



Collegiate Preparatory
Charter School

Notice and Agenda
Regular Governing Council Meeting
Voz Collegiate Preparatory Charter School
955 San Pedro SE
Albuquerque NM 87108

Thursday, April 21, 2022, 6:00pm

Location: <https://us02web.zoom.us/j/7596191312>

Please contact Isaac Rivas-Savell at irivassavell@vozcollegiateprep.org or 575.605.3527 at least 48 hours prior to the meeting or as soon as possible if you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or listen to (or in this case, view) the meeting. Information to participate in the meeting is included below:

- A. Opening Business
 - 1. Call to Order
 - 2. Roll Call
 - 3. Discussion and consideration of **approval** of March 17, 2022, Meeting Minutes
- B. Public Input (10-minute time limit, speakers limited to 3 minutes each)
- C. Legal Counsel Report
- D. Finance and Audit Committee Report
 - 1. Discussion and consideration of **approval** March 2022 Bank Rec and Check Register
 - 2. Discussion and consideration of **approval** FY22 Title I BAR
 - 3. Discussion and consideration of **approval** FY22 Q4 Compensation BAR
 - 4. Discussion and consideration of **approval** FY23 School Calendar
 - 5. Discussion and consideration of **approval** FY23 Financial Policies
 - 6. EdTec FY23 Budget Presentation
 - 7. Discussion and consideration of **approval** FY23 Salary Schedules
 - i. Teacher
 - ii. Admin
 - iii. Additional Duties
 - 8. Discussion and consideration of **approval** FY23 Budgets
 - i. Operating
 - ii. Transportaion
 - iii. Title I
 - iv. IDEA
 - v. Title III
 - vi. EA Fellow Grant
 - vii. ESSER III
- E. Governance Committee Report
 - 1. Board Recruitment Update
 - 2. Board Training Update



Collegiate Preparatory
Charter School

F. School Foundation Report

G. Head of School Report

1. Student recruitment update
2. Staff recruitment update
3. Charter School Growth Fund Update
4. Academic Dashboard

H. Closing Business

1. Next Scheduled Meeting: May 19, 2022 (To be held in-person at Voz Collegiate)
2. Adjourn



Collegiate Preparatory
Charter School

Minutes

Regular Governing Council Meeting Voz Collegiate Preparatory Charter School 955 San Pedro SE Albuquerque NM 87108

Thursday, March 17, 2022, 6:00pm

Location: <https://us02web.zoom.us/j/7596191312>

Please contact Isaac Rivas-Savell at irivassavell@vozcollegiateprep.org or 575.605.3527 at least 48 hours prior to the meeting or as soon as possible if you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or listen to (or in this case, view) the meeting. Information to participate in the meeting is included below:

- A. Opening Business
 - 1. Call to Order – Hannah called the meeting to order at 6:02PM
 - 2. Roll Call – Bruce, Celestina, and Amanda not in attendance.
 - 3. Discussion and consideration of **approval** of February 17, 2022, Meeting Minutes
 - i. **Amendment:** BAR #001-709-2122-0014-I will be added to the CSP grant in last month's minutes.
 - ii. Gallegos made the motion, Arlsan seconded. Unanimous approval on the minutes.
- B. Public Input (10-minute time limit, speakers limited to 3 minutes each)
- C. Legal Counsel Report
- D. Finance and Audit Committee Report
 - 1. EdTec Financial and Audit Presentation
 - 2. Discussion and consideration of **approval** February Bank Rec and Check Register – Gallegos made the motion, Katie seconded. Unanimous approval.
 - 3. Discussion and consideration of **approval** of BAR 001-709-2122-0011-I.
 - 4. Discussion and consideration of **approval** of BAR 001-709-2122-0012-I
 - 5. Discussion and consideration of **approval** of BAR 001-709-2122-0015-IB
 - 6. Discussion and consideration of **approval** additional BARS
 - i. 001-709-2122-0016-I
 - ii. Arslan moved to approve all BARS and Brejette, seconded. Unanimous approval.
 - 7. Discussion and consideration of **approval** FY23 Financial Policies and Procedures – Tabled at discretion of Chair.
 - 8. Discussion and consideration of **approval** FY23 Part-Time Resolution – Tabled at discretion of Chair.
 - 9. Discussion and consideration of **approval** FY222 and FY23 Financial Services Quote – Gallegos made the motion. Katie seconded. Unanimous approval.
- E. Governance Committee Report
 - 1. Board Recruitment Update
 - 2. Board Training Update
- F. Academic Achievement Committee Report



Collegiate Preparatory
Charter School

G. School Foundation Report

H. Head of School Report

1. Student recruitment update
2. Staff recruitment update
3. Charter School Growth Fund Update
4. Donor Box Campaign

I. Closing Business

1. Next Scheduled Meeting: April 21, 2022 (To be held in-person at Voz Collegiate)
2. Adjourn – Arslan moved to adjourn, Katie seconded. Unanimous approval. Meeting adjourned at 6:37PM

ESP

ESP

**Bank Reconciliation with Description - 11000-3884 Cash in Ba... checking
(main) 3884
As of 3/31/2022**

ID	Transaction Type	Date	Document Number	Name	Description	Balance
Reconciled						
Cleared Deposits and Other Credits						
	Deposit	3/02/2022	30293		State of New Mex VNDR PYMT 11000 1% ERB Contributions 110	4,667.00
	Deposit	3/03/2022	30294		Encoding Error on ck 20631 was 153.50 sb 153.30 on 12622	0.20
Total - Cleared Deposits and Other Credits						4,667.20
Cleared Checks and Payments						
	Payroll Journal Entry	2/15/2022	PRJE- VCPC0028		Payroll # 5035 NM Retiree Health Care Authority	(371.83)
	Bill Payment	2/25/2022	20664	39381 Bloomwell Group	Student Recruitment	(2,000.00)
	Bill Payment	2/25/2022	20665	44062 Mirror Promotions	Advertising	(1,831.92)
	Payroll Journal Entry	2/28/2022	PRJE- VCPC0030		Payroll # 5036 NM Retiree Health Care Authority	(371.83)
	Bill Payment	2/28/2022	20666	43496 Olga Flores De Arvilla	Contractor/Tutor	(2,142.00)
	Bill Payment	2/28/2022	20667	43123 Teodora Velasco-Zapata	Contractor	(896.00)
	Check	3/02/2022	DB030222- 1	42373 YARDI SERVICE	DB030222-yardi	(0.95)
	Check	3/02/2022	DB030222- 2	43575 ADT Commercial	DB030222-ADT	(2,354.52)
	Check	3/02/2022	DB030222	42372 WEST MIAMI DEVELOP (rent)	DB030222-west miami	(13,964.37)
	Check	3/03/2022	DB030322- 3	39631 NMPSIA BENEFITS	DB030322-NMPSIA	(571.36)
	Check	3/08/2022	DB030822	39494 NMERB	DB030822-NMERB	(6,324.00)
	Check	3/08/2022	M1234580	43575 ADT Commercial	M1234580-ADT	(2,354.52)
	Payroll Journal Entry	3/15/2022	PRJE- VCPC0032		Federal and State Taxes	(1,729.29)
	Payroll Journal Entry	3/15/2022	PRJE- VCPC0032		Direct Deposit	(9,302.31)
	Payroll Journal Entry	3/15/2022	PRJE- VCPC0032		Payroll fees	(73.27)
	Check	3/16/2022	DB031622	40978 New Mexico Gas Company	DB031622-NM Gas	(514.05)
	Bill Payment	3/16/2022	20671	39183 Edtec	Postage for FY22	(36.94)
	Bill Payment	3/16/2022	20673	39673 InAccord, P.C. (c-corp)	Contractor	(863.00)
	Bill Payment	3/16/2022	20670	44061 Consolidated Solutions	Advertising	(2,075.00)
	Bill Payment	3/16/2022	20674	42134 JMP Academy of Professional Development	Setting up special education systems for year 1	(539.38)
	Bill Payment	3/16/2022	20669	39381 Bloomwell Group	Student Recruitment	(1,000.00)
	Bill Payment	3/16/2022	20668	40984 ACES - Assoc of Charter School Education Services (exempt)	FY22 EdTec services	(6,042.25)
	Bill Payment	3/16/2022	20672	42454 Herrera Coaches Inc. (c-corp)	Daily Transportation	(10,250.00)

ID	Transaction Type	Date	Document Number	Name	Description	Balance
	Check	3/17/2022	DB031722	44144 PNM Electric Service	DB031722-PNM Electric	(801.52)
	Check	3/18/2022	DB031822	40717 COMCAST BUSINESS	DB031822-comcast	(231.60)
	Check	3/22/2022	DB032222	43554 Mitel Cloud Service	DB032222-mitel cloud	(498.86)
	Check	3/24/2022	DB032422	44776 Independence Ban	DB032422-Independence Ban	(1,326.44)
	Payroll Journal Entry	3/31/2022	PRJE-VCPC0033		Payroll fees	(78.00)
	Payroll Journal Entry	3/31/2022	PRJE-VCPC0033		Federal and State Taxes	(1,750.79)
	Payroll Journal Entry	3/31/2022	PRJE-VCPC0033		Direct Deposit	(9,292.47)
Total - Cleared Checks and Payments						(79,588.47)
Total - Reconciled						(74,921.27)
Last Reconciled Statement Balance - 3/30/2022						165,968.05
Current Reconciled Balance						91,046.78
Reconcile Statement Balance - 3/31/2022						91,046.78
Difference						0.00
Unreconciled						
Uncleared						
Checks and Payments						
	Bill Payment	11/23/2021	20608	39451 Isaac Rivas-Savell (reimb)	Advertising for Voz	(738.08)
	Bill Payment	2/02/2022	20647	42135 Accountability and Compliance Resources	Contractor	(745.06)
	Payroll Journal Entry	3/15/2022	PRJE-VCPC0032		Payroll # 5037 NM Retiree Health Care Authority	(371.83)
	Bill Payment	3/30/2022	20679	43351 DEX imaging	Contractor	(360.07)
	Bill Payment	3/30/2022	20677	43400 Charter School Nursing Services (s-corp)	Nursing Services	(453.08)
	Bill Payment	3/30/2022	20680	39451 Isaac Rivas-Savell (reimb)	Advertising for Voz	(1,925.10)
	Bill Payment	3/30/2022	20676	39381 Bloomwell Group	Student Recruitment	(3,640.91)
	Bill Payment	3/30/2022	20675	42135 Accountability and Compliance Resources	Contractor	(372.53)
	Bill Payment	3/30/2022	20678	44061 Consolidated Solutions	Advertising	(2,200.00)
	Bill Payment	3/30/2022	20681	40977 Staples	CSP and non-CSP Allowable Materials from Staples	(186.00)
	Payroll Journal Entry	3/31/2022	PRJE-VCPC0033		Payroll # 5038 NM Retiree Health Care Authority	(371.83)
Total - Checks and Payments						(11,364.49)
Total - Uncleared						(11,364.49)
Total - Unreconciled						(11,364.49)
Total as of 3/31/2022						79,682.29

Combined Board Check Register



School: Voz

Month: March 2022

					Total Paid By Check:	\$58,886.45
					Total Paid By Credit Card:	\$ -

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	20668	ACES - Assoc of Charter School Education Services	3/16/2022	Bill #9042--Monthly Tech Support PowerOn Bill #9012--FY22 EdTec services		\$ 6,042.25
Check	20669	Bloomwell Group	3/16/2022	Bill #001296--Student Recruitment		\$ 1,000.00
Check	20670	Consolidated Solutions	3/16/2022	Bill #19564--Advertising		\$ 2,075.00
Check	20671	Edtec	3/16/2022	Bill #23734--Postage for FY22		\$ 36.94
Check	20672	Herrera Coaches Inc.	3/16/2022	Bill #5283--Daily Transportation Bill #5236--Daily Transportation		\$10,250.00
Check	20673	InAccord, P.C.	3/16/2022	Bill #444--Contractor		\$ 863.00
Check	20674	JMP Academy of Professional Development	3/16/2022	Bill #1080--Setting up special education systems for year 1		\$ 539.38
Check	20675	Accountability and Compliance Resources	3/30/2022	Bill #6577--Contractor		\$ 372.53
Check	20676	Bloomwell Group	3/30/2022	Bill #0001502--student recruitment		\$ 3,640.91
Check	20677	Charter School Nursing Services	3/30/2022	Bill #12312018-324--Nursing Services		\$ 453.08
Check	20678	Consolidated Solutions	3/30/2022	Bill #19927--Advertising		\$ 2,200.00
Check	20679	DEX imaging	3/30/2022	Bill #AR7414694--Contractor		\$ 360.07
Check	20680	Isaac Rivas-Savell	3/30/2022	Bill #031722--Advertising for Voz		\$ 1,925.10
Check	20681	Staples	3/30/2022	Bill #3502013642--CSP and non-CSP Allowable Materials from Staples		\$ 186.00
Check	DB030222	WEST MIAMI DEVELOP	3/2/2022	DB030222-west miami		\$13,964.37
Check	DB030222-1	YARDI SERVICE	3/2/2022	DB030222-yardi		\$ 0.95
Check	DB030222-2	ADT Commercial	3/2/2022	DB030222-ADT		\$ 2,354.52
Check	DB030322-3	NMPSIA BENEFITS	3/3/2022	DB030322-NMPSIA		\$ 571.36
Check	DB030822	NMERB	3/8/2022	DB030822-NMERB		\$ 6,324.00
Check	DB031622	New Mexico Gas	3/16/2022	DB031622-NM Gas		\$ 514.05

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	DB031722	PNM Electric Service	3/17/2022	DB031722-PNM Electric		\$ 801.52
Check	DB031822	COMCAST BUSINESS	3/18/2022	DB031822-comcast		\$ 231.60
Check	DB032222	Mitel Cloud Service	3/22/2022	DB032222-mitel cloud		\$ 498.86
Check	DB032422	Independence Ban	3/24/2022	DB032422-Independence Ban		\$ 1,326.44
Check	M1234580	ADT Commercial	3/8/2022	M1234580-ADT		\$ 2,354.52



Scott Elder
Superintendent

March 21, 2022

001-090

Voz Collegiate

955 San Pedro SE

Albuquerque, NM, 87108

Dear Katie Rarick,

Please accept this letter as your FY 2021-2022 final allocation from Albuquerque Public Schools for the accounts and amounts listed below. You will need to use these amounts for your budget in OBMS.

Please note that all funds that run through Albuquerque Public Schools must use revenue code 41924.

All requests for reimbursement of funds will be processed through OBMS/APS. Please use this letter as backup documentation that may be required by NMPED.

Grant Name	UCOA Fund	CDFA#	Revenue Account	Planning Award
Title 1-Main Regular Allocation	24101	84.01	41924	\$19,880.00

Please contact me with any questions or concerns.

Thank you,

A handwritten signature in cursive script that reads "Mihaela Marin".

Mihaela Marin, Senior Director-Grant Management
Albuquerque Public Schools
6400 Uptown Blvd. NE
P.O. Box 25704
Albuquerque, NM 87125
Mihaela.marin@aps.edu
505-880-2578

Budget - Fund 24101 - Voz

Financial Row	Budget
Expense	
1000-0000	
1000-4020	
51711 - Instructional EA	\$19,880.00
Total - 1000-4020	\$19,880.00
Total - 1000-0000	\$19,880.00

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 001-709-2122-0017-1
Fund Type: General Fund / Capital Outlay / Debt Service
Adjustment Type: Increase

Fiscal Year: 2021-2022

Entity Name: Voz Collegiate Preparatory Charter School

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Katie Rarick, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505) 917-4023

Email: katie.rarick@edtec.com

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2021 12:00AM	To: Jun 30 2022 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 11000.0000.43202 \$2,845

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	001709 Voz Collegiate Preparatory Charter School	1411 Teachers-Grades 1-12	\$105,400	\$1,700	\$107,100	
11000 Operational	2500 Central Services	51100 Salaries Expense	0000 No Program	001709 Voz Collegiate Preparatory Charter School	1217 Secretarial/Clerical/Technical Assistants	\$24,000	\$1,145	\$25,145	
Sub Total							\$2,845		
Indirect Cost									
DOC. TOTAL							\$2,845		

Justification:

25% of 3% for Q4 Salary increase

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.



Financial Policies and Procedures

2022- 2023 Financial Policies and Procedures

Financial Policies and Procedures/ Internal Control Procedures

The Governing Board of Voz Collegiate Preparatory Charter School (Voz Collegiate) 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 Voz Collegiate is July 1 through June 30.
- b. GAAP
 - i. The accounting procedures used by Voz Collegiate 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. Voz Collegiate 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, and accrual of NMPSIA expenses related to the period incurred.
 - ii. Year-end audited Financial Statements will be prepared on a full accrual basis.
- d. Restricted Grant Tracking
 - i. Voz Collegiate shall maintain its general ledger using grant fund codes for the purposes of tracking restricted revenues and expenses.
 - ii. All grant reports will be generated based on cash basis accounting.
- e. Capitalization and Depreciation
 - i. Voz Collegiate 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 of School.
- 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 of School 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 Voz Collegiate 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. Voz Collegiate 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 of School and Board Treasurer.
- 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 of School and Board Treasurer.

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, cancelled 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 Voz Collegiate'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 Board 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 of School, Board Treasurer, and Board Chair.
 - 1. Checks under \$5,000 will require the approval of the Head of School.
 - 2. Checks over \$5,000 will require the approval of the Head of School AND Board Chair OR Treasurer.
 - 3. Reimbursements to the Head of School must be approved by the Board Chair or Treasurer. Checks of \$5,000 or more

Commented [1]: does this mean we need to take it up as a separate board action or, are we set once we adopt the policies?

Commented [2R1]: _Marked as resolved_

Commented [3R1]: _Re-opened_
This will need to be a separate action item. It needs to be on the record that the board has voted on and approved the opening of the bank account. Include this language verbatim.



payable to the Head of School will require the approval of Board Treasurer AND Board Chair (or the Board 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 Board 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 board approval.
 - vi. Board approval is also required to close a public fund checking account.

b. Federal Deposit Insurance

- i. Voz Collegiate 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 Board 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. Voz Collegiate 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 of School. 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 1st copy will be kept with the deposit slip in which the money is deposited, and the 2nd copy will be retained in the receipt book. The Head of School 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. The Head of School will then forward on a completed log and copy of associated backup to the School's Business Official, including any revenue coding.

III. PURCHASES

- a. Authorization of Expenditures
 - i. All purchases of goods and services shall be consistent with the most recent Board-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 signed by the Head of School and the CPO.
 - v. All expenditures over \$10,000 must be approved by the Head of School who will review to assure that the purchase follows the requirements of the New Mexico State Procurement Code, and by the Head of School who will review to determine whether it is consistent with the Board-approved budget. The Head of School is the only staff person authorized to sign contracts.
 - vi. All contracts that cross fiscal years, or extended 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 of School 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 Board during a scheduled Board meeting open to the public.

b. Contracts and Bidding

- i. All professional services shall be provided for under a contract. The CPO will review all contracts prior to the contract being signed by either the Head of School or a member of the Board.
- ii. The Finance Committee will review all contracts.
- iii. The Head of School can execute single-year contracts for professional services that will not exceed or are not likely to exceed \$20,000.
- iv. For contracts for goods or 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, Board approval will be required prior to execution. Length of contracts shall be at the discretion of the Board in consultation with the Head of School, and multi-year contracts shall not be prohibited as long as the term of the contract does not exceed 4 years or 48 months.
- v. All multi-year contracts will contain the State of New Mexico law required non-appropriations clause in the contract.
- vi. Should a contract require Board approval per the above, but timing or other circumstances require execution prior to being approved at a Board meeting, the Head of School, with the approval of both the Board Chair and Board Treasurer, may conditionally execute said contract. The contract will need to then be formally approved at the next Board meeting.



- vii. Unless otherwise expressly required by conditions of a funding source, Voz Charter School shall not be required to conduct a formal bid process for professional contracted services less than \$60,000.
 - viii. 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 good equal to or more than \$60,000 will require an RFP or an ITB.
 - ix. Nothing in this section shall require or be interpreted to require Voz Collegiate to choose or select the lowest cost provider of goods or contracted services, and Voz Collegiate will have discretion in determining what criteria it gives the most weight when selecting vendors and providers.
 - x. 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.
 - xi. Voz will also follow all exemptions from the procurement code, as stated in 13-1-98 of the procurement code.
- c. Purchasing
- i. Voz Collegiate will follow New Mexico Procurement Code.
 - ii. The Chief Procurement Officer for Voz Collegiate will be the Office Manager and Director of Operations. The Office Manager and Director of Operations do not have the authority to sign checks to pay for purchases.
- d. Invoice Processing and Requests for Payment
- i. On a weekly basis, the Head of School 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 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/APS is distributing revenue in a timely manner: SEG allocation on time and adequate for 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 applicable law 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 of School, Board Chair, or Board Treasurer.
 - ii. Payroll payments for \$5,000 or more must be approved by the Head of School AND either Board Treasurer or Board Chair (or Board Chair's designee).
 - iii. All payroll will be based on the salary schedule established by Voz Collegiate and previously-approved by the Board.
 - 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 of School and Board Treasurer.
 - vi. The Board may also elect to have all vouchers and bank recs approved at the monthly board 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 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 Board packet.

f. Debit Card Usage

- i. Debit card usage is not permitted.

g. Procurement Card Usage

- i. Subject to Board approval, the school may establish a procurement card account.
- 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.
- iv. Procurement cards shall only be issued in alignment with Voz Collegiate's policies and procedures.
- v. An individual purchase should not exceed \$1,000, except with the approval by the Board Treasurer. 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 Board monthly.

Commented [4]: is this high enough?

Commented [5R4]: Dollar amounts higher than \$1,000 on a PCard are usually frowned upon so the school does not become heavily reliant on the card.

h. Sales Tax Exemption

- i. Voz Collegiate 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 Office Manager or Head of School 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 will ensure all invoices have sales tax removed on goods.
- i. Electronic Payments
- i. ACH and electronic payments are permitted for payroll and associated employer and employee liabilities.
 - ii. ACH and electronic payments are permitted as long as the correct approvals are followed.
- j. Non-Travel Related Employee Reimbursements
- i. Employees, except for the Head of School, 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 of School 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 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, certification must be preapproved by the school leader.



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 they payment for the course was made.
5. The school leader is allowed to make exceptions depending on circumstances.

k. Travel-Related Employee Reimbursements

- i. All employees must receive prior approval by the Head of School 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 or Head of School 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 Board member, removal.



IV. PAYROLL

- a. New Employees
 - i. The Head of School shall hire all employees at levels consistent with the Board-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 of School, 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 of School 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, Voz Collegiate shall treat individuals as employees unless he or she meets the IRS test for classification as an independent contractor.
 - ii. If someone is determined to be an independent contractor, he or she will need to provide a W-9, as well as proof of insurance depending on the nature of his or her work on behalf of the school.
 - iii. All independent contractors shall be formally engaged under a contract that is approved by the Head or School or the Board, 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:
 - ii. If too much was withheld, the staff member will receive a reimbursement for the amount that was erroneously withheld.
 - iii. If not enough was withheld, the school agrees to pay that portion on behalf of the staff member.

V. AUDITS & TAX FILINGS

- a. Annual Audit
- i. Each operating year, Voz Collegiate 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 and Board.
 - ii. The audit shall include all work named in the contract with the authorizer as 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 Board for review after the audit is released to the public.

VI. DONATIONS & PHILANTHROPY

- a. Tax Exempt Status & Charitable Solicitation
 - i. To the extent that Voz Collegiate establishes 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, Voz Collegiate may engage in charitable solicitations for tax-deductible donations as permitted by local, state, and federal law. Nothing in this section shall prevent Voz Collegiate 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 Board 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 Board 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 Board 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 Albuquerque Public School (APS) on the timeline required by APS .

VIII. OTHER PRACTICES & FINANCIAL MATTERS

- a. Conflicts of Interest
 - i. Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board 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 Bylaws.



- b. Related Party Transactions
 - i. Voz Collegiate will identify, recognize, and evaluate any related party transactions.

- c. Whistleblower Policy
 - i. Voz Collegiate policy shall extend to financial matters and improprieties.

- d. Debt
 - i. Voz Collegiate 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 Board. 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.

- e. Political Contributions & Advocacy
 - i. Voz Collegiate 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 Voz Collegiate 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 Voz Collegiate from engaging in lobbying, provided it complies with New Mexico State Law or IRS



guidance that a substantial part of Voz Collegiate's activities is not devoted to attempting to influence legislation.

iv. Voz Collegiate will not pay for lobbying with public funds.

f. Approvals and Authorizations

- i. Throughout the financial policies and procedures, various requirements for approvals and authorizations by the Head of School, Board Treasurer, and Board 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. Board approval or authorization shall be deemed valid if provided pursuant to the Open Meeting Act at a meeting of the Governing Board of Voz Collegiate.

Commented [6]: To the comment above, so it could just be a quick email then

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g. 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 Board members must maintain confidentiality to the extent required by State, Federal and HIPPA laws.

Voz Collegiate Budget Presentation

KATIE RARICK

4/21/22

ALBUQUERQUE, NM



FY23 Budget

Voz Collegiate Charter School
2022-2023 School Budget



Things to Note in FY23



Below are some of the changes/updates for the 2022-2023 school year:

SEG

- Increased Unit Value by 12.09%
- Total Unit Value of \$5,450.92
- At-Risk multipliers **decreased** by 3.5%
- This does not cover the mandatory expense increases

Salaries

- We have to increase salaries by an average of 22.5% for FY23
- For Voz, minimums have changed to \$55,944 for level I, \$67,133 for level II, \$78,321 for level III
- 17% increase for all non-teaching staff

Calendar

- Total 189 Instructional Days for students
- Total 204 Days for teachers

Other

- New Chart of Accounts
- CSP funds must be spent by 6/30/23

Expense Budget Draft Assumptions vs. FY22



Budget Item	FY22	FY23	Change
Enrollment	40	100	+150%
FTEs	5	10	+5 FTEs
Level I Teacher	44,280	55,944	+26%
Level II Teacher	54,000	67,133	+24%
Level III Teacher	64,800	78,321	+23%
Non-Teaching Staff Salary Increase	0%	17%	+17%
ERB	15.15%	17.15%	+2%

Revenue Budget Draft Assumptions vs. FY22



Budget Item	FY22	FY23	Change
Unit Value (Est.)	\$4,863	\$5,451	+12.09%
Additional Program funding	ELTP	ELTP	No Change
Federal Funding	\$529k	\$271k	-50%
Private Funding	\$250k	0	This will go up in Dec
Lease Assistance	\$30,490	\$30,490	flat

Summary 2022 – 2023 Budget

We have a positive fund balance for FY23. Our budget next year will be based on our enrollment we see in the fall.

		2022-23
		Current Forecast
Revenue	Revenue from Local Sources	192,500
	Revenue From State Sources	1,301,915
	Revenue from Federal Sources	171,275
	Other Financing Sources	-
	Other Items	-
	Total Revenue	1,665,690
Expenses	Personnel Services-Compensation	616,687
	Personnel Services-Employee Benefits	165,501
	Professional and Technical Services	215,543
	Purchased Property Services	234,000
	Other Purchased Services	135,000
	Supplies	48,000
	Property	50,000
	Debt Service & Miscellaneous	-
	Total Expenses	1,464,731
	Operating Income	200,959
	Beginning Balance (Audited)	183,056
	Operating Income	200,959
Ending Fund Balance (incl. Depreciation)		384,015
Ending Fund Balance as % of Expenses		26.2%

Notes:

- Based on 100 kids
- 10 staff members
- The reserve is unaudited and still an estimate

Revenue Deep Dive

Estimated total funding from all funding sources is \$1,665,690



Revenue Deep Dive – 22-23 School Year



Estimated total funding from all funding sources is \$1,665,690.

REVENUE		
Revenue from Local Sources		
41000	Revenue from Local Sources	92,500
41920	Contributions and Donations From Private Sources	-
41924	Flow-through Grants from Districts to Charter Schools	100,000
	SUBTOTAL - Revenue from Local Sources	192,500
Revenue From State Sources		
43101	State Equalization Guarantee	1,232,595
43206	Transportation Distribution	40,000
43209	PSCOC Awards	29,320
	SUBTOTAL - Revenue From State Sources	1,301,915
Revenue from Federal Sources		
44000	Revenue from Federal Sources	171,275
	SUBTOTAL - Revenue from Federal Sources	171,275
TOTAL REVENUE		1,665,690

- \$60k LEAP funding
- \$32k EA Program
- \$100k CSP (estimate)
- \$40k transportation (estimate)
- Federal Funds
 - IDEA \$24k
 - ESSER III \$30k
 - Title I \$115k and additional ESSER

FY23 Voz Payroll

Estimated total payroll for all funding sources is \$782,188



Payroll 22-23 School Year

Total 10 FTEs

Increase in ERB and NMPSIA

We will hire as we increase enrollment

Total Personnel Services \$782,188

Personnel Services-Compensation Summary		Total Paid	FTE	Total Benefits
51111	Superintendent	111,854	1.00	23,442
51214	Guidance Counselors/Social Workers	68,133	1.00	18,762
51217	Secretarial/Clerical/Technical Assistants	44,940	1.00	9,591
51300	Additional Compensation	10,000	0.00	2,070
51411	Teachers - Grades 1 -12	262,504	4.00	72,974
51412	Teachers - Special Education	59,256	1.00	16,925
51711	Instructional Assistants - Grades 1 - 12	60,000	2.00	21,738
Total		616,687	10.00	165,501
Timing %		100%		

Other Expense Deep Dive

Estimated total non-payroll expenses
for all funding sources is \$682,543



Professional and Technical Services total: \$215,543

Professional and Technical Services		
53218	Specialists - Contracted	22,000
53330	Professional Development	34,500
53411	Auditing	17,244
53413	Legal	16,000
53414	Other Professional Services	103,799
53711	Other Charges	22,000
	SUBTOTAL - Professional and Technical Services	215,543

- **Special Ed Services:**
 - Specialists (Nursing and Ancillary)
- **Professional Development:**
 - Compass Circles and Navigator
- **Other Professional Services:**
 - 5k ACR, 3k AP Services, 4k Payroll Services, \$60k Finance Services, \$32k tech/web
- **Other:**
 - Subscriptions, Fees, etc.

Purchased Property Services total: \$234,000

Purchased Property Services		
54312	Maintenance & Repair Buildings and Grounds	30,000
54411	Electricity	2,400
54412	Natural Gas (Buildings	1,800
54415	Water/Sewage	1,800
54416	Communication Services	6,000
54610	Rental Land and Buildings	186,000
54630	Rental Computers and Related Equipment	6,000
	SUBTOTAL - Purchased Property Services	234,000

- For utilities we used the actuals from FY22 to estimate the expenses for FY23.
- Rent is \$15,500/month with CAM.
- Printers and copiers are based off FY22 to estimate the expenses for FY23.

Expense Deep Dive

Other Purchased Services		
55112	Transportation Contractors	51,000
55200	Property/Liability Insurance	12,000
55400	Advertising	60,000
55915	Other Contract Services	12,000
	SUBTOTAL - Other Purchased Services	135,000
Supplies		
56112	Other Instructional Materials	14,000
56113	Software	16,500
56118	General Supplies and Materials	17,500
	SUBTOTAL - Supplies	48,000
Property		
57332	Supply Assets (\$5,000 or less	50,000
	SUBTOTAL - Property	50,000

Other Purchased Services: \$135,000

Supplies: \$48,000

Property \$50,000

- Purchased Services:
 - Transportation estimate based on FY22
 - Insurance is based on the quote from POMS & Associates
 - Advertising estimated based on FY22 expenses
 - Other Contracted Services are for janitorial
- Supplies
 - Based on FY22 Costs
 - Software (Accounting/AP and SchoolMint)
- Property
 - Technology for the classroom and furniture

Budget Approvals

edtec 



We need to approve the following budgets:



FY23 Operating Budget

- Rent, majority of payroll, and costs for the school

FY23 Transportation Budget

- Transportation for students

FY23 Title I Budget

- EA

FY23 IDEA Budget Uses

- Special Education Services

FY23 Title III Budget

- ELL Materials

FY23 EA Fellow Program

- Additional EA

FY23 ESSER III Budgets

- Additional Instructional Support – Special Education

Next Steps

2022 – 2023 Voz Collegiate Budget
Next Steps

edtec 





Katie

- Complete and submit all budget documents to PED
- Submit budgets via OBMS



Isaac & Katie

- Complete all Ed Plan documents
- HB-33 funds \$32k



Board

- Sign and return 901B-10 to Katie. I will send this to each board member for your signature, and then send copies to PED.

Any Additional Questions?

edtec 



Voz Collegiate Charter School

LEVEL I BEGINNING TEACHER & CERTIFIED STAFF SALARY SCHEDULE

LEVEL II PROFESSIONAL AND LEVEL III MASTER TEACHER SALARY SCHEDULE

School Year		2022-2023		Hours per Day:		8		Days per year:		205		Board Approved						
# Yrs Exp	BA			BA+15			BA+45 or MA				MA+15				MA+45 or Higher			
	Level Ia	Level I	Level II	Level Ia	Level I	Level II	Level Ia	Level I	Level II	Level III	Level Ia	Level I	Level II	Level III	Level Ia	Level I	Level II	Level III
0	55,944	55,944	***	56,444	56,444	***	56,944	56,944	***	***	57,444	57,444	***	***	57,944	57,944	***	***
1	56,503	56,503	***	57,008	57,008	***	57,513	57,513	***	***	58,018	58,018	***	***	58,523	58,523	***	***
2	57,068	57,068	***	57,578	57,578	***	58,088	58,088	***	***	58,598	58,598	***	***	59,108	59,108	***	***
3	57,639	57,639	67,133	58,154	58,154	67,633	58,669	58,669	68,133	***	59,184	59,184	68,633	***	59,699	59,699	69,133	***
4	58,215	58,215	67,804	58,735	58,735	68,309	59,256	59,256	68,814	***	59,776	59,776	69,319	***	60,296	60,296	69,824	***
5	58,797	58,797	68,482	59,323	59,323	68,992	59,848	59,848	69,502	***	60,374	60,374	70,013	***	60,899	60,899	70,523	***
6	59,385	59,385	69,167	59,916	59,916	69,682	60,447	60,447	70,197	78,321	60,978	60,978	70,713	78,821	61,508	61,508	71,228	79,321
7	59,979	59,979	69,859	60,515	60,515	70,379	61,051	61,051	70,899	79,104	61,587	61,587	71,420	79,609	62,123	62,123	71,940	80,114
8	60,579	60,579	70,557	61,120	61,120	71,083	61,662	61,662	71,608	79,896	62,203	62,203	72,134	80,406	62,745	62,745	72,659	80,916
9	61,185	61,185	71,263	61,732	61,732	71,794	62,278	62,278	72,325	80,694	62,825	62,825	72,855	81,210	63,372	63,372	73,386	81,725
10	61,797	61,797	71,976	62,349	62,349	72,512	62,901	62,901	73,048	81,501	63,453	63,453	73,584	82,022	64,006	64,006	74,120	82,542
11	62,415	62,415	72,695	62,972	62,972	73,237	63,530	63,530	73,778	82,316	64,088	64,088	74,320	82,842	64,646	64,646	74,861	83,367
12	63,039	63,039	73,422	63,602	63,602	73,969	64,165	64,165	74,516	83,140	64,729	64,729	75,063	83,670	65,292	65,292	75,610	84,201
13	63,669	63,669	74,157	64,238	64,238	74,709	64,807	64,807	75,261	83,971	65,376	65,376	75,814	84,507	65,945	65,945	76,366	85,043
14	64,306	64,306	74,898	64,880	64,880	75,456	65,455	65,455	76,014	84,811	66,030	66,030	76,572	85,352	66,605	66,605	77,129	85,894
15			75,647			76,211			76,774	85,659			77,337	86,206			77,901	86,753
16			76,404			76,973			77,542	86,515			78,111	87,068			78,680	87,620
17			77,168			77,742			78,317	87,381			78,892	87,938			79,467	88,496
18			77,939			78,520			79,100	88,254			79,681	88,818			80,261	89,381
19			78,719			79,305			79,891	89,137			80,478	89,706			81,064	90,275
20			79,506			80,098			80,690	90,028			81,282	90,603			81,874	91,178
21			80,301			80,899			81,497	90,929			82,095	91,509			82,693	92,090
22			81,104			81,708			82,312	91,838			82,916	92,424			83,520	93,010
23			81,915			82,525			83,135	92,756			83,745	93,348			84,355	93,941
24			82,734			83,350			83,967	93,684			84,583	94,282			85,199	94,880
25			83,561			84,184			84,806	94,621			85,429	95,225			86,051	95,829
26			84,397			85,026			85,654	95,567			86,283	96,177			86,911	96,787
27			85,241			85,876			86,511	96,523			87,146	97,139			87,781	97,755
28			86,093			86,735			87,376	97,488			88,017	98,110			88,658	98,732
29			86,954			87,602			88,250	98,463			88,897	99,091			89,545	99,720
30			87,824			88,478			89,132	99,447			89,786	100,082			90,440	100,717
31			88,702			89,363			90,023	100,442			90,684	101,083			91,345	101,724
32			89,589			90,256			90,924	101,446			91,591	102,094			92,258	102,741
33			90,485			91,159			91,833	102,461			92,507	103,115			93,181	103,769
34			91,390			92,071			92,751	103,485			93,432	104,146			94,113	104,806
35			92,304			92,991			93,679	104,520			94,366	105,187			95,054	105,855

THIS SALARY SCHEDULE IS FOR THE 2022-2023 SCHOOL YEAR ONLY.

IT IS NOT TO BE USED TO PREDICT FUTURE SALARY INCREASES FOR YEARS OF EXPERIENCE OR FOR LEVEL CHANGES

Note:

Level 1A = incoming teachers possessing only an internship license

As permitted by State Statutes, Board Policies, and resources, training and experience will be recognized during school year

Out of district allowable experience is determined on a case-by-case basis

No collective bargaining agreement is in place, and it is not anticipated that an employee bargaining unit will be formed in 2022-2023.

On average salaries are 6% higher than the minimum and APS to compensate teachers for ELTP days and extra PD days.

Additional Compensation for extra duties will be paid separately.

Voz 2022-2023 Admin Salary Schedule

STEPS	Head Administrator	Office Manager	Manager of Operations
Years in Position @ Voz			
Year 1	\$109,650	\$42,000	\$43,500
Year 2	\$110,746	\$44,940	\$46,440
Year 3	\$111,854	\$48,086	\$49,586
Year 4	\$112,972	\$51,452	\$52,952
Year 5	\$114,102	\$55,053	\$56,553
Year 6	\$115,243	\$58,907	\$60,407
Year 7	\$116,395	\$63,031	\$64,531
Year 8	\$117,559	\$67,443	\$68,943
Year 9	\$118,735	\$72,164	\$73,664
Year 10	\$119,922	\$77,215	\$78,715

School Year

22-23

Board Approved

Voz Collegiate
Additional Duties

ELTP Program Manager	\$2,500/semester
Board Support	\$100/meeting
Additional SPED support	\$1,000/semester

Board Approved



