ANDALUSIA NATURAL SCIENCES ACADEMY (ANSA)
GOVERNING BOARD BYLAWS

ARTICLE I
NAME, AUTHORITY, AND PURPOSE

Section 1. Name

The name of this governing body shall be the **Andalusia Natural Sciences Academy Governing Board** ("Board").

Section 2. Authority

The Board derives its authority from the New Mexico Charter Schools Act, applicable federal and state laws, the school's charter contract, and these bylaws.

Section 3. Purpose

The purpose of the Board is to govern Andalusia Natural Sciences Academy (ANSA) and ensure that the school fulfills its mission, vision, and charter obligations while maintaining high standards of academic achievement, fiscal responsibility, organizational effectiveness, and legal compliance.

Section 4. Responsibilities

The Board shall:

- Establish and protect the mission and vision of ANSA.
- Approve strategic goals and long-term plans.
- Hire, supervise, support, and evaluate the Head Administrator.
- Monitor student achievement and school performance.
- Ensure financial stability and accountability.
- Adopt policies necessary for effective school operations.
- Ensure compliance with federal, state, and local requirements.
- Engage with families, community stakeholders, and educational partners.
- Maintain accountability to students, families, taxpayers, and the Public Education Commission.

ARTICLE II
GOVERNING BOARD MEMBERSHIP

Section 1. Composition

The Governing Board shall consist of no fewer than five (5) and no more than nine (9) voting members.

Section 2. Qualifications

Board members shall collectively possess expertise in areas such as:

- Education
- School leadership
- Curriculum and instruction
- Special education
- Finance and accounting
- Business and organizational leadership
- STEM fields
- Technology and artificial intelligence
- Workforce development
- Community engagement
- Higher education

- Legal and policy matters

Board members shall demonstrate a commitment to public education and the mission of ANSA.

Section 3. Terms of Office

Board members shall serve staggered three-year terms.

To establish staggered terms:

- One-third of the initial members shall serve one-year terms.
- One-third shall serve two-year terms.
- One-third shall serve three-year terms.

Thereafter, all appointments shall be for three-year terms.

Board members may serve multiple terms.

Section 4. Resignation

A Board member may resign at any time by submitting written notice to the Board Chair.

Section 5. Removal

A Board member may be removed for:

- Excessive absences.
- Violation of ethical standards.
- Failure to fulfill Board responsibilities.
- Conflict of interest violations.
- Conduct detrimental to the school.

Removal shall require a two-thirds vote of the Board.

Section 6. Vacancies

Vacancies shall be filled through Board appointment and approved by majority vote of the Board.

Individuals appointed to fill vacancies shall complete the remainder of the unexpired term.

ARTICLE III
OFFICERS

Section 1. Officers

The officers of the Board shall include:

- Chair
- Vice Chair
- Secretary
- Treasurer

Section 2. Election of Officers

Officers shall be elected annually by majority vote of the Board.

Section 3. Duties of the Chair

The Chair shall:

- Preside over Board meetings.
- Approve meeting agendas.
- Serve as primary liaison to the Head Administrator.
- Appoint committee members.
- Represent the Board in official matters.
- Ensure effective Board governance.

Section 4. Duties of the Vice Chair

The Vice Chair shall:

- Perform the duties of the Chair when necessary.

- Assist the Chair with Board leadership responsibilities.

Section 5. Duties of the Secretary

The Secretary shall:

- Ensure meeting minutes are maintained.
- Maintain Board records.
- Monitor compliance with Open Meetings Act requirements.
- Ensure official notices are distributed.

Section 6. Duties of the Treasurer

The Treasurer shall:

- Chair the Finance and Audit Committee.
- Review financial reports.
- Monitor financial performance.
- Report financial conditions to the Board.

ARTICLE IV
MEETINGS

Section 1. Regular Meetings

The Board shall meet at least monthly unless otherwise determined by Board action.

Section 2. Annual Meeting

An annual organizational meeting shall be held each year for:

- Election of officers.
- Committee appointments.
- Board self-evaluation.
- Strategic planning review.

Section 3. Special Meetings

Special meetings may be called by:

- The Chair.
- A majority of Board members.

Section 4. Open Meetings

All meetings shall comply with the New Mexico Open Meetings Act.

Meeting notices, agendas, and minutes shall be made publicly available as required by law.

Section 5. Quorum

A majority of seated Board members shall constitute a quorum.

Section 6. Voting

Actions shall be approved by majority vote of members present unless otherwise specified in these bylaws.

ARTICLE V
COMMITTEES

Section 1. Standing Committees

The Board shall maintain the following standing committees:

Finance and Audit Committee

Responsibilities include:

- Reviewing financial statements.
- Monitoring budget implementation.
- Reviewing audits.

- Monitoring internal controls.
- Reviewing procurement practices.

Governance Committee

Responsibilities include:

- Board recruitment.
- Board training.
- Bylaw review.
- Board evaluation.
- Succession planning.

Community Outreach and Engagement Committee

Responsibilities include:

- Community partnerships.
- Family engagement.
- Student recruitment support.
- Public relations.
- Stakeholder feedback.

Section 2. Ad Hoc Committees

The Board may establish temporary committees as needed.

ARTICLE VI
ETHICS AND CONFLICT OF INTEREST

Section 1. Ethical Conduct

Board members shall:

- Act in the best interests of ANSA.
- Avoid personal gain from Board service.
- Maintain confidentiality when appropriate.
- Exercise independent judgment.

Section 2. Conflict of Interest

Board members shall disclose actual, potential, or perceived conflicts of interest.

Any member with a conflict shall:

- Disclose the conflict.
- Refrain from participating in discussion.
- Abstain from voting.
- Leave the meeting during deliberation if required.

Section 3. Annual Disclosure

Board members shall complete annual conflict-of-interest disclosure statements.

ARTICLE VII
HEAD ADMINISTRATOR

Section 1. Appointment

The Board shall appoint a Head Administrator to serve as the chief executive officer of the school.

Section 2. Authority

The Head Administrator shall:

- Manage daily school operations.
- Supervise school personnel.

- Implement Board policies.
- Prepare budgets.
- Recommend policies.
- Report school performance to the Board.

Section 3. Evaluation

The Board shall conduct an annual evaluation of the Head Administrator based on:

- Student achievement.
- Organizational performance.
- Financial management.
- Leadership effectiveness.
- Charter goals.

ARTICLE VIII
FINANCIAL OVERSIGHT

Section 1. Budget

The Board shall approve an annual operating budget.

Section 2. Financial Reports

The Board shall review monthly financial reports.

Section 3. Audit

The school shall undergo an annual independent audit.

Section 4. Internal Controls

The Board shall maintain policies and procedures that safeguard public funds and school assets.

ARTICLE IX
BOARD DEVELOPMENT

Section 1. Training

Board members shall complete all training required by the New Mexico Public Education Commission and applicable laws.

Section 2. Orientation

New Board members shall participate in an orientation process that includes:

- Charter review.
- Financial oversight responsibilities.
- Open Meetings Act requirements.
- Conflict-of-interest policies.
- School mission and goals.

Section 3. Self-Evaluation

The Board shall conduct an annual self-assessment to improve governance effectiveness.

ARTICLE X
INDEMNIFICATION

To the fullest extent permitted by law, ANSA shall indemnify Board members, officers, employees, and agents acting in good faith within the scope of their duties against claims arising from official school activities.

ARTICLE XI
AMENDMENTS

These bylaws may be amended by a two-thirds vote of the Governing Board at any regular meeting, provided that proposed amendments have been distributed to Board members at least ten (10) calendar days prior to the meeting at which the amendment will be considered.

ARTICLE XII
ADOPTION

These bylaws shall become effective immediately upon approval by the Governing Board of Andalusia Natural Sciences Academy.

Adopted by the Governing Board of Andalusia Natural Sciences Academy on:

Board Chair

Secretary

Appendix B Head Administrator Job Description

Andalusia Natural Sciences Academy (ANSA)

Head Administrator Job Description

Position Title

Head Administrator

Reports To

ANSA Governing Board

Employment Status

Full-Time, Exempt, Twelve-Month Position

Position Summary

The Head Administrator serves as the chief executive officer and instructional leader of Andalusia Natural Sciences Academy (ANSA). The Head Administrator is responsible for implementing the mission, vision, and educational program of the school while ensuring high levels of academic achievement, organizational effectiveness, financial stability, operational excellence, and compliance with all applicable federal, state, and local requirements.

The Head Administrator provides leadership for all aspects of school operations, including instructional programming, personnel management, student achievement, strategic planning, school culture, family engagement, financial oversight, compliance, and community partnerships. The Head Administrator works collaboratively with the Governing Board, staff, students, families, and community partners to ensure the successful implementation of ANSA's project-based learning model and its commitment to college, career, and civic readiness.

Essential Functions

Leadership and Strategic Planning

The Head Administrator shall:

- Serve as the educational and operational leader of the school.
- Implement and advance the mission, vision, and goals of ANSA.
- Lead the development and implementation of strategic plans.
- Establish annual school improvement goals and performance targets.
- Foster a culture of continuous improvement and innovation.
- Develop systems that promote academic excellence and organizational effectiveness.
- Communicate a clear vision for student achievement and school success.
- Serve as the primary liaison between the school and the Governing Board.
- Prepare reports and recommendations for Board consideration.
- Support Governing Board committees and strategic initiatives.

Instructional Leadership

The Head Administrator shall:

- Provide leadership for curriculum, instruction, assessment, and professional learning.
- Ensure implementation of New Mexico academic standards.
- Oversee the implementation of ANSA's project-based learning model.
- Promote interdisciplinary learning experiences.
- Support the integration of STEM education, artificial intelligence, and emerging technologies throughout the curriculum.
- Monitor instructional quality through classroom observations and data analysis.
- Lead curriculum review and improvement efforts.
- Ensure instructional practices support multilingual learners and students with disabilities.
- Establish systems to monitor student achievement and growth.
- Lead schoolwide assessment planning and implementation.
- Promote evidence-based instructional practices.
- Facilitate professional learning communities and teacher collaboration.
- Ensure fidelity to ANSA's educational model.

Student Achievement and Assessment

The Head Administrator shall:

- Monitor student performance and academic outcomes.

- Analyze assessment data and identify improvement priorities.
- Develop intervention systems for struggling students.
- Ensure compliance with state assessment requirements.
- Oversee administration of required assessments, including:
    - NM-MSSA
    - NM-ASR
    - SAT School Day
    - PSAT
    - ACCESS for English Learners
    - Progress Learning Assessments
    - Local benchmark assessments
- Ensure implementation of schoolwide data review processes.
- Develop strategies to close achievement gaps.
- Monitor graduation readiness and credit accumulation.
- Support college and career readiness initiatives.

Personnel Management
The Head Administrator shall:

- Recruit, hire, supervise, and evaluate staff.
- Ensure compliance with all personnel policies.
- Develop staffing plans aligned with enrollment and program needs.
- Provide instructional coaching and feedback.
- Conduct employee evaluations.
- Support staff professional growth and leadership development.
- Foster a collaborative and positive work environment.
- Ensure compliance with educator licensure requirements.
- Address employee concerns and disciplinary matters.
- Develop employee recognition and retention strategies.

Student Services and School Culture
The Head Administrator shall:

- Promote a safe, inclusive, and respectful school environment.
- Implement positive behavior support systems.
- Support trauma-informed and restorative practices.
- Ensure compliance with IDEA, Section 504, ADA, and other student protections.
- Oversee special education services.
- Support English learner programming.
- Monitor attendance and student engagement.
- Implement student support and intervention systems.
- Oversee counseling and social-emotional supports.
- Support extracurricular programs and student leadership opportunities.
- Promote equity and inclusion throughout school operations.

Financial Management
The Head Administrator shall:

- Collaborate with the school's contracted business management provider.
- Develop annual budgets for Board approval.
- Monitor expenditures and budget implementation.
- Ensure responsible stewardship of public funds.
- Review monthly financial reports.
- Monitor enrollment and revenue projections.
- Oversee procurement activities.
- Ensure compliance with state purchasing requirements.

- Participate in audit preparation and corrective action processes.
- Recommend resource allocations aligned with strategic priorities.

Operations and Facilities
The Head Administrator shall:

- Oversee daily school operations.
- Ensure facility safety and security.
- Coordinate emergency preparedness planning.
- Monitor transportation and food service contracts.
- Ensure compliance with health and safety regulations.
- Oversee technology infrastructure and systems.
- Develop operational procedures and protocols.
- Ensure effective use of facilities and resources.
- Coordinate maintenance and facility improvements.

Compliance and Accountability
The Head Administrator shall:

- Ensure compliance with all charter contract requirements.
- Ensure compliance with New Mexico Public Education Department regulations.
- Maintain compliance with federal education requirements.
- Ensure accurate reporting of student, financial, and operational data.
- Coordinate state and federal monitoring visits.
- Oversee implementation of corrective actions when required.
- Maintain records required by law.
- Ensure compliance with Open Meetings Act, Inspection of Public Records Act, FERPA, Title IX, and other applicable requirements.

Family and Community Engagement
The Head Administrator shall:

- Develop strong relationships with families and community stakeholders.
- Promote family engagement in school activities.
- Facilitate communication between school and community.
- Develop partnerships with businesses, universities, and community organizations.
- Support student internships and mentorship opportunities.
- Represent ANSA at community events and public meetings.
- Build relationships with local employers and workforce partners.
- Support student exhibitions and public presentations of learning.

Public Relations and Advocacy
The Head Administrator shall:

- Serve as the primary spokesperson for the school.
- Promote ANSA's mission and accomplishments.
- Support student recruitment and enrollment efforts.
- Develop community awareness initiatives.
- Maintain positive relationships with media and community organizations.
- Advocate for the interests of students and families.

Required Qualifications
Candidates must possess:

- Master's degree from an accredited institution.
- New Mexico Level III Administrative License or eligibility to obtain one.
- Minimum five years of successful educational experience.
- Demonstrated leadership experience in schools or educational organizations.

- Knowledge of curriculum, instruction, assessment, and school improvement.
- Knowledge of federal and state education requirements.
- Experience working with diverse student populations.
- Strong communication and interpersonal skills.
- Experience supervising and evaluating personnel.

Preferred Qualifications
Preference may be given to candidates with:

- Doctoral degree in education or related field.
- Experience leading a public charter school.
- Experience with project-based learning.
- Experience with STEM education.
- Experience supporting multilingual learners.
- Experience managing school budgets.
- Experience working with community partnerships.
- Experience implementing innovative educational programs.
- Experience with strategic planning and organizational leadership.

Physical Requirements
The position requires:

- Ability to travel throughout the school campus.
- Ability to attend meetings and events outside regular school hours.
- Ability to use computers and office technology.
- Ability to communicate effectively in person and electronically.

Evaluation
The Head Administrator shall be evaluated annually by the Governing Board based on:

- Student achievement and growth.
- Progress toward charter goals.
- Organizational performance.
- Financial stewardship.
- Compliance and accountability.
- Leadership effectiveness.
- Staff development and retention.
- Family and community engagement.
- Fidelity to the ANSA mission and educational model.

Employment Terms
The Head Administrator serves at the pleasure of the Governing Board and is employed under a written contract approved by the Governing Board. Salary and benefits shall be established annually by the Governing Board based on qualifications, experience, performance, and available funding.
The Head Administrator is expected to uphold the mission, vision, values, and educational philosophy of Andalusia Natural Sciences Academy and to serve as a model of professionalism, integrity, equity, and lifelong learning.

ANDALUSIA NATURAL SCIENCES ACADEMY (ANSA)
ASSISTANT PRINCIPAL JOB DESCRIPTION

Position Title

Assistant Principal

Reports To

Head Administrator

Position Summary

The Assistant Principal assists the Head Administrator in providing instructional leadership, managing daily school operations, supporting student achievement, maintaining a positive school culture, and ensuring implementation of the school's mission and educational program. The Assistant Principal serves as an instructional leader, student support coordinator, and operational manager.

Essential Duties

Instructional Leadership

- Support implementation of ANSA's educational model.
- Conduct classroom observations.
- Support teacher coaching and evaluation.
- Facilitate professional development.
- Monitor curriculum implementation.
- Support project-based learning initiatives.
- Assist with assessment planning and implementation.
- Promote effective instructional practices.

Student Support

- Monitor attendance and student engagement.
- Coordinate intervention programs.
- Support restorative practices.
- Assist with student discipline.
- Coordinate student support teams.
- Support special education and multilingual learner programs.
- Monitor graduation readiness.

School Operations

- Supervise daily school activities.
- Coordinate testing activities.
- Assist with scheduling.
- Coordinate safety drills and emergency procedures.
- Support student recruitment and retention.

Qualifications

- Master's Degree
- New Mexico Administrative License
- Minimum three years successful teaching experience
- Experience with instructional leadership preferred

ANDALUSIA NATURAL SCIENCES ACADEMY (ANSA)
TEACHER JOB DESCRIPTION

Position Title

Teacher

Reports To
Head Administrator and Assistant Principal
Position Summary
Teachers at ANSA facilitate engaging, project-based learning experiences that prepare students for college, careers, and civic life. Teachers create rigorous, culturally responsive learning environments that integrate academic content, critical thinking, collaboration, communication, and real-world problem-solving.
Essential Duties
Instruction and Learning
- Deliver standards-based instruction.
- Implement project-based learning units.
- Integrate STEM and interdisciplinary learning experiences.
- Utilize technology and AI tools appropriately.
- Differentiate instruction.
- Incorporate culturally responsive teaching practices.
- Support multilingual learners and students with disabilities.
- Facilitate student collaboration and inquiry.

Assessment
- Monitor student progress.
- Analyze assessment data.
- Implement intervention strategies.
- Maintain accurate grade records.
- Participate in data review meetings.

Professional Responsibilities
- Attend professional development.
- Participate in Professional Learning Communities.
- Collaborate with colleagues.
- Maintain parent communication.
- Participate in school activities.

Qualifications
- Bachelor's Degree
- New Mexico Teaching License
- Content endorsement appropriate to assignment
- Experience with project-based learning preferred

SPECIAL EDUCATION TEACHER
Position Summary
The Special Education Teacher provides specialized instruction and support services to students with disabilities while ensuring compliance with IDEA and state regulations.
Duties
- Develop and implement IEPs.
- Conduct progress monitoring.
- Provide direct instruction.
- Collaborate with general education teachers.
- Participate in IEP meetings.
- Maintain compliance documentation.

- Support inclusion practices.
- Coordinate accommodations and modifications.

Qualifications

- New Mexico Special Education License
- Knowledge of IDEA and special education regulations

MULTILINGUAL LEARNER (ELD) TEACHER

Position Summary

The ELD Teacher supports multilingual learners through language development instruction and collaboration with content-area teachers.

Duties

- Provide ELD instruction.
- Support ACCESS testing.
- Develop language support plans.
- Collaborate with teachers.
- Monitor language acquisition progress.
- Support family communication.

Qualifications

- New Mexico Teaching License
- TESOL/Bilingual endorsement preferred

EDUCATIONAL ASSISTANT

Position Title

Educational Assistant

Reports To

Assigned Teacher and School Administration

Position Summary

Educational Assistants support teachers and students in classroom instruction, supervision, intervention programs, and student support activities.

Duties

- Assist with instructional activities.
- Work with individual students and small groups.
- Support project-based learning activities.
- Assist students with assignments.
- Monitor student behavior.
- Supervise students during school activities.
- Support accommodations for students with disabilities.
- Assist with classroom organization.

Qualifications

- High School Diploma required.
- Educational Assistant certification as required by NM PED.
- Associate Degree preferred.

SCHOOL COUNSELOR

Position Summary

The School Counselor promotes academic, college, career, and social-emotional development for all students.

Duties

- Provide academic advising.
- Coordinate graduation planning.
- Support college and career readiness.
- Provide short-term counseling.
- Coordinate scholarship and financial aid support.
- Support attendance and intervention efforts.

Qualifications

- Master's Degree in Counseling
- New Mexico School Counselor License

REGISTRAR / ADMINISTRATIVE ASSISTANT

Position Summary

Provides clerical and administrative support for school operations.

Duties

- Maintain student records.
- Process enrollment and withdrawals.
- Manage attendance records.
- Coordinate communication with families.
- Assist with state reporting.
- Support front office operations.

Qualifications

- High School Diploma required.
- Office management experience preferred.

STUDENT SUCCESS COACH / INTERVENTIONIST

Position Summary

Provides academic, attendance, and behavioral interventions to students needing additional support.

Duties

- Monitor student performance.
- Coordinate intervention plans.
- Support attendance improvement.
- Conduct family outreach.
- Collaborate with teachers and counselors.

Qualifications

- Bachelor's Degree preferred.
- Experience working with adolescents preferred.

PART-TIME BUSINESS OPERATIONS ASSISTANT

Position Summary

Supports purchasing, invoices, receipts, and daily financial transactions while working with ANSA's contracted business management provider.

Duties

- Process purchase requests.
- Maintain purchasing records.
- Coordinate vendor payments.
- Assist with inventory.
- Support audit preparation.

Qualifications

- Associate Degree preferred.
- Bookkeeping or business experience preferred.

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Appendix H
Internal Controls

Safeguarding Assets

The proposed Andalusia Directors will set an example as ethical leaders that follow state law and rules surrounding New Mexico Public Schools. Their ethical example will set a positive example for other employees and contractors to behave in a similar manner.

Segregation of duties can help to ensure a safeguarding of assets. Individuals who handle cash will not have access to the general ledger.

All cash will be received and receipted with a triplicate part receipt by the Office Manager. One receipt will go to the individual making the deposit, one will go to the business office with supporting documentation, and the third will be left in the receipt book. All cash will be counted, verified, and compared to the receipt in the receipt book by the Director of Operations the first two years and the Front Desk Clerk in later years. The deposit will always be verified by someone other than the one who initially took the cash. Once the cash has been verified it will either be locked in a safe or taken to the bank. All deposits will be made within 24 hours. The deposit slip will go to the business office to reconcile and enter the deposit into the general ledger.

Payroll Processing

Payroll processing will be performed by the Assistant Business Manager (ABM) provided by Vertex Education Services . No new employees will be added to payroll without a valid contract and valid corresponding new hire paperwork. After the ABM has entered all applicable data, they will create a review packet for the Business Manager (BM), also provided by Vertex Education Services , will review for accuracy. Once the BM has approved the packet, it will go to the Director of Operations to review and approve. After the Director of Operations has approved the payroll packet, the ABM will upload the direct deposit file and pay corresponding payroll taxes. The Business Manager will review that the upload matches the direct deposit amount indicated in the packet.

The ABM will reconcile all payroll liabilities of the school on a monthly basis. Payroll liabilities will be paid on-time by their individual due dates. The BM will review all payroll liability reconciliations for accuracy. Once the BM has approved, the Director of Operations will review and approve.

Check Disbursements

The Director of Academics, Director of Operations and the Board Treasurer will have signatory rights on the school's bank account. None of these individuals will have access to cut checks from the accounting system or make changes to the General Ledger. Individuals from Vertex Education Services with access to cut checks and make journal entries within the accounting system, will not have signatory authority on Andalusia 's bank accounts.

The ABM will prepare a review packet that includes the purchase order, a packing slip or sign off of services, and an invoice. The packet will go to the BM to review and check for allowability and accuracy. Once the BM has approved, the Director of Operations will review

the checks with the corresponding accuracy. If all items are accurate, the Director of Operations will sign off on the disbursements.

Reliable Financial Information
The bank accounts of the school will be reconciled on a monthly basis within two weeks of month end by the BM. All bank reconciliations will tie back to the general ledger with zero variances. The Director of Operations will review and sign off on all bank reconciliations. The BM and Director of Operations will meet weekly to discuss financial matters. Andalusia will hold monthly finance committee meetings in which a detailed packet with the schools' financials will be reviewed and discussed in detail.

The school will submit the PED Cash Report quarterly to the school's budget analyst at the NMPED. The PED Cash Report will have zero variances to the general ledger.

Operational Efficiency
Andalusia and Vertex Education Services will continue to work as a team to identify areas in which they can approve operational efficiency.

Compliance
The Director of Operations, the Business Manager and the Finance Committee will review business office procedures and internal controls on a yearly basis. As new applicable federal and state statutes, regulations, rules or GASB pronouncements become available, procedures and internal controls will be updated if necessary.

The Director of Operations and the Business Manager will attend the yearly New Mexico State Audit Rule training, the New Mexico Association of School Business Official's Fall and Spring Conferences annually as well as the yearly Spring Budget Conference put on in conjunction with the New Mexico Public Education Department to gain more information on potential changes that may need to be made to procedures or internal controls.

Appendix I

Intended Student Discipline Policy

Andalusia Natural Sciences Academy (ANSA)

Andalusia Natural Sciences Academy (ANSA) is committed to maintaining a safe, respectful, inclusive, and productive learning environment that supports academic achievement and positive student development. The school's discipline philosophy is based on the belief that students learn best in environments characterized by mutual respect, clear expectations, personal responsibility, and restorative practices.

ANSA will implement a proactive approach to student discipline that emphasizes prevention, relationship-building, social-emotional learning, and positive behavioral supports. Students will be explicitly taught behavioral expectations and provided opportunities to develop self-management, communication, collaboration, and problem-solving skills. The school will establish clear expectations for behavior that promote safety, respect, responsibility, integrity, and academic engagement.

When behavioral concerns arise, school staff will first utilize preventative and restorative interventions designed to help students understand the impact of their actions, repair harm, restore relationships, and make better choices in the future. Interventions may include restorative conversations, mediation, reflection activities, behavior contracts, problem-solving conferences, counseling support, parent meetings, and other appropriate interventions.

ANSA recognizes that restorative practices must be balanced with accountability. Students are expected to take responsibility for their actions and understand that inappropriate behavior may result in consequences. Consequences will be progressive, developmentally appropriate, and designed to support positive behavior change whenever possible. Depending on the severity and frequency of the behavior, consequences may include verbal warnings, parent contact, loss of privileges, restorative assignments, detention, in-school suspension, out-of-school suspension, or other disciplinary measures consistent with school policy and state law.

The school will implement Positive Behavioral Interventions and Supports (PBIS) and Multi-Layered Systems of Support (MLSS) to address student needs proactively. Students requiring additional behavioral, social-emotional, or academic support will receive targeted interventions through student support teams.

ANSA will ensure that all disciplinary procedures comply with federal and state laws, including protections for students with disabilities, multilingual learners, and other protected student groups. The school will strive to apply discipline fairly, consistently, and equitably while maintaining a focus on student growth, dignity, and success.

Serious offenses that threaten the safety of students, staff, or school operations may result in immediate disciplinary action, including suspension, expulsion proceedings, or referral to appropriate authorities in accordance with New Mexico law and Governing Board policy.

Through a balanced approach that combines positive supports, restorative practices, accountability, and high expectations, ANSA seeks to cultivate a school culture where students learn from their mistakes, develop personal responsibility, and contribute positively to the school community.

Appendix J

Andalusia Natural Sciences Academy (ANSA)

Andalusia Natural Sciences Academy (ANSA) is committed to maintaining comprehensive insurance coverage to protect students, employees, Governing Board members, volunteers, visitors, and school assets. The school will obtain and maintain all insurance coverage required by New Mexico law, the Public Education Commission, and prudent risk management practices. Prior to opening and throughout the charter term, ANSA will work with qualified insurance providers to secure appropriate coverage levels that meet or exceed industry standards for public charter schools. Insurance policies will be reviewed annually by the Head Administrator, business management provider, and Governing Board to ensure adequate protection and compliance with applicable requirements.

ANSA's insurance program is expected to include the following coverage:

General Liability Insurance

General liability insurance will protect the school against claims arising from bodily injury, personal injury, property damage, and other incidents occurring on school property or during school-sponsored activities.

Educators Legal Liability Insurance

Educators legal liability coverage will protect the school, Governing Board members, administrators, and employees against claims related to educational decisions, employment practices, student supervision, civil rights allegations, and other school-related actions.

Directors and Officers (D&O) Liability Insurance

Directors and Officers Liability coverage will provide protection for Governing Board members and school leaders acting within the scope of their official responsibilities. This coverage helps safeguard Board members from personal liability arising from governance decisions made in good faith.

Errors and Omissions Insurance

Errors and Omissions coverage will provide protection against claims alleging negligence, mistakes, omissions, or professional errors in the performance of educational and administrative duties.

Employment Practices Liability Insurance

This coverage will provide protection against claims involving employment-related matters, including allegations of discrimination, harassment, wrongful termination, retaliation, and other employment disputes.

Workers' Compensation Insurance

ANSA will maintain workers' compensation insurance as required by New Mexico law to provide benefits to employees who experience work-related injuries or illnesses.

Property Insurance

Property insurance will protect school buildings, equipment, furniture, instructional materials, technology systems, and other school assets against loss or damage resulting from covered events.

Cyber Liability and Data Security Insurance

Given ANSA's emphasis on technology and artificial intelligence, the school intends to maintain cyber liability coverage to protect against data breaches, cybersecurity incidents, network interruptions, and unauthorized access to sensitive information.

Automobile Liability Insurance

If school-owned or leased vehicles are utilized, ANSA will maintain appropriate automobile liability coverage. Any contracted transportation providers will be required to maintain insurance coverage meeting applicable legal requirements.

Student Accident Coverage

The school may provide or make available student accident insurance to help cover injuries occurring during school-sponsored activities, athletics, field trips, or other approved events.

Risk Management and Review

The Governing Board, Head Administrator, and contracted business management provider will review insurance coverage annually to ensure that coverage limits remain appropriate as enrollment, facilities, programs, and school operations expand. The school will maintain certificates of insurance and documentation demonstrating compliance with all applicable requirements.

Through a comprehensive insurance and risk management program, ANSA will protect public resources, support effective school operations, and ensure a safe and secure environment for students, employees, families, and community members.

State of New Mexico
Public School Facilities Authority

Marcos B. Trujillo | Executive Director
Sean Murray | Deputy Director of Capital Operations
Larry Tillotson | Deputy Director of Operations, Quality, & Outreach

1312 Basehart SE, Suite 200
Albuquerque, NM 87106

(505) 843-6272
https://www.nmpsfa.org/

April 1, 2026

Mr. Radi Abouelhassan
Andalusia Natural Sciences Academy
Via email: radiunm@gmail.com

Dear Mr. Abouelhassan:

The New Mexico Public School Facilities Authority (PSFA) has received and reviewed the Facilities Master Plan/Educational Specifications 2027-2032 (FMP/Ed Specs) for Andalusia Natural Sciences Academy. 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 School's FMP/Ed Specs, PSFA understands:

- The proposed Andalusia Natural Sciences Academy will deliver hands-on, thematic projects to engage its students in interdisciplinary coursework.
- The school proposes an enrollment cap of 500 students in grades 9-12.
- The school proposes phasing in its full enrollment cap, beginning with 100 students until it reaches its cap in the 2030-31 school year.
- The school's desired classroom loading policy is 25:1 for grades 9-12.
- Enrollment will increase in phases. The first year of operation, the school will serve up to 100 students in grades 9 and 10. The second year, it will begin serving grade 11, with a maximum enrollment of 200 students. The third year, it will begin serving grade 12, with a maximum enrollment of 400 students. In the fourth year, the school will reach its full capacity with an anticipated enrollment of 400-500 students.
- The school seeks a site in or around the City of Albuquerque, preferably in the midtown area with proximity to the University of New Mexico and the South Valley. This will

provide access to diverse student populations and potential partnerships with educational institutions, community organizations, and cultural centers.

- The school has not secured a building but will work in conjunction with a commercial realtor to research and identify potential sites and buildings.

- In order to accommodate the school's educational program, Andalusia Natural Sciences Academy would like the following spaces in a facility:
    - 9^{th}-12^{th} grade general classrooms
    - Special education classroom
    - Physical education/multipurpose space
    - Art classroom
    - Computer lab
    - Library/media center
    - Administration spaces
    - Storage

- The school plans to serve students food catered from a local restaurant, which will be served in the physical education/multipurpose space.

- The school will host a nurse three days a week in a room near the administration offices.

If you are a successful applicant, please let PSFA know so we can update our database and plan to assess the school facilities. In addition, if you are successful, this FMP/Ed Specs becomes the school's master plan over the next five years. Please do not hesitate to reach out if you have any questions or desire additional information.

Sincerely,

John Valdez

John Valdez, AICP, Facilities Master Planner

C: Amy Smith, Programs Analyst, PSFA
Jeff McCurdy, Maintenance and Operations Manager, PSFA