Albuquerque Fence Company)	(5,868.40)	Balance Owed for Iron Steel Fence
	Bill Payment	9/6/2018	20545	29100 UChicago Impact LLC (501c3)	(2,155.00)	STEP Assessment Kits
	Check	9/10/2018	EFT091018	29668 Credit Card	(807.98)	EFT091018 -
	Journal	9/10/2018	APS1024		(1,828.37)	WIRE OUT NEW MEXICO PUBLIC SCH
	Check	9/13/2018	EFT091318	28640 New Mexico Education Retirement System (NMERB)	(9,836.09)	EFT091318 -
	Journal	9/14/2018	APS1023		(5,772.56)	Federal and State Taxes
	Journal	9/14/2018	APS1023		(69.02)	Payroll Fee
	Journal	9/14/2018	APS1023		(11,394.20)	Direct Deposit
	Check	9/26/2018	EFT092618	29057 NMPSIA Risk Depo	(3,050.00)	EFT092618 -
	Journal	9/28/2018	APS1027		(2,595.05)	Payroll # 3
	Journal	9/28/2018	APS1027		(104.70)	Payroll Fee
	Journal	9/28/2018	APS1027		(9,747.29)	Direct Deposit
	Journal	9/28/2018	APS1028		(32.00)	SERVICE FEE
	Journal	9/28/2018	APS1027		(1,630.95)	Payroll # 2
	Journal	9/28/2018	APS1027		(1,632.85)	Payroll # 1
	Journal	9/28/2018	APS1027		(5,807.02)	Federal and State Taxes
Total - Cleared Checks and Payments					(68,956.03)	
Total - Reconciled					(8,147.23)	
Last Reconciled Statement Balance - 9/29/2018					56,468.95	

ID	TRANSACTION TYPE	DATE	DOCUMENT NUMBER	NAME	BALANCE	DESCRIPTION
Current Reconciled Balance					48,321.72	
Reconcile Statement Balance - 9/30/2018					48,321.72	
Difference					0.00	
Unreconciled						
Uncleared						
Checks and Payments						
	Journal	9/14/2018	APS1023		(551.99)	Payroll # 10006 NM Retiree Health Care Authority
	Bill Payment	9/26/2018	20549	28232 ULINE	(972.80)	Cust# 15255403; Enclosed Service Cart & 4 Gallon Bin
	Bill Payment	9/26/2018	20547	29198 Barnes & Noble, Inc. (Acct # 7392186)	(499.64)	Acct # 7392186; Customer PO # 00021;Supplies
	Bill Payment	9/26/2018	20548	29202 J. Stone Creations	(321.75)	PO # 18; Instructional Materials
	Bill Payment	9/26/2018	20546	29196 Accountability and Compliance Resources LLC (Need W-9)	(574.76)	Consulting Svcs: August'18
	Bill Payment	9/26/2018	20551	29402 School Outfitters (Acct #CL948547)	(2,835.18)	Acct#CL948547; Laminator for Teachers
	Bill Payment	9/26/2018	20550	28082 Willow Village Center (1099-1)	(11,633.95)	Rent - September 2018
	Bill Payment	9/27/2018	20552	29404 Rachel Matthew Development (C Corp)	(3,763.00)	One-Way Window Tint Supplied and Installed
	Journal	9/28/2018	APS1027		(1,630.85)	Payroll # 10007
	Journal	9/28/2018	APS1027		(551.99)	Payroll # 10008 NM Retiree Health Care Authority
Total - Checks and Payments					(23,335.91)	
Total - Uncleared					(23,335.91)	
Total - Unreconciled					(23,335.91)	
Total as of 9/30/2018					24,985.81	

BAR Updates

1. Please approve a **transfer BAR** from Fund 24146-1000-57331-1010 (Instructional) to 24146-2600-57331-0000 (Operation & Maintenance of Plant) for a total of \$85,000. This is for the playground, playground fence, kitchen equipment and architecture plans. **ADJUSTMENT had to move 72k from 24146-1000-57331-1010 AND 13k from 24146-1000-57332-0000**
2. Please approve a **maintenance BAR** from Fund 24146-2400-53330-0000 (Professional Development) to 24146-2400-51300-0000 (Additional Compensation) for the amount of \$1000. This is to get reimbursed for Patrick's stipend from the correct function. – **This was complete on 10/10/18**
3. Other maintenance BARs in October:
 - a. In function 1000 (Instructional) \$2144 from 57332 (Assets 5k or less) to 55817 (Student Travel)
 - b. In function 2600 (Operation & Maintenance of Plant) \$3763 from 57331 (Assets over 5k) to 57332 (Assets 5k or less)
 - c. In function 2400 (Support Services Admin) \$6963 from 56113 (Software) to 57332 (Assets 5k or less)
 - d. In function 1000 (Instructional) \$3557 from 56112 (Curriculum) to 56113 (Software)
 - e. In function 2500 (Central Services) \$75 from 53414 (Other Services) to 53330 (Professional Development)

BAR Vote

- a. BAR for Lease Reimbursement – Please see attached document

State of New Mexico
Public School Capital Outlay Council

Chair:
David Abbey, LFC

Members:
Antonio Ortiz, PED
Rachel Gudgel, LESC
Gilbert Peralta, PEC
Sara Fitzgerald, Governor's Office



Vice Chair:
Pat McMurray, RLD

Members:
Joe Guillen, NMSBA
Raul Burciaga, LCS
Nina Carranco, DFA

Public School Facilities Authority
Jonathan Chamblin, Director
1312 Basehart Road, SE, Suite 200
Albuquerque, NM 87106
(505) 843-6272 (Phone); (505) 843-9681 (Fax)
Website: www.nmpsfa.org
October 15, 2018

Lissa Hines, Administrator
and Katie Rarick, Business Manager
Altura Preparatory School New
955 San Pedro Drive, SE
Albuquerque, NM 87108

Re: **2018-2019 Public School Capital Outlay Lease Assistance Awards**

Dear Administrator Hines and Business Manager Katie Rarick:

At its September 19, 2018 meeting, the Public School Capital Outlay Council (PSCOC) awarded approximately **\$15,720,648.00** million in Lease Payment Assistance grants from the Public School Capital Outlay Fund. These grants were awarded to 100 applicant charter schools in 20 school districts throughout the State.

We are pleased to inform you that the Public School Capital Outlay Council (PSCOC) has approved a total net award of **\$80,988.00** from the 2018-2019 Lease Assistance Grant Award Program for leases at **Altura Preparatory School New**. This award is contingent upon the acceptance by the school district and charter authority for locally chartered charter schools. Awards will be distributed by the Public School Facilities Authority (PSFA) on a quarterly reimbursement basis payable to the district or charter school.

The Public Education Department (PED) requires that districts or charter schools submit a Budget Adjustment Request (BAR) to their PED analyst for budget authority for FY 2019. The adjusted funded amount would be the total amount of the district award(s). **PED also requests that districts or charter schools use fund 31200, revenue code 43209 and object code 54610 for rental/land and buildings (lease assistance) or 54640 rental/lease to purchase (lease purchase agreements)**, which are specifically designated for the PSCOC Lease Payment Assistance grants. Should you have any questions concerning PED's requirements, please contact your PED budget analyst.

Reductions to award amounts result from a condition that warrants an award adjustment or suspension, which may include: school closure, charter revocation, financial violations or irregularities, adjustments to certified attendance numbers (MEM counts), lease termination, lease amendment, or operational use changes of leased space from classroom to non-classroom.

Payments will require an invoice to PSFA in addition to proof of lease payments made for the reimbursement period, the first of which is July 1 through September 30, 2018. Proof of payment may be a copy of the check issued to the leasing entity or proof of wire transfer to leasing entity, an official payment voucher issued for that purpose that has the approval signatures of the fiscal officer of the charter entity, the school districts central purchasing agent, or their designee. Subsequent reimbursement request periods for lease payments shall be from October 1 through December 31, 2018; January 1 through March 31, 2019; and April 1 through June 30, 2019.

PSFA is currently revising procedures related to eligible classroom space and facilities. Future communications regarding these policy changes in eligible net square footage are forthcoming. PSFA encourages the charter school(s) participation and feedback.

Please submit this letter indicating acceptance of the award by signature of the charter authority for **Altura Preparatory School New** to: Public School Facilities Authority, Attn: Charter School Leases, 1312 Basehart SE, Suite 200 Albuquerque, New Mexico 87106. Deadline for the acceptance of this grant is October 29, 2018.

If you have questions concerning the award, please contact Ms. Denise Irion or Norma Ahlskog at 505-843-6272.

Once more, we would like to extend our congratulations. We look forward to working with you on behalf of the children of New Mexico.

Sincerely,

PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL


David Abbey, Chair

DA/na

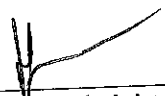
cc:

Jonathan Chamblin, Deputy Director, PSFA
Norma Ahlskog, Financial Specialist, PSFA

DECLARATION OF AWARD ACCEPTANCE:

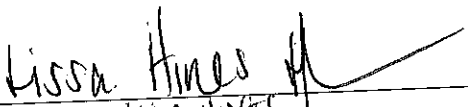
The undersigned hereby certifies that the 2018-2019 Lease Payment Assistance grant award to **Altura Preparatory School New** is accepted and that all PED and PSFA requirements are understood and accepted.

ACCEPTED BY:


Lissa Hines, Administrator

DATE: 10/22/18

SIGNATURE OF DISTRICT SUPERINTENDENT (if applicable)


Print Name: LISSA HINES
School District: ALTURA PREPARATORY SCHOOL

DATE: 28 October 2018



Altura Preparatory School ESEA 8546 Policy

In compliance with Section 8546 of the Elementary and Secondary Education Act of 1965 (ESEA):

Altura Preparatory School, school employees, and school agents shall not provide a recommendation of employment for an employee, contractor, or agent that the school, school employees, or school agents know or have probable cause to believe has engaged in sexual misconduct with a student or minor in violation of the law.

“Recommendation of employment” includes: letters of recommendation, phone calls for recommendations, any other assistance with acquiring employment.

Section 8546 offers five exceptions under which the school may provide assistance to a school employee, agent, or contractor in attaining a new job:

- (a) the probable cause has been properly reported to a law enforcement agency with the proper jurisdiction and
- (b) has been properly reported to any other authority as required by Federal, State and local law, including Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et, seq.); and
- (a) the matter has been officially closed or the prosecutor or police with the proper jurisdiction over the alleged misconduct has investigated and notified school officials that there is insufficient information to establish probable cause that the individual engaged in sexual misconduct with a student or minor in violation of the law;
- (b) the individual has been charged with and acquitted or otherwise exonerated of the alleged misconduct; or
- (c) the investigation remains open and there have been no charges filed against or in indictment of the individual within 4 years of the date on which the information was reported to the agency.

Routine file transfers of administrative or personnel files shall be completed in accordance with school policy,

Altura Preparatory School Reduction in Force Proposal

Current Financial Picture:

Revenue	
SEG	\$617,950
Title I	\$7,000
Lease Reimbursement	\$44,530
FY19 CSP	\$426,126
FY18 CSP	\$175,000
Foundation	\$27,595
Total Revenue	\$1,298,202

Expenses	
Total Salaries	\$382,361
Total Benefits	\$131,240
Total Salaries and Benefits	\$513,601
Total Non-CSP Expenses	\$354,916
Total FY19 CSP Expenses	\$426,126
Total Operational Expenses	\$781,042
Total Expenses	\$1,294,643

Profit/Loss	
Revenue	\$1,298,202
Expenses	\$1,294,643
Total Profit/(Loss)	\$3,559

Highlighted Revenue: State SEG Funding (Recurring)

Including Title I, Lease Reimbursement Assumptions: \$668,950

Highlighted Expenses: Recurring expenses (payroll, insurance, facilities- non-CSP)

Total \$868,517

Difference: \$199,567

Current Financial Picture Summary: While the school total revenue/expenses shows a “profit” of just under \$4000, it does not take into consideration CSP funding and its’ uses or revenue provided by the school foundation, which is ideally intended to support the school through growth (not provide a gap-stop for other funding challenges).

Academic Program:

Altura Preparatory School is based on a teacher specialization model where teachers teach 1-2 subject areas to students. Currently, Kindergarten has 34 students and a math, ELA and STEAM teacher. 1st and 2nd grades have 24 students and a math, ELA and STEAM teacher. The school will remain in compliance with the school's charter having one teacher teach up to two subject areas.

Lissa Hines has the most educator experience (21 years) of any individual on staff and her expertise qualifies her to teach both Math and Language Arts, while the kindergarten team will remain largely unaffected by any changes. Ms. Greta Jarboe would be selected for this reduction in force to provide as much consistency as possible for the most number of students.

Other potential positions:

There is not another school position open (particularly for which this teacher is qualified). The teacher does not have a special education credential, which is the only other possible place where the school may need to employ someone.

Other solutions:

At this point, we believe that the financial situation of the school is such that continuing to employ 2 grade level teachers for only 24 students in a class would be fiscally irresponsible and would have a deleterious effect on the overall program of the school, considering recurring funding and recurring expenses and the need to sustainably prepare the school for future years.

Proposal:

To provide as smooth a transition as possible:

- **Notice Provided to Employee:**
- November 26 -28: Parent-Teacher Conferences
- December 6: Ms. Jarboe's last day
- December 10: Mrs. Hines' first day as Math teacher
- December 20: Last Day before Winter Break
- January 8, 2019: School Resumes

Language from the Employee's Contract:



Altura Preparatory School

This contract may also be cancelled by Altura Prep for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract, in accordance with the New Mexico statutes and any applicable rules and regulations of the State Public Education Department and the local board of education, provided there is no other position for which the Employee is qualified, consistent with the academic necessities of Altura Prep.



Staff Member: Lucy Valenzuela
Title: Office Coordinator
Job Class: Non-Certificated, Full Time
Reports to: Director of Operations, Director of Academics
Duration: 12 months
AMENDED Contract Start Date: November 1, 2018

This contract is written based on the guidelines presented in the NM Administrative Code, Title 6, Chapter 66, Part 2.8

Altura Preparatory School, New Mexico, a public elementary school chartered by the New Mexico State Public Education Commission and herein called Altura Prep, and Lucy Valenzuela, herein called the Employee, agree:

Altura Prep employs the Employee for the 2018-19 school year beginning November , 2018 and ending on the date specified by Altura Prep in its calendar for the 2018-19 school year, subject to adjustment for required makeup days.

The Employee shall present herself for duty each contract day by 7:00 a.m. and remain on duty until 4:15 pm. The Employee's required teaching duties are specifically outlined as follows:

- The Employee is required to meet the competencies as outlined by the Public Education Department of New Mexico;
- The Employee will perform the duties of Home Room Teacher;
- The Employee may also be assigned a supervision duty (before school, after school, or during lunch time) and shall be required to remain on duty for the entire period as assigned;
- The Employee shall be required to participate in all content, grade-level, IEP (Individualized Education Plans) meetings and staff meetings as determined by the Director of Operations and/or Director of Academics;
- The Employee will also be required to attend occasional all-school events, which may fall in the evening, such as Back to School Night, Content or Grade Level Family Nights, and Family Teacher Conferences;
- The Employee is required to adhere to school deadlines for record-keeping.

In accordance with Altura Prep's approved salary schedule for use during the 2018-19 school year, the Employee's salary will be \$48,000, based upon the following factors:

- \$38,000 in regular compensation
- \$10,000 additional salary based on increase in job responsibilities as articulated in the Office Coordinator Job Description (attached) effective November 1, 2018
- Less required and authorized deductions.

All of the above is subject to verification. In the event of any error or incorrect computation an appropriate adjustment to this contract will be made after consultation with the Employee. As the additional compensation for National Board Certification is tied the funding formula unit value, any change to the unit value during the school year will impact the amount of this compensation.



Altura Preparatory School

The contract salary for the 2018-19 school year shall be paid to the Employee in 24 equal semi-monthly installments. The first installment shall be due and payable on the first payday following the date of hire and the final installment shall be due and payable on 2018-19.

The contract salary for the 2018-19 school year referenced above is subject to the approved budget and based upon a school year of:

- 182 School days
- 21 Non-teaching (staff and professional development) days
- Up to 20 days of summer preparation days (full or part time)
- Total of up to 223 days

The Employee shall be entitled to 6 working days per year as annual leave with pay (sick leave) and 2 working days per year as annual leave with pay (personal necessity). Up to 8 days of unused leave from the previous year may be rolled over to the current year. At the beginning of the 2018-19 school year the Employee will be notified how many days will be rolled over to his leave bank. Upon cancellation of this contract no payment shall be made for unused annual leave.

For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulations of Altura Prep.

Altura Prep may, but shall not be required to, increase prospectively, but not retroactively, the salary for any school year governed by the terms of this contract if revenues are available to the school for that school year.

This contract and the parties hereto are and shall continue to be subject to applicable laws of the state of New Mexico and the rules and regulations of the New Mexico Public Education Department and the local board of education as they may exist.

This contract may be cancelled by Altura Prep for cause, including unsatisfactory work performance, incompetence, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided that any such cancellation may be effected only in accordance with New Mexico statute and any applicable rules and regulations of the New Mexico Public Education Department and the local board of education.

This contract may also be cancelled by Altura Prep for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract, in accordance with the New Mexico statutes and any applicable rules and regulations of the State Public Education Department and the local board of education, provided there is no other position for which the Employee is qualified, consistent with the academic necessities of Altura Prep.

The Employee will give Altura Prep thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar days notice shall entitle Altura Prep, at its discretion, to file a written complaint with the New Mexico Public Education Department requesting suspension or revocation of the Employee's license. If the end of the 30-day notice period ends on a weekend, it is understood that the Friday prior to said weekend will be the official last day of the Employee and this will satisfy the 30-day notice period.



Altura Preparatory School

The Employee shall furnish Altura Prep the following:

- (b) official transcript(s) showing the education record and training of the Employee;
- (c) suitable evidence of date of birth;
- (d) completion of clear background check
- (e) such health certificates as may be required by law; and
- (f) any other documents as may be required by law.

Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico statutes and any applicable rules and regulations of the New Mexico Public Education Department and the local board of education.

The Employee shall accept or reject the contract of offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

Altura Preparatory School, by:

Lissa Hines, Director of Operations

Meaghan Stern, Director of Academics

Date of Execution: _____

Employee:

Signature

Date of Execution: _____



OFFICE COORDINATOR

Reports to: Director of Operations

Duration: 12 months

Start Date: May 1, 2018

Our School

Altura Prep is a brand new school that seeks to create outstanding outcomes for students, while simultaneously being the best place to work in our city! We are looking for incredible educators committed to placing every student on the path to college, while also building a strong organizational culture that supports each adult to grow, achieve, and find joy in their work. **Altura Prep** was recommended for approval by Public Education Commission in September of 2017 and will open in southeast Albuquerque on August 14, 2018 to 198 students in kindergarten, 1st, and 2nd grades growing one grade level a year until we reach 5th grade in the 2021-22 school year.

Position Summary

The Office Coordinator position is a full-time, office management position. The Office Coordinator supports student recruitment and enrollment practices, maintains attendance records, performs scheduling duties, assists the Director of Operations with purchasing, travel arrangements, inventory of materials and furniture, and field trips, and collects data required for preparing charter reports. The Office Coordinator also supervises Office Clerks, supports with phone answering and coordinating mailing and copying, and other duties as assigned. The Office Coordinator is the face of the school's main office, and is responsible for welcoming parents, families, and guests to **Altura Prep**, and maintaining a welcoming environment for all who enter the school. **The Office Coordinator supports School Director(s) and school committees with logistics for school events (Family Literacy Night, Community Meetings, etc).** All staff are responsible for building strong and positive relationships with students and families, actively engaging with their colleagues, modeling the R.E.A.C.H. values, and participating in school-wide events and celebrations.

Reasons you'll love working at Altura Prep:

- **Opportunity:** You get to contribute meaningfully to growing the school from the ground up and build systems that will impact significant numbers of students and families.
- **Support:** You will receive regular coaching and collaboration from the Director of Operations, and you will be part of a team focused on great outcomes for each student.
- **Collaboration:** You will be a part of a dynamic team that makes time to connect daily and weekly to learn from each other and celebrate.
- **Success:** You will be a part of a school designed around student and staff success – from outstanding student achievement to staff retention and satisfaction, we aim to succeed!

Reasons we'll love you:

- **Ambitious:** You are ambitious on behalf of all students with a strong desire to continue your own professional growth
- **Innovative:** You find yourself seeking ways to improve and challenge existing systems and processes daily
- **Collaborative:** You prefer to work collaboratively, both with colleagues and families
- **Strategic:** You are driven by data to make strategic decisions around technology systems and processes
- **Analytical:** You obsess about how best and most logically and effectively to reach desired outcomes

Office Coordinator Responsibilities

- Supervises and manages Altura Prep Front Office
- Maintains student enrollment records and files
- Maintains attendance records, monitors attendance, and ensures school meets annual attendance goals
- Coordinates transportation and field trip needs

- Supports preparation of documents for charter school reporting
- Supervises Office Clerks
- Ensures that phones are answered and visitors are greeted
- Monitors visitor permissions into the school
- Coordinates copying materials for parents and families
- Mails and distributes post
- Inventories and maintains updated list of school property and materials (over \$100) to ensure insurance coverage is accurate
- *Manages school reporting and compliance through PowerSchool*
- *Maintains accurate records and reporting for National School Lunch Program*
- *Manages school Health Assistant policies and procedures and ensures compliance*
- *Manages school purchasing and is school point of contact for all vendors*
- *Ensures accurate translation of all school materials sent to families*
- *Supports School Business Manager with coding and accounting to ensure compliance with GAP*
- Facilitates logistical planning for a variety of school events (including Family Nights, Coffee with the School Directors, and Community Meetings)
- Supports School Directors with staff and student scheduling and supervision of activities
- Supports all school staff through maintaining high expectations of self, team, and students
- Reports to School Directors

Office Coordinator Qualifications:

Required

- Mission-driven, organized, and customer service focused
- Community engagement and school-based experience
- Prior experience in an administrative assistant position
- Demonstrated organizational and writing skills
- Demonstrated ability to relate well to adults and children
- Knowledge of and proficiency in computer – based programs, Word, Excel, and Outlook/Calendar
- Excellent trouble-shooting, communication, and customer-service skills
- Exhibits a professional image and presence when making oral and written presentations
- Successful completion of background check

Preferred

- Student Recruitment experience
- Bilingual

Compensation

- **Altura Prep** offers a competitive salary and comprehensive health benefits.

Start Date

- The **Altura Prep** Office Coordinator will ideally begin employment on or before June 1, 2018.

Apply Now: To apply, please send a cover letter and resume to careers@alturaprep.org and we will be in touch shortly.

Cover Letter Prompt: At this point in time in Albuquerque and across the nation, students' demographics and zip code determine their ability to access life-altering opportunities. Altura Preparatory School was founded to ensure that all students have access to an excellent education. Knowing this, why are you interested in joining the founding Altura Prep

team? What in your experience, personally and professionally, has prepared you and given you the desire to join our team?

Commitment to Diversity: Altura Prep is actively seeking to build a diverse and experienced team. As an equal opportunity employer, Altura Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.