



TAOS INTEGRATED SCHOOL OF THE ARTS

EDUCATIONAL SPECIFICATIONS & 5 YEAR FACILITIES MASTER PLAN

Taos, New Mexico | 2016 - 2021

123 Manzanares Street
Taos, NM 87571
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HENRY ARCHITECTS

6.24.2016

ACKNOWLEDGEMENTS

Taos Integrated School of the Arts

123 Manzanares Street, Taos, NM 87571
tel. (575) 758-7755,
info@tisataos.com

Original charter date - 2010
First charter renewal - 2015
Current enrollment cap - 180

Governance Council

Jill Cline, President
Chris Pieper, Vice President
Ernest Ortega, Member
Johanna DeBiase-Mack, Member
Julie XXX- Member

Steering Committee Members

Jill Cline, Governance Council
Richard Greywolf, Director
Linda Seto, Teacher, Friends of TISA
Megan O'Reilly, Friends of TISA

PSFA

Bill Sprick, Facilities Master Planning Manager

Planning Consultant

Henry Architects LLC

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Abbreviations, Acronyms/ Definitions

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ADA.	Americans with Disabilities Act
AMOG	Annual measurable objectives
AYP	Annual yearly progress
CIP	Capital improvement projects or plan
EdSpec	Educational specifications
FAD	Facility adequacy database
FMP	Facility Master Plan
FCI	Facility condition index
GC	Governing Council
GSF	Gross square feet, or the sum of net assignable square feet plus all other building areas that are not assignable (the area remaining is called "tare," which includes areas such as hallways, mechanical areas, rest rooms, and the area of interior and exterior walls)
HVAC	Heating, ventilating, air conditioning
IEP	Individualized education program
NASF	Net assignable square feet, or the total of all assignable areas in square feet
NMAC	New Mexico Administrative Code
NMCI	New Mexico Condition Index
NMPED	New Mexico Public Education Department or PED
PE	Physical education
PSCOC	Public School Capital Outlay Council
PSFA	Public School Facilities Authority
PTR	Pupil/teacher ratio
TISA	Taos Integrated School of the Arts
TMSD	Taos Municipal School District
WAP	Wireless access point





June 22, 2016

Mr. Bill Sprick – Director

Facilities Master Planner

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RE: 2016-2021 Facility Master Plan for Taos Integrated School of the Arts

Dear Mr. Sprick,

Thank you for the opportunity to update the 5 Year Facilities Master Plan and Education Specification for Taos Integrated School of the Arts. It has been a pleasure to work with you and TISA to update their FMP.

This FMP and Ed. Spec. has been adopted by the Taos Integrated School of the Arts on Monday, June 20, 2016. A copy of the meeting minutes from the adoption is attached as supplemental information in the final tab of this document.

Please contact me with any questions or concerns regarding this Master Plan. We look forward to working with you and with PSFA in the near future.

Respectfully Submitted,

Alix W. Henry, AIA

Principal Architect

Henry Architects, LLC

575-770-9978 cell

henry.architects@gmail.com



Charter School Overview:

TISA is currently located in (2) temporary campuses, with a plan to move into a permanent location within the next two years. In November 2015, a letter was sent to multiple public agencies regarding space that TISA could occupy; including the Taos Municipal School District (TMSD). TMSD responded via phone; Superintendent Torrez said there was no space available to house the TISA School. (See Appendix Exhibits B and C for a copy of the letter and the Facility Action Plan)

The most recent PEC application was 4/13/2016. The Charter School Cap is 180 students.



This document is a combination of the Facilities Master Plan (FMP) and Educational Specifications (EdSpec) for the Taos Integrated School of the Arts K-8th Grade School which is a state-chartered public school in Taos County, NM. The intent of the plan is to guide capital planning decisions that support the charter school's educational mission and that meet minimum state adequacy standards for school facilities. The Public School Capital Outlay Council (PSCOC) and the Public School Facilities Authority (PSFA) require that all New Mexico public charter schools develop a five-year FMP and EdSpec as a prerequisite for eligibility to receive state capital outlay assistance. This facilities master plan and educational specifications is in accordance with guidance issued by the PSCOC and PSFA.

This document identifies specific current and projected facility needs for accommodating the charter school's anticipated five-year enrollment, and forecasts strategies and required resources for implementing those needs. The document is a flexible facility planning tool that the school can revise on a periodic basis as conditions change. The plan identifies capital needs and allocates resources to address the following facility issues:

Life/health/safety, Educational and programmatic needs and curriculum needs, Provision for growth (additions and new construction), Facility Renewal Needs (renovations/ refurbishment), Educational technology, Energy management

Statement acknowledging review:

We have reviewed the:

- o Statewide Adequacy Standards NMAC 6.27.30
- o Charter-Alternative School Statewide Adequacy Standard Variance

Organization

Five main sections and this introduction comprise the master plan and educational specification

Section 1

Goals / Process presents the charter school's goals and the planning process

Section 2

Existing and Projected Conditions presents programs and delivery methods, enrollment, details about the school's existing facilities, and technology and energy management. It outlines facility goals and concepts, details space needs and other facility requirements, and describes strategies for implementing space needs.

Section 3

Facility Requirements presents facility goals and concepts, lists and diagrams specific facility needs to accommodate projected enrollment, and describes how the school will implement facility needs over time

Section 4

Capital Plan presents information about capital resources, capital needs, project priorities, and capital project implementation

Section 5

Master Plan Supporting Material contains details about school facilities, evaluations, plans, and other information



1.1.1 TISA Mission Statement:

The Taos Integrated School of the Arts, in partnership with parents and community, provides K-8 students in the Taos Municipal School District with the opportunity to reach their maximum potential through a standards-based, multicultural, thematic, and arts-integrated curriculum. Arts integration creates more meaningful learning through using the arts—visual art, drama, music, dance—as a catalyst to create broader and deeper learning experiences. Taos is a multicultural community steeped in artistic tradition. TISA is a school that provides students with a multicultural world view while utilizing thematic units and the arts to facilitate academic learning. Our mission is to educate the whole child in order to cultivate in young people the skills, knowledge, and values they need to reach their highest potential.

SMART Goals:

Academic Student Performance:

- The combined scores of all third through eighth grade students tested will show an average of 80% proficiency in all subjects tested on the NMBSA by 2014.
- Student learning of the thematic, multicultural and arts- integrated curriculum will be measured using ongoing formative and summative assessments with a classroom average of 80% mastery of each unit.

Organizational/Management Performance:

- 50% of our parents will indicate a rating of 'satisfied' or higher on all questions on the parent satisfaction survey that is administered biannually by the school. The percentage of parents indicating such a rating will increase from 50% to 80% by the end of the 2015 school year.
- 25% of the parents will participate each school year in volunteer activities as recorded by the volunteer classroom records. By the end of the 2015 school year, this will increase to 50% participation. These volunteer activities include parent/teacher conferences, open house nights, celebrations of learning and parent committees.

We will know we are achieving our mission after four years when:

- The students are meeting or exceeding 80% proficiency on our assessments;
- The students are meeting or exceeding 80% proficiency on the NMBSA.
- There is 80% parent participation;
- 90% of the staff is participating in professional development opportunities.

Mottoes

Art is the lens for learning.

Teaching content through the arts.

1.1.2 Educational Philosophy The Taos Integrated School of the Arts Charter School provides a safe and positive environment for kids, focusing on cooperation and social learning, communication skills, and personal and community responsibility. Our goal is to encourage children to become self-confident, creative, compassionate human beings. Visual Art, Theatre, Sciences, Music, and Writing are incorporated in an academic AND arts-integrated curriculum. utilizes the arts -- visual arts, dance, music and theater -- to educate their students. These arts are interwoven throughout the lessons using a thematic, interdisciplinary approach to instruction. The full curriculum is developed by our staff of teachers. On subsequent pages you will find an outline of the curriculum. In addition, all classes will have specialty lessons in movement, drama, music, Spanish and the visual arts.



Curriculum Overview K-8th Grades

The Taos Integrated School of the Arts uses the arts--visual arts, dance, music and theater-- to educate our students. These arts are interwoven throughout the lessons using a thematic, interdisciplinary, project-based approach to instruction. Below is an outline of the curriculum by grade level.



Kindergarten

- Oral language development through storytelling, poetry, speech practice, songs, phonetic studies, bookmaking
- Math concepts using the four processes, measurement, cardinal numbers, number patterns
- Studies of cultures through storytelling and the arts
- Nature study (plants)

First Grade

- Traditional folktales, review of phonetic studies, multicultural stories and traditional stories, writing practice, speech work, reading practice using literature
- Practice of the four processes, geometry, measurement
- Study of ancient cultures and civilizations,
- Maps and world geography
- Environmental Science (weather and Air)



Second Grade

- Storytelling, review of phonetic studies, extending skills with reading and writing, basic punctuation and grammar work, speech work
- More of the 4 processes, extending math skills
- Earth and our connections to the planet, origins of materials and life, structures of the Earth
- Ancient Arts

Third Grade

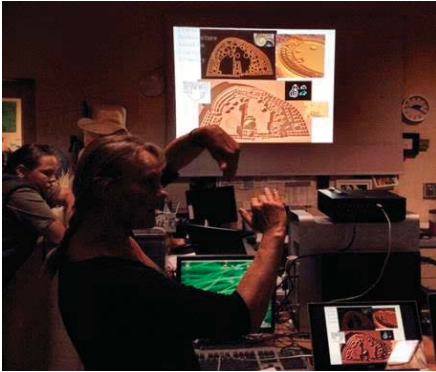
- Reading practice with quality children's literature, cursive handwriting, speech practice, grammar, storytelling, phonics skills, book making
- Further work with the four processes, measurement, geometry
- Components of a Democratic Society
- Research, current events, biographies
- Solar System - weather
- Life science (human body)



Fourth Grade

- Reading practice with classics from children's literature compositions, spelling and dictionary work, cursive handwriting, grammar, storytelling, oral and written reports, book making, extended writing skills
- Math concepts such as fractions, decimals, mixed numbers multiplication, division, operations with fractions using all four processes, geometry in nature, Structures of Life
- Local Topography
- Relationship of animals and human beings, permanent and migrating animals





Fifth Grade

- Pre-history – why and how a society make a person
- Middle Ages through the Renaissance – a society based on hierarchy and awe of God and Nature
- Colonial NM – el acequia
- Science and Math of the time periods Roman to Arabic numbers, the geocentric universe, the four humors
- Architecture and kinetic machine making

6th Grade

- Greek mythology, birth of democracy
- Revolutions of the 18th century, focus on the USA
- Westward Expansion, tall tales, industrial revolution
- Zoology, botany, ecology In addition, all classes have specialty lessons in movement, drama, music, Spanish and the visual arts.

Seventh Grade

- Movies! – The process and logistics of film-making. How to take a role in a complex task
- Who am I in different contexts (relative to place culture and time)? Does history repeat itself?
- New Mexico History – How does New Mexico help create who I am becoming?
- Egypt – A foreign time and place, where are the hidden connections?



Rites of passage: 5th and 6th will branch out into many areas: 5th participates in a stick bridge engineering challenge. 6th will present a Tall Tales festival. 7th will explore film making, as well as participating in TISA events. All teachers are supported by a K-8 Singapore Math, Wilson Reading, and Delta/Foss Science kits.

Eighth Grade

- Junior Great Books
- New Mexico History
- U.S. History: Civil War Era
- Eighth Grade Exhibition of Learning

1.1.3 Serving the Community TISA's design is a response to the Taos community's expressed desire for a school that brings together current national standards for education with a strong early childhood emphasis in the arts. Our students, teachers and staff collaborate with and contribute to the existing Taos Arts Community, with field trips to the Harwood Art Museum, Taos Community Auditorium, Taos Youth Ballet and more.



1.2.1 Process for Data Gathering and Analysis

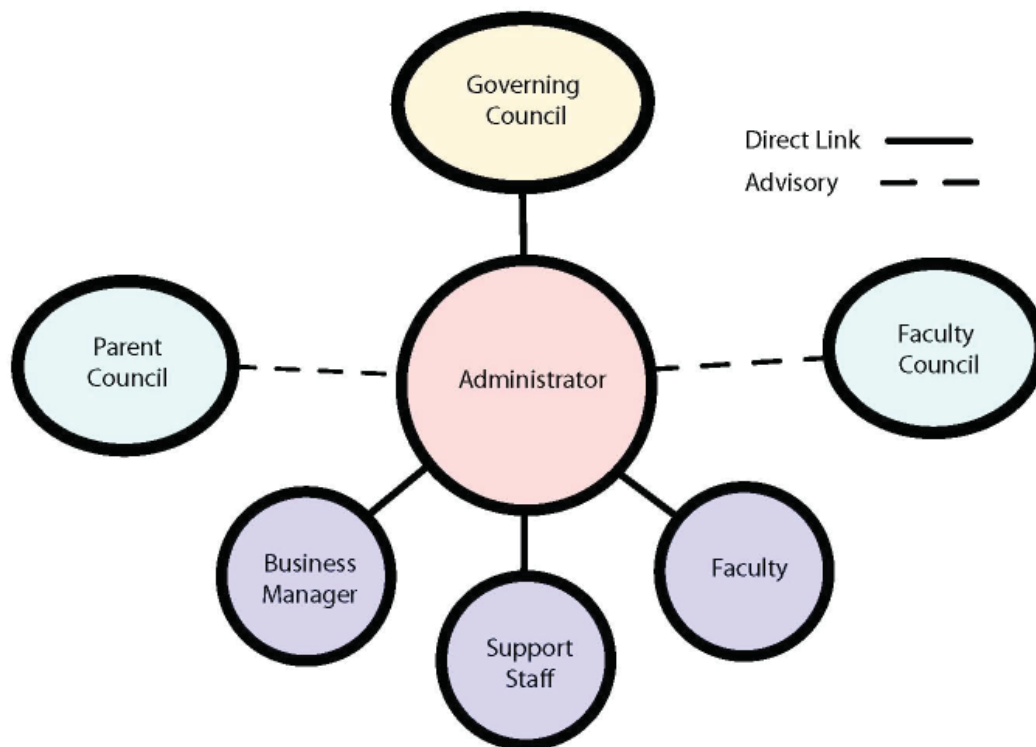
The individual representing the school authorized as contact on issues and questions related to this submission is Alix Henry, AIA; Henry Architects, LLC. 575.776.2761/henry.architects@gmail.com.

Authority and Facilities Decision Making

The Director is the lead administrator for all operations and functions within the school. The Director has final authority in assuring that the school meets all required rules and regulations related to site management. The school does intensive, long-range planning early and late in the school year, when it conducts more in-depth programmatic assessments. All staff participate. Fiscal decisions involve the business manager, who consults with outside resources as needed and presents financial reports at the Governing Council meetings. The administration and support staff maintain the infrastructure, manage the fiscal operations, establish and maintain the systems for student records, grades, credits, state reporting, etc. All parent councils, advisory committees and community groups report directly to the Director.

Planning process The process for capital planning and decision making is collaborative between the teachers, parents, administration, business manager, governing council, Friends of TISA and consultants. The governing council votes on the actions and makes the decisions regarding the capital planning. The Governing Council consists of five community volunteers. Their responsibility is that of a regular school board. They are responsible for the school's financial health, for monitoring student achievement, and for insuring that the school is fulfilling the mission of the charter.

TISA is overseen by a Governing Council which delegates responsibilities to the Administrator and Business Manager. The Business Manager is supervised by the Administrator. The Administrator is the Governing Council's chief operating officer and oversees the staff and educational program.



Steering Committee The facilities steering committee has been in existence in one form or another since the school's inception. Henry Architects (HA) worked with a steering committee, whose members represented the administration, Governing Council (GC) staff, and Friends of TISA members to understand and document the charter school's programs and delivery methods, and to establish facility needs to support the charter's educational requirements. Members of the steering committee brought information to the table based on knowledge of the school's community, and best practices for the benefit of the students. The planning team brought facilities experience to the table and held meetings for information-sharing, feedback and decision-making. The business manager and school attorney were advisors at key stages in the process. The PSFA was consulted and conducted site visits at several locations. The steering committee recommendations were brought to the governing council for official voting. Steering committee members visited potential sites to review the conditions.

On February 9, 2015 the TISA Facilities Advisory Committee generated a document listing the School's Needs/Priorities and Wants/ Wish list. Below is this list:

TISA Facilities Advisory Committee 2/9/15

Needs/Priorities

1. Playground/Athletic facilities with shade and picnic tables
2. Multi-purpose building with pull-out stage and/or pull-out stadium seats which could house a lunch room, performance space, gymnasium, etc.
3. Pick-up/drop-off space and parking lot with ease of access
4. Safe, central location within walking distance of cultural activities via side walks. (If the school is not centrally located, a transportation plan must be in place- ie; a bus)
5. Teacher Bathroom
6. ADA wheelchair accessible bathroom
7. Separate Boys and Girls bathroom
8. Segregation between older and younger students
9. Computer lab
10. 3-4 confidential meeting spaces for Special Education
11. Classroom sinks/wash areas separate from bathrooms
12. Natural light (no fluorescents) with shades for darkening
13. Quality building construction that will last over time and have room to grow and renovate with eco-consciousness.

Wants/Wish list

1. PE Equipment/Circuit Training Centers
2. Kitchen learning space for Culinary Arts
3. Science Laboratory
4. Teacher's Lounge (can double as Kitchen/lab)
5. Storage space including cubbies, cabinets and closets
6. Bathrooms, big and small, separate from the classroom with stalls
7. Library area
8. Water fountains
9. Board room
10. Eco-friendly/energy efficient building
11. Non-toxic building materials
12. Colorful, artistic environment
13. Curb appeal, inviting and creative with landscaping, etc

Community input The meetings were advertised on the TISA website, and specific members of the TISA community with key interests were consulted with, and invited to participate in the process. The president of the Governing Council, and school director communicated the process to the school's community via written notice that was posted on the TISA website.

Steering Committee Members:

Jill Cline, Governance Council
 Richard Greywolf, Director
 Linda Seto, Teacher, Friends of TISA
 Megan O'Reilly, Parent, Friends of TISA



2.1 Projected Conditions- Programs and Delivery Methods

2.1.1 Programs overview

In TISA's classes and teachers are organized by grade level, K - 8th. TISA operates on a 4 day schedule with Fridays being for Enrichment classes. Each grade currently has one teacher and there are 3 teachers that teach music, dance and drama. Each class is equipped for art, and other extracurricular activities, which will be taught by the same teacher for each grade. There are plans to have a separate teacher for some classes. TISA is overseen by a Governing Council which delegates responsibilities the Administrator and Business Manager. The Business Manager is supervised by the Administrator. The Administrator is the Governing Council's chief operating officer and oversees the staff and educational program



Potential Shared/ Joint Use Facilities

TISA students utilize existing facilities within the Town of Taos and Taos County. Our students attend the Taos Community Auditorium for dancing, music, and theatrical events. They participate in art programs at the Harwood Museum and utilize the art studio space at the museum. In addition to these public facilities, TISA students utilize the dance studios at Taos Youth Ballet. (ELABORATE)



Instructional Organization

Instruction generally occurs in the main rooms dedicated to each grade. Kindergarten and first grade share resources and switch classroom spaces. 2nd... third...4th... 5th... 6th, 7th and 8th Grades have homeroom spaces, and alternate classrooms throughout the course of the day for Math, Science and Language Arts/ Social Studies.



Scheduling approach (periods, block schedule)

In the 2015/ 2016 school year, TISA is on a 4 day schedule, from Monday to Thursday. "Enrichment Fridays" are offered for optional enrichment activities, available to all students. These activities are occasionally be held at off campus locations such as The Harwood Museum or other local art related organizations. The motivation behind this schedule approach is to further integrate the arts into the student's curriculum and encourage investigation based approach to learning



Taos Integrated School of the Arts 15-16

July 2015							August 2015							September 2015							Notes:		
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	Notes: August 3 rd -7 th Staff first day & PD August 10 th -11 th - Student/Parent/ Teacher Conf. August 12 th - Students first day of school August 17 th -PTA Welcome Potluck 4:30 Sept. 1 st - Holiday-Labor Day- No School October 15 th - Lantern Walk Oct. 26 th -27 th -Student/Parent/Teacher Conf. Nov. 11 th - Veteran's Day- No School Nov. 23 rd -27 th -Thanksgiving Holiday-No School Dec. 18 th -Jan. 5 th - Winter Break/No School Jan. 4 th -5 th Staff Return & PD Jan. 22 nd - Teacher non-duty day Feb. 1 st -2 nd - Student/Parent/Teacher Conf. Feb. 13 th -PTA Pancake Breakfast Mar. 14 th -18 th - Spring Break May 6 th - PTA BINGO May 26 th - Last Day of School May 30 th - Memorial Day-TISA Closed GC Board Mtgs.- The second Wednesday of every month: 8/12, 9/9, 10/14, 11/11, 12/9, 1/13, 2/10, 3/9, 4/13, 5/11, 6/8 PTA Mtgs.-The third Tuesday of every month: 8/18, 9/15, 10/20, 11/17, 12/15, 1/19, 2/16, 3/15, 4/19, 5/17, 6/21 Snow day make up if needed: 5/6, 5/13, 5/20		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19			
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26			
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30							
							30	31															

Special/ Extracurricular Activities

As described above, "Enrichment Fridays" will continue to be offered for optional enrichment activities. Further activities include plans for drama, choir, music, foreign languages, and other visual arts classes. The students currently utilize the public library, but plan to have a media center which will house dvd's, special collection books, cds, and other media. TISA plans to partner with local art centric organizations such as The Harwood Museum of Art and Taos Arts Center for further extracurricular activities.



2.2 Proposed Enrollment

2.2.2 Plans for Phased Enrollment

The current enrollment is 163. Maximum Enrollment is 180 students. The school is not anticipating exceeding this capacity.

2.2.3 Classroom loading policy

Maximum classroom loading is 20 per grade. Student to teacher ratio is... (ELABORATE) Typically TISA will require an average of 20 students per class. Their class room loads will typically remain the same with the need for more classrooms for specific specialty uses the future.

2.2.4 Classroom needs

TISA will need 9 classrooms. K-5th grade will house each class for all classroom activities. The 6th, 7th and 8th grade classrooms will provide the homerooms for the middle schoolers, and the students will switch between spaces for math, science, language arts/social studies. In addition to these classrooms, TISA required 3 break out rooms for Dance, Music and Theater; and 3 breakout rooms for reading specialists, OT/PT and Speech.

The Anticipated classroom needs spreadsheet for the 2016-2017 year is shown below. Refer to page 9 for anticipated classroom needs for total capacity by Charter. The page 9 chart shall be used for new facility planning.



Anticipated classroom needs- Existing and Projected Enrollment					
TAOS WALDORF FACILITY (PROPOSED) CLASSROOM BY GRADE LEVEL	Classroom Loading (Existing student count- 2015-2016)	Classroom Loading (total capacity by Charter)	NMAC Adequacy net sq. ft. / student	total classroom square footage requirement based on existing classroom loading	total classroom square footage requirement based Maximum classroom loading
Kindergarten	19	20	50	950	1000
1st Grade	20	20	32	640	640
2nd Grade	20	20	32	640	640
3rd Grade	20	20	32	640	640
4th Grade	20	20	32	640	640
5th Grade	19	20	32	608	640
6th Grade	17	20	28	476	560
7th Grade	13	20	28	364	560
8th Grade	15	20	28	420	560
TOTALS	163	180	---	5378	5880

2.2.4 Spaces Required for Instructional Program

Quantity and sizes of spaces required to accommodate the instructional program

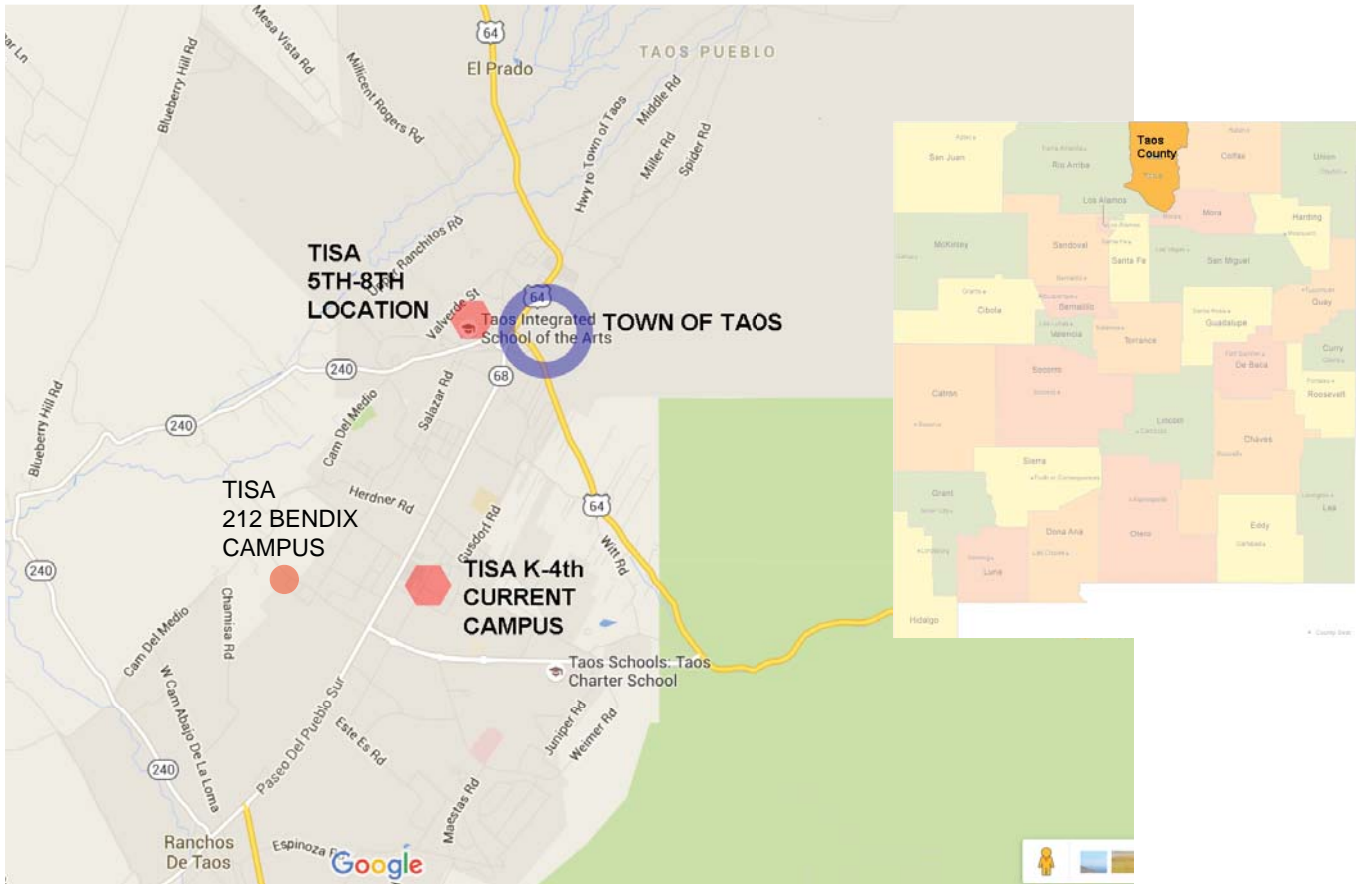
Room Type	Proposed property 118 Toalne	Classroom Loading (total Capacity by Charter)	NMAC Adequacy net. sq. ft. / student	Total square footage requirement based Maximum classroom loading
Classroom	Kindergarten	20	50	1000
Classroom	First	20	32	640
Classroom	Second	20	32	640
Classroom	Third	20	32	640
Classroom	Fourth	20	32	640
Classroom	Fifth	20	32	640
Classroom	Sixth	20	28	560
Classroom	Seventh	20	28	560
Classroom	Eighth	20	28	560
Classroom Storage- kinder		20	2	40
Classroom Storage- 1st		20	2	40
Classroom Storage- 2nd		20	2	40
Classroom Storage- 3rd		20	2	40
Classroom Storage- 4th		20	2	40
Classroom Storage- 5th		20	2	40
Classroom Storage-6th		20	2	40
Classroom Storage-7th		20	2	40
Classroom Storage-8th		20	2	40
Dance Space				750
Music Room				750
Theater				750
				0
Reading Break Out		4	28	112
Speech		4	28	112
PT/OT		4	28	112
				0
Admin. Director				144
Admin Reception				144
Admin. Compliance Officer				144
Faculty Workspace				400
Classroom bathroom- Kinder				80
Classroom bathroom- 1st				80
Classroom bathroom- 2nd				80
Classroom bathroom- 3rd				80
Classroom bathroom- 4th				80
Classroom bathroom- 5th				80
Classroom bathroom- 6th				80
Classroom bathroom- 7th				80
Classroom bathroom- 8th				80
Staff bathroom				80
Tare (30% per PSFA)				3137.4
			TOTAL SQ. FT.	13595.4



2.3 Site and Facilities

2.3.1 Location/site

TISA is currently housed on two separate campus locations within the Town of Taos in Taos County, NM. The K-4th graders are located at the TCEDC site. The school leases the buildings, and the lease terminated May 31st, 2016. Therefore, the school will locate 4th-8th graders at 212 Bendix prior to fall 2016. TISA is temporarily relocating a portion of its campus to existing buildings on 212 Bendix Drive and leasing these 5 rental spaces with the intention of a limited time of two years or less. The K-3rd grades will be located on a separate campus on Manzanares. This is also a leased property. The option to continue a month to month lease exists at this campus. The objective is to have a consolidated campus as soon as possible.



2.3.1 Proposed Site

The temporary campus for the school will be located in (2) existing buildings as indicated on the drawings, with modifications to the interiors as required to meet the PSFA Adequacy Standards for Charter Schools. The proposal is that Taos Integrated School of the Arts 4th-8th grade classes would be located in these buildings while the permanent campus is being built. This is anticipated to be for one year, with the potential for a lease extension of an additional year if the main campus is not ready to be moved to.

The location of a school on this property is consistent with the policies of the Town of Taos, and the adjacent neighborhoods. A motivating factor in the intention of the Taos Integrated School of the Arts re-location to the Bendix property is to keep the school within the limits of the Town of Taos while the school develops a permanent campus at another in-town site. This location is temporary for the school with the intention of a limited time of two years or less.

The existing site has active businesses including Sierra Pacific Windows, a church, Winnelson and (5) vacant rental spaces. Site is paved with adequate parking and (4) ADA accessibility parking spaces. The site is a 5 minute drive from Taos Plaza and is located conveniently off of Paseo Del Canon West. The site is set back off of the highway which allows for a safe campus.

AERIAL VIEW (EXISTING SITE)

SCALE: NOT TO SCALE



2.3.4 Facility Evaluation

The PSFA conducted a site visit on April 11th, 2016 and communicated the following letter regarding the evaluation of the facility.

State of New Mexico
Public School Facilities Authority



Robert A. Gorrell, Director
Rocky Kearney, Deputy Director

Santa Fe Office
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Santa Fe, NM 87501
(505) 988-5989
(505) 988-5933 (Fax)

Albuquerque Field Office
1312 Basehart Drive, SE
Suite 200
Albuquerque, NM 87106
(505) 843-6272
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May 10th 2016,

Jill Cline, Governing Council President
Taos Integrated School of the Arts

RE: Proposed Temporary Facility Paseo Del Canon West, Taos NM

VIA E-MAIL

Greetings Ms. Cline:

Public School Facilities Authority (PSFA) has assessed the proposed facilities for the Taos Integrated School. This assessment was conducted pursuant to NMAC 22-8B-4.2 (C) and (D).

PSFA performed assessment on April 11, 2016 at Paseo Del Canon West in Taos.

PSFA understands this is a temporary location that will house approximately 2/3 of your student population, grades fourth through eighth. The remaining 1/3 of your students grades K-3 will remain at your current site, 123 Manzanares. The wNMCI for the temporary site is 4.4%; which is better (lower is better) than the current wNMCI statewide average of 18.98%, as required by this statute. If you decide to move to this facility, PSFA understands that plans will be produced by a licensed architect registered in the state of New Mexico. These plans will demonstrate the required Educational Occupancy, which must be acquired prior to occupancy. This wNMCI score is based upon an enrollment of 100 students.

PSFA also produced a score for planned permanent location at 125 La Posta Road, Taos NM; based upon preliminary construction documents and a 200 student enrollment. Your planned permanent home will house students Kindergarten through eighth grade. The planned facility located at 125 La Posta Road will contain your entire campus. The generated wNMCI score for this location is 0.00%. (lower is better). However this location is contingent upon the approval of the Town of Taos for land use. Upon the location approval by the Town of Taos PSFA understands that plans will be produced by a licensed architect registered in the state of New Mexico. These plans will demonstrate the required Educational Occupancy, which must be acquired prior to occupancy.

You must obtain approval from the Public Education Commission prior to moving into a new location.

Partnering with New Mexico's communities to provide quality, sustainable school facilities for our students and educators



Please feel free to contact me if you have any questions or concerns regarding this correspondence.
I can be reached at (505) 468-0274.

Respectfully,



Martica Casias, Planning & Design Manager
Public School Facilities Authority

Cc; Katie Paulos, Charter School Division
Norma Ahlskog, PSFA Financial Specialist



STATE CHARTER SCHOOL CHANGE/AMENDMENT REQUEST FORM

This Request Form **MUST** include a copy of the governing body minutes from the meeting at which the amendment was approved.

Please complete and submit this form to: Attorney for the Public Education Commission, New Mexico Attorney General's Office, P.O. Box 1508, Santa Fe, NM 87504
 And
Amendment Request, Public Education Department, Charter Schools Division, Room 301, 300 Don Gaspar, Santa Fe, NM 87501, charter.schools@state.nm.us

Name of State-Chartered School: Taos Integrated School of the Arts

Date submitted: 2/17/2016 Contact Name: Rich Greywolf E-mail: rgreywolf@tisataos.org

Current Charter Application or Contract Section and Page	Current Charter Statement(s)	Proposed Revision/Amendment Statement(s)	Rationale for Revision/Amendment	Date of Governing Body Approval
Article VIII Section a. x. p 36	For schools with a Set Location, The Charter School's primary location is: For the 2015-2016 school year students in grades K-4 will receive services at 1021 Salazar Rd., Taos, NM 87571. Students in grades 5-8 will receive services at 123 Manzanares, Taos, Nm 87571.	For School Anticipating Changing Locations. The School is in the process of identifying two new locations at: 212 Bendix Drive, Taos, NM 87571 to house grades 4-8 and 119 Manzanares St, Taos, NM, 87571 to house grades K-3.	School needs to move to temporary locations while School is being built on land they are anticipating to purchase at 118 Toalme, Taos, NM 87571. On this location both campuses hope to reside for the 2017-2018 school year.	4/13/2016

Original Signature of Governing Council President or Designee: _____ Date: 4/13/2015



Printed Name of Governing Council President or Designee: Jill Cline

Revised 10-17-14

2.4 Utilization Analysis

This section identifies the recommended spaces to meet their education program and identified spaces.

Identification of Special Factors

TISA is currently situated on two temporary campuses while the permanent location is developed throughout the next two years (projected move-in date 2018). The permanent location is at 118 Toalne in the Town of Taos. It is currently an undeveloped site.

The Manzanaras Campus is a leased building and includes the Kindergarten through 3rd grade classrooms. In addition to the spaces within the Manzanaras Campus, the k-3rd graders will utilize the Guadalupe Gym (on an adjacent campus) and the Harwood Museum of Art. Students walk to these off-site locations. The 212 Bendix Property is a leased building and includes the 4th-8th grades as well as general business activities for the school.

2.4.1 Utilization- Manzanaras

The K-3rd TISA campus is a repurposed residential structure. The classrooms are conjoined with the kitchen, front porch spaces and other residential archetypes. This leaves the spaces often unsuited for classroom use or simply with poor relationships to adjacent spaces. The notions of privacy do not carry over to the need for security in schools.

PSFA Adequacy Standard vs. Actual:

Kindergarten: 20 @ 50 net square feet per student= 1000 square feet (770 sq. ft. actual)

1st Grade: 20 @ 32 net square feet per student= 640 square feet (719 sq. ft. actual)

2nd Grade: 20 @ 32 net square feet per student= 640 square feet (719 sq. ft. actual)

3rd Grade: 20 @ 32 net square feet per student= 640 square feet (350 sq. ft. actual)

Strategy to Meet Space Needs: The classroom spaces in the Padre Martinez location exceed the minimum PSFA Adequacy standard for 20 students, for the 1st and 2nd grades. The Kindergarten and 3rd grade spaces are smaller than the standard. These spaces are smaller than PSFA adequacy standards; but because the school utilizes local Taos amenities, and is flexible with the space for art, music and dance activities, the school is able to accommodate the quantity of students for this temporary location. The goal is to move to the 118 Toalne property by the 2017-2018 school year.

Phasing: The goal is for TISA to occupy the Manzanaras property for the 2016-2017. TISA aims to be out of this temporary location and into a new campus at the 118 Toalne Site by 2017-2018.

Building Security: There are security and smoke alarm systems in the Manzanaras campus building and it is served by a functioning sprinkler system. There is no PA system on campus, except through the phone lines. There are no site cameras and little site security lighting. There are no interior cameras.

Building Accessibility: TISA's campus does have 3 ADA parking spaces and paved circulation between buildings. Each building entrance is also paved. The parking lot is gravel and therefore doesn't meet ADA code. The recreational areas are grass or paved with no paved access and therefore do not meet ADA code.

Maintenance: Campus cleaning is outsourced and the cleaning crew is required to bring their own supplies to the campus for each visit because there is no storage available for custodial items. Generally, campus maintenance does not present major problems.

Acoustics: In Padre Martinez, between the second and third grade classrooms, an interior partition with no sound insulation that does not go all the way to the ceiling, allows sound to travel freely between the two classrooms. This problem could be resolved with acoustical treatments, but a new partition which goes from floor to ceiling and contains sound batt insulation would be preferred. This is likely to be unresolved until the school moves to a permanent location.



Street view Padre Martinez



Sprinkler system- Padre Martinez



2.4 Utilization Analysis

2.4.1.1 Utilization- 212 Bendix Drive

The 4th- 8th Grade TISA campus and business off is located in (3) separate but connected buildings within a commercial business park. The classrooms are all accessed from the exterior, and there is no building code requirement for sprinklers. The Bendix Drive Property is a leased property. The Change of Occupancy for this space is currently in the permitting phase.

PSFA Adequacy Standard vs. Actual:

4th Grade: 20 @ 32 net square feet per student= 640 square feet (1159 sq. ft. actual)

5th Grade: 20 @ 32 net square feet per student= 640 square feet (738 sq. ft. actual)

6th Grade: 20 @ 28 net square feet per student= 560 square feet (989 sq. ft. actual)

7th Grade: 20 @ 28 net square feet per student= 560 square feet (612 sq. ft. actual)

8th Grade: 20 @ 28 net square feet per student= 560 square feet (502 sq. ft. actual)

Strategy to Meet Space Needs:

The classroom spaces in the new Bendix Drive location exceed the minimum PSFA Adequacy standard for 20 students, with the exception of the 8th grade. Actual enrollment for the 8th grade is 15 for the 2016-2017 school year; therefore the square footage is adequate for the actual enrollment.

Phasing:

The goal is for TISA to occupy the 212 Bendix property for the 2016-2017 school year for the 4th-8th grade classrooms plus administration. This is dependent upon Change of Occupancy including permits from the Town of Taos and the CID. The property owner will be responsible for modifications required for the Change of Occupancy. There is a "sunset clause" on the zoning from the Town of Taos; therefore this location is acceptable for 2 school years, and in 2018, TISA should be out of this temporary location and into a new campus at the 118 Toalne Site.

The Long Term Facility Phasing:

Within the next two years the plan is for TISA to occupy a new campus at 118 Toalne. The priority will be to address the K-3rd classroom spaces so that the PSFA Adequacy Standards can be met.

Building Security: A fire alarm system including smoke alarm will be installed before occupation by TISA. The PA system will be through the phone lines. There are no site cameras and little site security lighting. There are no interior cameras.

Building Accessibility: TISA's campus does have 3 ADA parking spaces and paved, ADA accessible circulation between buildings. Each building entrance is also paved. The recreational areas will be shared paved with no paved access and therefore do not meet ADA code.

Maintenance: Campus cleaning is outsourced and the cleaning crew is required to bring their own supplies to the campus for each visit because there is no storage available for custodial items. Generally, campus maintenance does not present major problems.

2.4.1.2 Future Plans

TISA will develop a detailed update to the FMP to address the new development at the Toalne site.



Facility Itemization

Location	Classroom #	Utilization
123 Manzanares	100	Kindergarten
123 Manzanares	101	First Grade
123 Manzanares	102	Second Grade
123 Manzanares	103	3rd Grade
212 Bendix	104	4th Grade
212 Bendix	105	5th Grade
212 Bendix	106	6th Grade
212 Bendix	107	7th Grade
212 Bendix	108	8th Grade

ELEMENTARY UTILIZATION WORKSHEET

GRADE LEVEL	TOTAL CURRENT STUDENT 40th DAY COUNT	NUMBER OF DD / SPECIAL NEEDS STUDENTS PER GRADE	CURRENT NUMBER OF TEACHERS	NUMBER OF CLASSROOMS
Pre-K Student	0	0	0	0
Kindergarten	20	2	1	1
1st Grade	20	2	1	1
2nd Grade	20	2	1	1
3rd Grade	20	3	1	1
4th Grade	20	4	1	1
5th Grade	18	6	1	1
TOTALS	130	23	7	7

SCHOOL HOURS	
School Start Time	8:15
School End Time	3:50
Total Hours in School Day	6hrs. 55mins.

District	Taos Integrated School of the Arts
School	Taos Integrated School of the Arts
Date	6/22/16

Number of Lunch Turns Per Day	1
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3

ALL CLASSROOMS (General, Art, PE, Computer Lab SPED, Title1, PT/OT, Etc.)										DAYS AND HOURS SPACE IS USED					UTILIZATION		
TEACHERS NAME	EXISTING CLASSROOM USE/ GRADE LEVEL	ORIGINALLY INTENDED CLASSROOM USE	ROOM NUMBER	CLASSROOM SQUARE FOOTAGE	CURRENT STUDENT 40TH DAY COUNT	Max. Number of Students per Adequacy Standards Sq. Ft.	PED Max. PTR per Classroom	% Classroom Occupancy	DOES CLASSROOM MEET ADEQUACY	MONDAY HOURS USED PER DAY	TUESDAY HOURS USED PER DAY	WEDNESDAY HOURS USED PER DAY	THURSDAY HOURS USED PER DAY	FRIDAY HOURS USED PER DAY	TOTAL HOURS CLASSROOM IS USED DURING SCHOOL WEEK	TOTAL HOURS CLASSROOM IS AVAILABLE DURING SCHOOL WEEK	UTILIZATION RATE PERCENT (%)
Jutka Furesz	Kindergarten	Homeroom	100 Manzanares	770	20	15	20	130%	no	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	0	27.4	40	69%
Megan Bowers	First	Homeroom	101 Manzanares	719	20	22	20	100%	yes	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	0	27.4	40	69%
Patsy Kinney	Second	Homeroom	102 Manzanares	719	20	22	20	100%	yes	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	0	27.4	40	69%
Rosalie Grace	Third	Homeroom	103 Manzanares	350	20	11	20	183%	no	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	0	27.4	40	69%
Linda Seto	Fourth	Homeroom	104 Bendix	1159	20	36	20	100%	yes	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	0	27.4	40	69%
Angela Abbate	Fifth	Homeroom	105 Bendix	738	18	23	20	90%	yes	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	0	27.4	40	69%
								0%									0%
Totals					118	160	160	100.39%						Totals	164.4	240	58.71%

NOTES:

Count general classrooms as being used while students are attending recess, lunch, library time, and PE activities. If a classroom is being used in another way (i.e. teacher's lounge, OT/PT office/room), identify its use on the sheet under "Existing Classroom" column and record its intended or original use under the "Originally Intended" column.

Attach floor plan

1-Max. Number of Students per Adequacy Standards Sq. Ft.: The maximum number of students allowed per the Statewide Adequacy Standards square feet.

2-PED Max. PTR per Classroom: PED's maximum pupil/teacher ratio per classroom

3-Utilization Rate Calculation: Total number of hours classroom is actually used per week / (divided by) the maximum possible classroom hours per week = (equals) total classroom utilization.

	Fully utilized and well occupied
	Underutilized or poorly occupied, defined as the room's occupancy rate being below 50% based upon the PED PRT standards
	Prep (if applicable) as most elementary schools do not have a prep period
	Vacant
	Scheduled as needed (i.e. computer labs, group work space, commons areas)

MIDDLE/HIGH SCHOOL UTILIZATION WORKSHEET

TISA UTILIZATION CAPACITY 212 Bendix Drive
Based on 2015-2016 40 day count

					Period 1			Period 2			Period 3			Period 4			Period 5			Period 6			Period 7							
					8:00-9:25 a.m.			9:35-10:45 a.m.			10:45-12:00			12:30-1:15 p.m.			1:15-2:00 p.m.			2:15-3:15 p.m.			3:15-4:05 p.m.							
Room No.	Classroom NSF	Max # of Students per room Sq Ft	Max # of Students Per PED Standards	Teacher Name (s)	Subject	No. of Students	% of Room Occupied	Subject	No. of Students	% of Room Occupied	Subject	No. of Students	% of Room Occupied	Subject	No. of Students	% of Room Occupied	Subject	No. of Students	% of Room Occupied	Subject	No. of Students	% of Room Occupied	Subject	No. of Students	% of Room Occupied	Total Students	PED Max PTR/Day	Percent Room is Occupied per Day	Number of Periods Room is Occupied per Day	% of Pds Used/Day
106 Bendix	989	35	20	Erika Tafoya	Homeroom	12	60%	8 grade ELA	12	60%	Grade 6 ELA	9	45%	7th Creative Writing	9	45%	7th PE	9	45%	7th Science	9	45%	Dance	9	45%	69	150	49%	7	100%
107 Bendix	612	22	20	Jamie Grefe	7 Grade ELA	9	45%	Math	12	60%	Math	12	60%	6th Math	12	60%	6th Science	12	60%	6th Social Studies	12	60%	Music	12	60%	81	150	58%	7	100%
108 Bendix	502	18	20	Naomi Cyr	Social Studies	12	67%	Social Studies	9	50%	8th Science	12	67%	8th Social Studies	12	67%	Dance Class	12	67%	Music	12	67%	Drama	12	52%	81	150	62%	7	100%
TOTAL						33	57%		33	57%		33	57%		33	57%		33	57%		33	52%		33		57%		100%		

- * Planner must fill out PED Max Pupil to Teacher Ration (PTR) for the applicable course.
- Utilized Fully and well occupied
- Underutilized or poorly occupied, defined as the room's occupancy rate being below 50% based upon the PED PRT standards
- Prep
- Vacant
- Scheduled as needed (i.e. computer labs, group work space, commons areas)

Notes and Instructions
Add additional rows as necessary in order to capture all teaching spaces
A teaching space is defined as any space a teacher (s) occupies to provide instruction, including PE. For example, if four PE teachers utilize the gym during the same period, this total four separate teaching spaces.

- 1.) Max # of St./Sq. Ft. = The maximum number of students allowed per the Statewide Adequacy Standards square feet.
- 2.) PED Max PTR/Clm = PED's maximum pupil / teacher ratio per class period.
- 3.) Insert the name of the teacher that uses the room. If two or more teachers use the room, identify all the names associated with the room and the periods that they occupy the space.
- 4.) Identify the subject taught in the space by period, the number of students in the room per period. Under the period number, indicate the beginning and end time for that period.
- 5.) Tot. St. = The total number of students in the specific instructional space throughout the day.
- 6.) PED Max. PTR/Day = The maximum pupil teacher ratio allowed by PED for specific teacher per day allowed. Please refer to 6.29.1 NMAC 1 for guidance.
- 7.) Tot. % Rm Occ. / Day = Total average percentage room is occupied throughout the day. (count all periods in average)
- 8.) Occ. # of Pds / Day = Occupied number of periods occupied per day. (Prep period may be counted as utilized if teacher does not have a separate office from classroom)
- 9.) % Pd. / Day = The average percent of occupied periods (occupied number of periods divided by the number of periods available per day).

GRADE LEVEL	CURRENT STUDENT 40TH DAY COUNT	NUMBER OF / SPECIAL NEEDS STUDENTS PER GRADE	CURRENT NUMBER OF TEACHERS	NUMBER OF TEACHING SPACES
6th Grade	12	4	1	1
7th Grade	9	7	1	1
8th Grade	12	5	1	1
TOTALS	33	33	3	3

Number of Lunch Turns Per Day	1
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ELEMENTARY UTILIZATION WORKSHEET

GRADE LEVEL	TOTAL CURRENT STUDENT 40th DAY COUNT	NUMBER OF DD / SPECIAL NEEDS STUDENTS PER GRADE	CURRENT NUMBER OF TEACHERS	NUMBER OF CLASSROOMS
Pre-K Student	0	0	0	0
Kindergarten	20	2	1	1
1st Grade	20	2	1	1
2nd Grade	20	2	1	1
3rd Grade	20	3	1	1
4th Grade	20	4	1	1
5th Grade	18	6	1	1
TOTALS	130	23	7	7

SCHOOL HOURS	
School Start Time	8:15
School End Time	3:50
Total Hours in School Day	6hrs. 55mins

District	Taos Integrated School of the Arts
School	Taos Integrated School of the Arts
Date	8/22/16

Number of Lunch Turns Per Day	1
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3

ALL CLASSROOMS (General, Art, PE, Computer Lab, SPED, Title1, PT/OT, Etc.)										DAYS AND HOURS SPACE IS USED					UTILIZATION		
TEACHERS NAME	EXISTING CLASSROOM USE/ GRADE LEVEL	ORIGINALLY INTENDED CLASSROOM USE	ROOM NUMBER	CLASSROOM SQUARE FOOTAGE	CURRENT STUDENT 40TH DAY COUNT	Max. Number of Students per Adequacy Standards Sq. Ft.	PED Max. PTR per Classroom	% Classroom Occupancy	DOES CLASSROOM MEET ADEQUACY	MONDAY HOURS USED PER DAY	TUESDAY HOURS USED PER DAY	WEDNESDAY HOURS USED PER DAY	THURSDAY HOURS USED PER DAY	FRIDAY HOURS USED PER DAY	TOTAL HOURS CLASSROOM IS USED DURING SCHOOL WEEK	TOTAL HOURS CLASSROOM IS AVAILABLE DURING SCHOOL WEEK	UTILIZATION RATE PERCENT (%)
Julka Furesz	Kindergarten	Homeroom	100 Toaline	1000	20	20	20	100%	yes	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	0	27.4	40	69%
Megan Bowers	First	Homeroom	101 Toaline	640	20	20	20	100%	yes	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	0	27.4	40	69%
Patsy Kinney	Second	Homeroom	102 Toaline	640	20	20	20	100%	yes	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	0	27.4	40	69%
Rosalie Grace	Third	Homeroom	103 Toaline	640	20	20	20	100%	yes	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	0	27.4	40	69%
Linda Seto	Fourth	Homeroom	104 Toaline	640	20	20	20	100%	yes	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	0	27.4	40	69%
Angela Abbate	Fifth	Homeroom	105 Toaline	640	18	20	20	90%	yes	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	6 hrs. 55 mins	0	27.4	40	69%
Totals					118	160	160	84.29%		Totals					164.4	240	68.71%

NOTES:
 Count general classrooms as being used while students are attending recess, lunch, library time, and PE activities. If a classroom is being used in another way (i.e. teacher's lounge, OT/PT office/room), identify its use on the sheet under "Existing Classroom" column and record its intended or original use under the "Originally intended" column.
 Attach floor plan

1-Max. Number of Students per Adequacy Standards Sq. Ft.: The maximum number of students allowed per the Statewide Adequacy Standards square feet.

2-PED Max. PTR per Classroom: PED's maximum pupil/teacher ratio per classroom

3-Utilization Rate Calculation: Total number of hours classroom is actually used per week / (divided by) the maximum possible classroom hours per week = (equals) total classroom utilization.

	Fully utilized and well occupied
	Underutilized or poorly occupied, defined as the room's occupancy rate being below 50% based upon the PED PRT standards
	Prep (if applicable) as most elementary schools do not have a prep period
	Vacant
	Scheduled as needed (i.e. computer labs, group work space, commons areas)

MIDDLE/HIGH SCHOOL UTILIZATION WORKSHEET

TISA UTILIZATION CAPACITY 118 Toalme (projected)

					Period 1 8:00-8:35 a.m.			Period 2 8:35-10:05 a.m.			Period 3 10:05-11:00			Period 4 11:30-11:45 a.m.			Period 5 1:15-2:00 p.m.			Period 6 2:15-3:15 p.m.			Period 7 3:15-4:05 p.m.			Total Students	FED Max PTR/Day	Percent Rooms Occupied over Day	Number of Periods Room is Occupied per Day	% of Pds Used/Day									
Room No.	Classroom NSF	Max # of Students per room Sq Ft	Max # of Students Per FED Standards	Teacher Name (s)	Subject	No. of Students	% of Room Occupied	Subject	No. of Students	% of Room Occupied	Subject	No. of Students	% of Room Occupied	Subject	No. of Students	% of Room Occupied	Subject	No. of Students	% of Room Occupied	Subject	No. of Students	% of Room Occupied	Subject	No. of Students	% of Room Occupied														
106	560	20	20	Erika Toloya	Homeroom	20	100%	8 grade ELA	20	100%	Grade 6 ELA	20	100%	7th Creative Writing	20	100%	7th PE	20	100%	7th Science	20	100%	Prep	0	0%	7th Science	20	100%	Prep	0	0%	120	150	100%	7	100%			
107	560	20	20	Jamie Grefe	7 Grade ELA	20	100%	Math	20	100%	Math	20	100%	6th Math	20	100%	6th Science	20	100%	Prep	0	0%	Prep	0	0%	Music	20	100%	Music	20	100%	120	150	100%	7	100%			
108	560	20	20	Naomi Cyr	Social Studies	20	100%	Social Studies	20	100%	8th Science	20	100%	8th Social Studies	20	100%	Prep	0	0%	6th Social Studies	20	100%	Prep	0	0%	Drama	20	100%	6th Social Studies	20	100%	Drama	20	100%	120	150	92%	7	100%
109	750	23	20	TBD	Prep	0	0%	Prep	0	0%	Prep	0	0%	Prep	0	0%	Dance Class	20	100%	Dance Class	20	100%	Music	20	100%	Dance Class	20	100%	Music	20	100%	60	150	84%	7	100%			
110	112	4	20	TBD	PT/OT	0	0%	PT/OT	0	0%	PT/OT	0	0%	PT/OT	0	0%	PT/OT	0	0%	PT/OT	0	0%	PT/OT	0	0%	PT/OT	0	0%	PT/OT	0	0%	0	150	0%	7	100%			
111	112	4	20	TBD	Reading	0	0%	Reading	0	0%	Reading	0	0%	Reading	0	0%	Reading	0	0%	Reading	0	0%	Reading	0	0%	Reading	0	0%	Reading	0	0%	0	150	0%	7	100%			
TOTAL						60	100%		60	100%		60	100%		60	100%		60	67%		60	75%		60	51%		60	94%		100%									

- * Planner must fill out FED Max Pupil to Teacher Ratio (PTR) for the applicable course.
- Utilized Fully and well occupied
- Underutilized or poorly occupied, defined as the room's occupancy rate being below 50% based upon the FED PRT standards.
- Prep
- Vacant
- Scheduled as needed (i.e. computer labs, group work space, commons areas)

Notes and Instructions

- Add additional rows as necessary in order to capture all teaching spaces
- A teaching space is defined as any space a teacher (s) occupies to provide instruction, including PE. For example, if four PE teachers utilize the gym during the same period, this total four separate teaching spaces.
- Max # of St./Sq. Ft. = The maximum number of students allowed per the Statewide Adequacy Standards square feet.
 - FED Max PTR/Day = FED's maximum pupil/teacher ratio per class period.
 - Insert the name of the teacher that uses the room. If two or more teachers use the room, identify all the names associated with the room and the periods that they occupy the space.
 - Identify the subject taught in the space by period, the number of students in the room per period, under the period number, indicate the beginning and end time for that period.
 - Tot. St. = The total number of students in the specific instructional space throughout the day.
 - FED Max PTR/Day = The maximum pupil/teacher ratio allowed by FED for specific teacher per day allowed. Please refer to 6.29.1 NMAC 1 for guidance.
 - Tot. % Rm Occ. / Day = Total average percentage room is occupied throughout the day. (count all periods in average)
 - Occ. # of Pds. / Day = Occupied number of periods occupied per day. (Prep period may be counted as utilized if teacher does not have a separate office from classroom)
 - % Pt. / Day = The average percent of occupied periods (occupied number of periods divided by the number of periods available per day).

SUMMARY				
GRADE LEVEL	CURRENT STUDENT 40TH DAY COUNT	NUMBER OF / SPECIAL NEEDS STUDENTS PER GRADE	CURRENT NUMBER OF TEACHERS	NUMBER OF TEACHING SPACES
6th Grade	12	4	1	1
7th Grade	0	7	1	1
8th Grade	12	5	1	1
TOTALS	33	33	3	3

Number of Lunch Turns Per Day	1
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3 Proposed Facility Requirements

3.1.1 Goals to be met by TISA's School Facility

TISA has purchased property in May 2016 with GRT monies. This will also allow TISA to meet the compliance requirements of HB 283 for the school lease-purchase requirements. Based upon the charter renewal in December of 2014, TISA has until 2019 to achieve this requirement.

3.1.2 Concepts:

Safety TISA's goal for their campus is to have safe amenities for their students as a learning environment. The campus will need acceptable circulation between the buildings or any ADA access to the buildings, playgrounds and parking lot(s). Vehicle circulation through the campus should allow vehicles to drop off and pick up children, as well as accommodate emergency access vehicles, busses and utility services.

Security

As part of TISA's plan to relocate their campus, a secure perimeter and possibly surveillance cameras will be utilized to provide better security for the students. The new plan should both keep out unwanted visitors as well as make the site more easily monitored.

Sustainability

TISA is interested in the sustainability of their campus both as a duty and as a means to educate. Toward this goal, future additions, and upgrades intend to incorporate energy efficient architecture, photovoltaics, cisterns for catchwater, and there is a potential for onsite water recycling and innovative wastewater treatment systems. There is potential for TISA students to engage in agricultural training; to cultivate their own food crops and learn through farming.

Space Flexibility

TISA's curriculum dictates that each class be spacious and flexible enough to support numerous teaching atmospheres within one classroom. Some of the teaching spaces that should be seamlessly incorporated in the classroom space are quiet reading areas including space for book shelves, standard teaching space with a whiteboard and projector, a smaller circular teaching area, casework for art supply storage and clean-up, and a small auxiliary classroom for one-on-one tutoring or studying. All these spaces must be accessible to one teacher, without dividing his or her attention among the class. The campus should also be made flexible for recess events and outdoor teaching.

Community Use

TISA does not currently have any plans to make their campus available for community use, nor is it available now.

Utilities

TISA will develop the new Toalne Lane property with new utilities; electric is planned to come from Kit Carson Electric Coop; with Grid-tied solar as applicable; the water will be provided by the Town of Taos Municipal Water supply; liquid waste will be via connection to the Town of Taos municipal wastewater system. 2.6 Energy Management – of existing or proposed facilities. For proposed facilities, the School anticipates as “green” a facility as possible.

Campus Purchase and Renovations

Taos Integrated School of the Arts seeks to relocate its campus to 212 Bendix Drive while the permanent campus is being built. This is anticipated to be for one year, with the potential for a lease extension of an additional year; the Town of Taos has granted a Special Use Permit allowing this occupancy through summer 2018.



4.1 Total Capital Needs

Summary of the Charter School's total anticipated capital needs:

- Much of this is still in the preliminary planning stages as TISA evaluates the best steps for proceeding. Current thoughts are included, but it is all tentative at present.

List sources of funding for maintenance:

- As approved in our annual operating budget
- Current year, 2016-2017, we will still be on leases, and maintenance is part of the lease packages.

List sources of funding for capital projects:

Funding sources include:

- Already owing the 4.69 acres at La Posta – valued at +/- \$400K
- Remaining GRT funds still available. \$85K
- Current SB-9 money that could be used toward capital projects +/- \$100K
- Fundraising projects with our “Friends of Tisa” non-profit group.
- Working with People’s Bank of Taos, and/or Bank of Albuquerque for mid to longer term financing on an as needed basis, and Centinel Bank of Taos for “gap financing” on shorter term financing.

If the Charter School intends to relocate into new or acquire additional facilities through lease purchase agreement, list sources of funding for lease and anticipated capital projects:

- Plans are still being evaluated as to whether we will build on our already owned land, or work with a Modular company for prebuilt buildings.
- If TISA chooses the modular path, we will work with those companies directly on a 5, 7 or 10 year Lease/Purchase for the buildings themselves, while coordinating with our non-profit group for further capital needs in the form of fundraising or financing.
- If TISA chooses to build, we will need to create the legal path for the non-profit to hold a “ground lease” on our owned property so that they can then secure the financing for building and then construct a “Lease Purchase” package over a 7-15 year time. We are still in the Facilities planning stage, working with attorney’s for how that could look, and the above mentioned banks to lay out a play for how that can all be structured. We cannot make a decision on best plan yet, it is to preliminary.

Summary of the Charter School's total anticipated preventative maintenance needs and supporting resources, if not included as part of the lease agreement

- Still at TBD stage for the land & permanent location.
- For the current lease locations, all included.



4.1 Capital Needs

TISA CHARTER CAPITAL PLAN	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Lease or Lease/Purchase Plan					
Permit/ renovations 212 Bendix (fire alarm/firewalls/ada bathrooms)	\$ 68,000.00				
Lease 212 Bendix	\$ 102,000.00	\$ 102,000.00			
Lease 123 Manzanares	\$ 48,000.00				
Lease: Friends of TISA Foundation/and or Lease/Purchase on Modulars		\$ 54,612.00	\$ 114,000.00	\$ 114,000.00	\$ 114,000.00
Total Bldg Operational Expenses	\$ 218,000.00	\$ 156,612.00	\$ 114,000.00	\$ 114,000.00	\$ 114,000.00
Public School Capital Outlay Act Lease Assistance					
Public School Capital Outlay Act Lease Assistance	\$ 106,900.00	\$ 115,200.00	\$ 114,000.00	\$ 114,000.00	\$ 114,000.00
Local General Obligation Bonds	\$ 68,000.00	\$ -	\$ -	\$ -	\$ -
Prior Yr Carryover	\$ 43,100.00	\$ 41,412.00			
	\$ 218,000.00	\$ 156,612.00	\$ 114,000.00	\$ 114,000.00	\$ 114,000.00
Construction/Site Development					
118 Toalne Development					
Architectural/Design	\$ 52,500.00	\$ 52,500.00	\$ -	\$ -	\$ -
Civil Engineering	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -
Project Mgt	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -	\$ -
Sitework /Utilities	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -
					\$ -
Construction Phase 1 (K-3) w/Stucco Wrap	\$ 425,000.00	\$ -	\$ -	\$ -	\$ -
Construction Phase 2 (4-8)	\$ -	\$ 800,000.00	\$ -	\$ -	\$ -
Outdoor space and Auditorium/Cafeteria	\$ -	\$ -	\$ 100,000.00	\$ 200,000.00	\$ 75,000.00
	\$ 697,500.00	\$ 912,500.00	\$ 100,000.00	\$ 200,000.00	\$ 75,000.00
PUBLIC FUNDING					
Direct Legislative Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -
Public School Capital Outlay Act through PSCOC	\$ -	\$ -	\$ -	\$ -	\$ -
Public School Capital Improvements Act: (SB-9 or the "two-mill levy"). And/or State match.***	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Pub. Sch. Buildings Act: (HB-33 or "ten-mill levy") if 10 mill	\$ -	\$ -	\$ -	\$ -	\$ -
Local General Obligation Bonds:	\$ 18,000.00	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 43,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
PRIVATE FUNDING					
Fundraising- Friends of TISA	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
People's Bank Loan/Friends of Tisa	\$ 594,500.00	\$ 747,500.00	\$ (1,342,000.00)	\$ -	\$ -
USDA Loan	\$ -		\$ 1,357,000.00	\$ 115,000.00	\$ -
USDA Grant	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -
RSF Social Finance Grant	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -
Lowe's Grant	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -
Gifts	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
TOTAL	\$ 654,500.00	\$ 887,500.00	\$ 75,000.00	\$ 175,000.00	\$ 50,000.00
Variance	\$ -	\$ -	\$ -	\$ -	\$ -

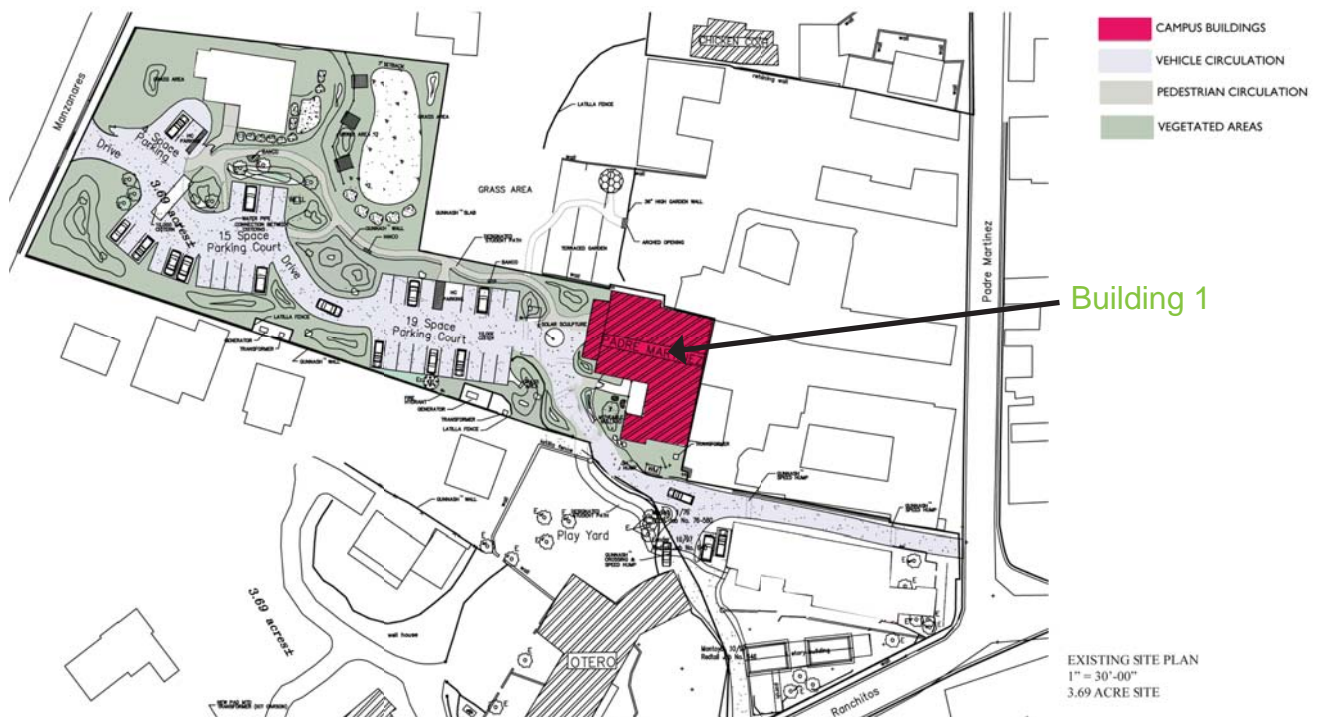
*** We have +/- \$120K in SB-9 available. We have NO WRITTEN AGREEMENT with Taos Municipal Schools for sharing future amounts. This is an estimate of how we can use what we have.

5 Master Plan Support Material

5.1 Site and Facilities Data Table- Manzanares Site

Physical Address:

State identification number		123 Manzanares Taos, NM 87571
Physical address	123 Manzanares Taos, NM 87571	123 Manzanares Taos, NM 87571
Date of opening	2010	
Dates of major additions and renovations	N/A	
Facility Condition Index (FCI) and N.M. Facility Condition Index (NMCI), if available	0%	
Site owned or leased	LEASED	
Total building area gross sq/ ft.	4950	GSF
Site acreage	3.69	ACRES
Total number of permanent general classrooms	3	
Total number of permanent specialty classrooms	0	
Total number of portable classrooms	0	
Total number of classrooms	3	
Percentage of portable classrooms compared to total number of permanent classrooms	0%	
Total enrollment current year (40th day count), if available (may not be available for a newly chartered school)	80	(40 day count for Kindergarten, first, second and third grades)
Number of gross sq. ft per student per school facility	62	GSF



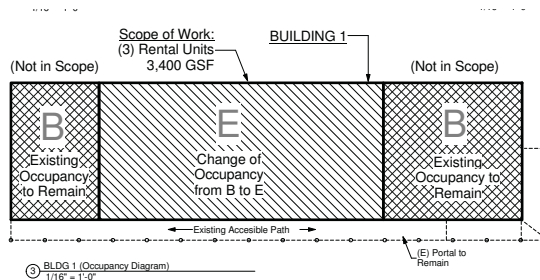
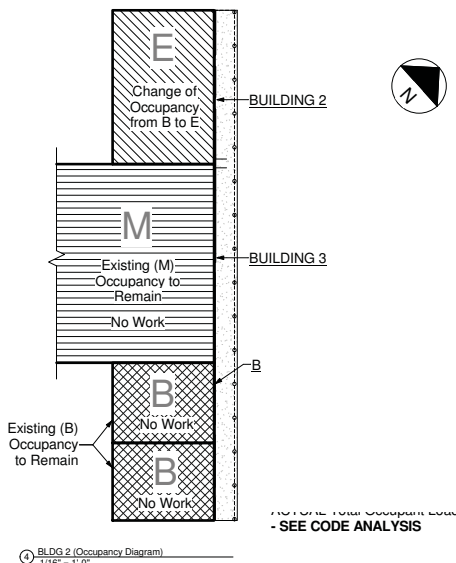
5 Master Plan Support Material

5.1 Site and Facilities Data Table- Bendix Property

The Temporary Facility Campus at the 212 Bendix Property consists of (5) existing B-Occupancy (to be changed to E-Occupancy) Rental Spaces within (4) building structures on an 1.2 acre site. The date of opening is projected to be August 2016 after renovations for Change of Occupancy.

Physical Address:
212 Bendix Drive
Taos, NM 87571

State identification number		
Physical address	212 Bendix Taos, NM 87571	
Date of opening	2016	
Dates of major additions and renovations	2016	
Facility Condition Index (FCI) and N.M. Facility Condition Index (NMCi), if available	4%	
Site owned or leased	LEASED	
Total building area gross sq/ ft.	5381	GSF
Site acreage	1.2	ACRES
Total number of permanent general classrooms	5	
Total number of permanent specialty classrooms	0	
Total number of portable classrooms	0	
Total number of classrooms	5	
Percentage of portable classrooms compared to total number of permanent classrooms	0%	
Total enrollment current year (40th day count), if available (may not be available for a newly chartered school)	82	(40 day count for fourth, fifth, sixth and seventh grades)
Number of gross sq. ft per student per school facility	66	GSF



SEE CODE ANALYSIS



5.2.1 Site Plan- 212 Bendix Drive

5.2 Site Plan (Detail of Buildings)

Site Plan Legend

- Direction of Traffic
- Property Boundary
- Setbacks
- (E) Site Contours (VIF)
- Direction of Drainage
- Existing Landscaping to Remain
- Footprint of (E) Adjacent Buildings
- Footprint of (N) Change of Occupancy
- Exterior Accessible Walk
- (E) Paved Parking
- (E) Infiltration Ponds

Per 2902.3.2
 Path of Travel to Toilet Facilities does not exceed a distance of 500'-0" Max. Project Complies

(E) Restroom Locations



Town of Taos Zoning (See Sheet G102)

M-1 Existing Zoning- Special Use Permit obtained for School Use; May 4, 2016. Project complies

16.20.040.2: SPACES REQUIRED

Building 1 & 2 Classrooms:
 Spaces Required k-8 Schools; 2 per classroom plus 1 per employee:
 5 classrooms X2 = 10+ 11 Employees- 21 Parking Spaces Required

Building 1 - Sierra Pacific Windows (Retail, large goods) 1 per 600 square feet of sales and service area (1031 square feet) = 2 parking spots required

Building 1 - Church (church) 1 per 4 fixed seats and/or 1 per 100 square feet for assembly (1617 square feet) = 17 parking spots required

Building 3 - Taos Winnelson (Retail, large goods) 1 per 600 square feet of sales and service area (6000 square feet) = 10 parking spaces required

Building 4 - (Office) 1 per 300 square feet (1355 square feet) = 5 parking spaces

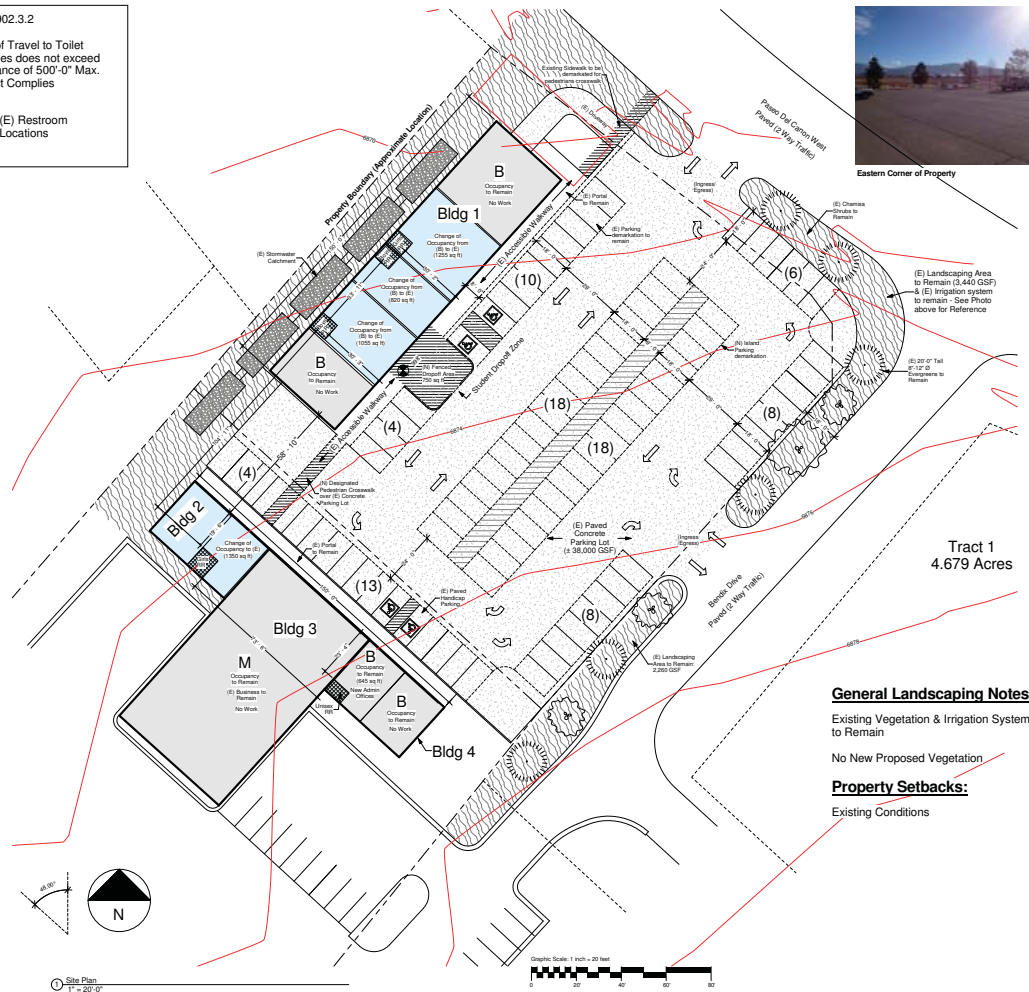
Total required parking spaces- site-wide: 55

Total provided (existing) = 89 project complies

IBC Table 1106.1 Total accessible parking spaces required: (76 to 100 spaces)= 4 required; 4 provided. Project complies

Classification of Work IEBC Chapter 4

Existing building; previously occupied as business occupancy (B)
 Change of Occupancy to E



General Landscaping Notes:

- Existing Vegetation & Irrigation System to Remain
- No New Proposed Vegetation
- Property Setbacks:**
- Existing Conditions

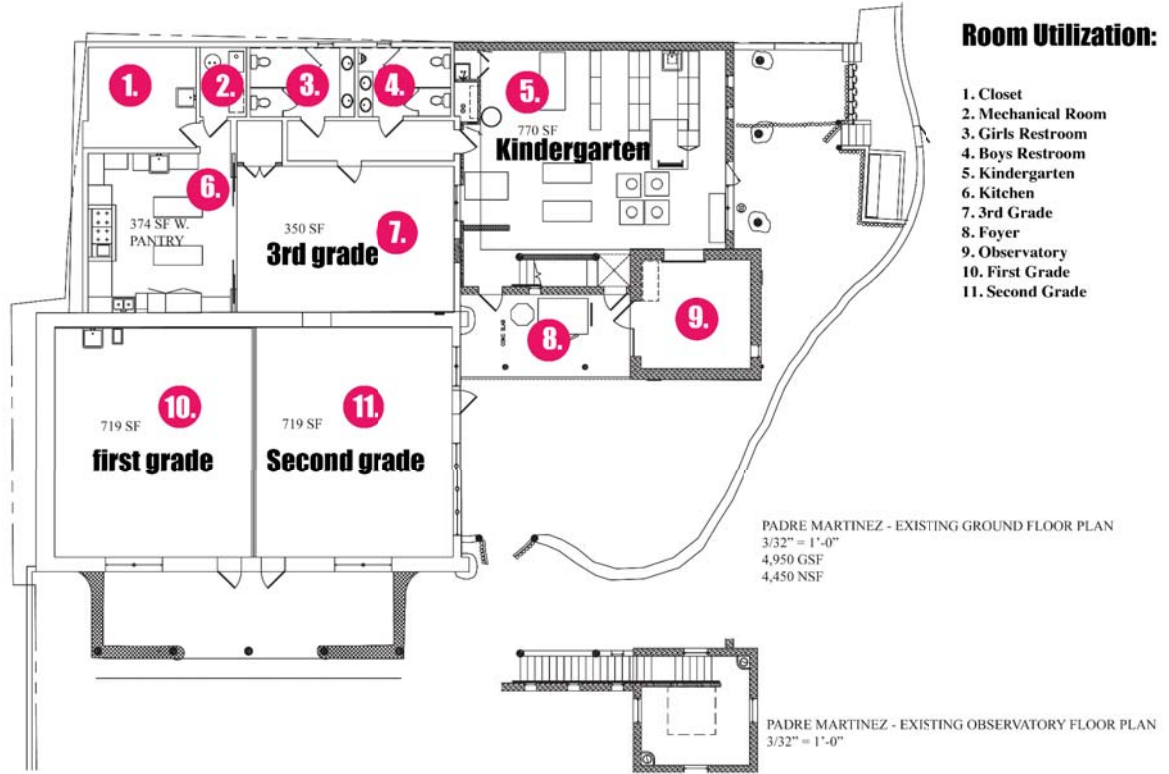
5.2.1 Site Plan

Improvements that will need to be made at the proposed site are confirmation of adequate parking, student drop-off and pick up areas and bus/ fire apparatus access. An existing ADA accessible path under the portal connects the existing buildings and the ADA parking. Fencing for security will be added in specific locations. The upper grades PE space will be augmented in the future with outdoor PE equipment.



5.3 Floor Plan- Manzanaras (Existing)

5.2 Floor Plan (Detail of Building)



5.2.1 Floor Plan

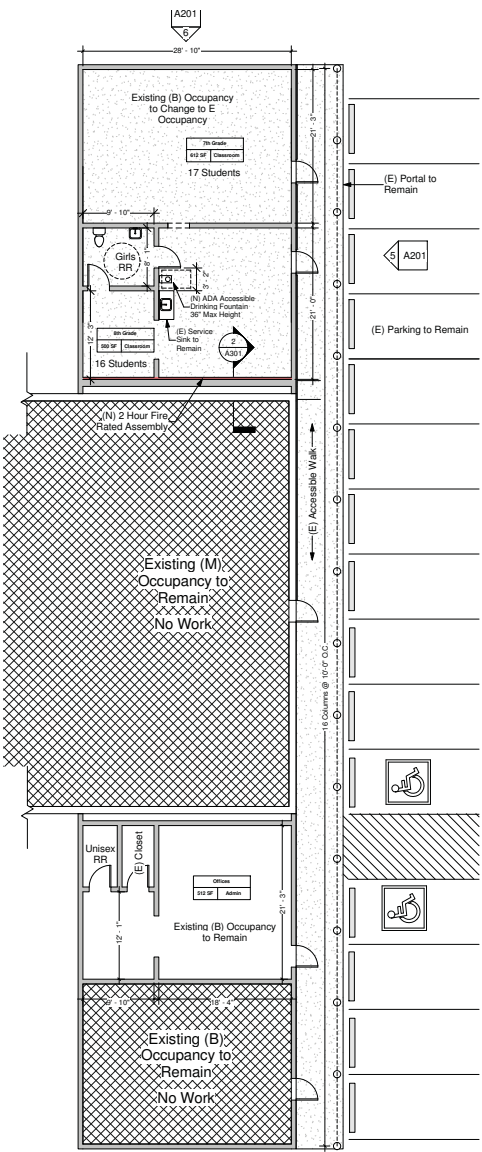
This building has been occupied by TISA throughout the past 6 years and will house the Kindergarten, First Grade, Second Grade and Third Grades.



5.3.2 Floor Plans Bendix (Existing)

5.3.1 Floor Plans- Existing Buildings

Buildings 2,3, and 4 as referenced on the site plan have (2) available rental spaces that will be utilized as the 7th, 8th grade classrooms as well as the school administration offices which do not require a change of occupancy. The existing floor plan below is shown for reference. Building 2 spaces have areas greater than the required minimum PSFA adequacy standards sq ft (indicated below) as each space will occupy no more than 15 for the 8th grade and 20 students for the 7th grade throughout the school year. Below are proposed modifications and the location of fire rated assemblies required for the new change of occupancy.

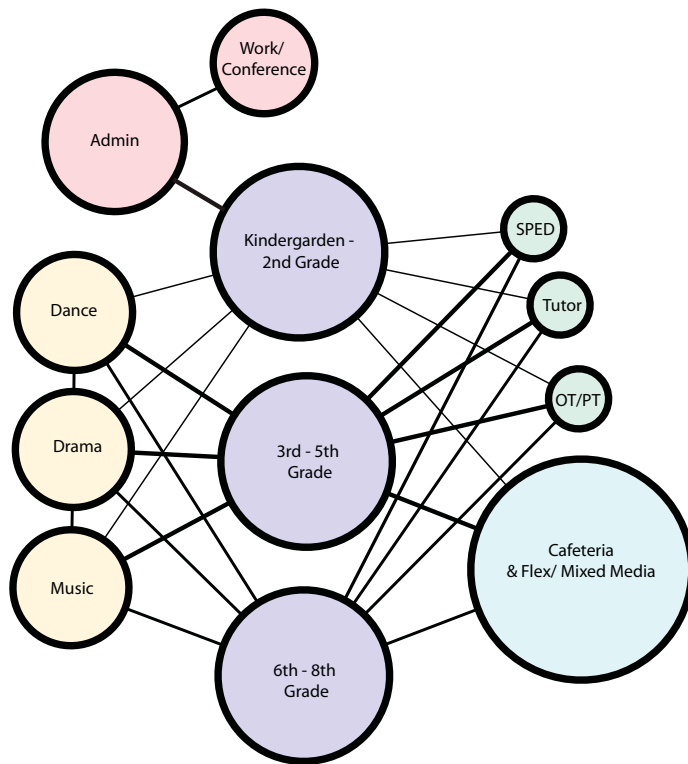


③ BLDG 2 (Partial Floor Plan)
1/8" = 1'-0"

Building 2,3,4



5.4 Detailed Space and Room Requirements



5.4 Room/ Space Characteristics

The general classroom space aesthetics at TISA, beyond additional amenities that would not typically be in standard classrooms, should not be different from other schools. Colors should not be too bright or overbearing. There should be ample casework and storage space, including a separate 50 sf storage closet. The casework should be within it's on nook. Classrooms should also include casework for book and movie storage. The administrative spaces should be equipped with storage space as well.

The chorus/ drama/ music room should be constructed with good acoustics and with little to no sound leakage to adjacent rooms. Also, there should be enough storage space for music instruments and chairs, either in built in casework or closet space. The science lab and greenhouse should be adjacent with easy access between the two spaces; there should be casework and a sink in both spaces. Both the lab & the greenhouse should be equipped with storage for supplies totaling around 50sf. Both the chorus/ drama/ music and the science lab should be sized to accommodate one full grade, per the square footage chart above.

The media flex room and the cafeteria should be sized to accommodate 60 and 90 students, respectively, at any given time. The media space will have book shelves, electronic media space, and storage per the chart above. The cafeteria should be adjacent to the existing kitchen space.

The administrative offices should have clear site lines to the main campus entry and be provided with storage space as well as a print copy room. The counselor's office should be equipped with a casual seating space as well as office furniture. The nurse's room should have an inspection table which reclines and can be used as a bed, as well as storage space for supplies either in built in casework or closet space. The break room should also have built in casework with a sink, refrigerator and microwave.



5.4 Detailed Space and Room Requirements

5.4.1 Technology and Communications Criteria

TISA doesn't have a current computer lab. The school is developing a technology plan that will be finalized when the permanent site is developed, but there are currently laptop carts with laptops for 120 students. Each classroom has a computer for the teacher's use. Every classroom has a projector for classroom use. Future development should include a media center that will contain the laptop cart for checkout, dvds, special collection books, dvd players, and projectors.

5.4.2 Power Criteria

There are no reports of blackouts or other electrical issues throughout either of the existing campuses. There is a potential for photovoltaic power on the permanent campus at Toalne.

5.4.3 Lighting and Daylighting Criteria

TISA is leasing the two campuses at Manzanares and Bendix Drive and will work with the existing conditions which include natural light in each space. Daylighting is a priority in the development of the new campus on Toalne.

5.4.4 Classroom Acoustics Criteria

TISA is leasing the two campuses at Manzanares and Bendix Drive and will work with the existing conditions for acoustics. At the Manzanares campus there is a concern for poor acoustical quality because the classroom spaces are not fully isolated from one another; but TISA has occupied this location throughout the past 6 years, and have made the spaces work for the classroom activities. At the Bendix property, acoustics are expected to be higher quality because the classrooms are isolated from one another with 2x6 insulated walls. Where there are new 2 hour-rated wall assemblies, the STC rating is anticipated to be 53. Because of the rectilinear nature of the existing rooms, and the hard finishes, the use of carpet in certain areas will assist with sound absorption, and is therefore recommended.

5.4.5 Furnishing and Equipment Criteria

TISA is leasing the two campuses at Manzanares and Bendix Drive and will continue to utilize the existing re-used furnishings and equipment that have been acquired throughout the past 6 years. A detailed FFE schedule will be developed as part of the development of the Toalne Property.



TAOS INTEGRATED SCHOOL OF THE ARTS GOVERNING COUNCIL

Monday, June 20, 2016

6:00 p.m.

123 Manzanares St., Taos, New Mexico

*Where decisions for children are made with heart and mind!***REGULAR MEETING (if special change this)****AGENDA**

MEMBERS	PRESENT	ABSENT
Jill Cline, President	X	
Chris Pieper	By phone	
Johanna DeBiase-Mack, Member		X
Ernest Ortega, Member	X	
Julee LaMure, Member		X

Staff Present: Richard Greywolf, Director

I. (1) Call to order/establish quorum
Call to order by Jill Cline at 6:08.

II. (2) Agenda (Action Item)
Ernest Ortega moves to accept the agenda, Chris Pieper seconds. Agenda is approved unanimously.

III. (3) Public Comments- Please sign the Public Attendance Sheet and limit comments to 2 minutes.
No public comments

IV. (4) Facility Master Plan (Discussion Item)
Jill discusses Facility Master Plan.

V. (5) Facility Master Plan (Action Item)
Ernest Ortega moves to accept the FMP as written, Chris Pieper seconds. Facility Mater Plan is accepted unanimously.

VI. (6) Closed Session – (Requires roll call vote to move into closed session; identify non council members to be invited into the closed session)

- Acquisition of real property NMSA 1978, 10-15- 1(H)(8)

Jill Cline moves that we do not need to move into executive session and continues into open session.

VII. (7) Reconvene in Open Session (Requires that President confirms the only matters discussed in closed session where the items on the agenda, and then poll members by name to affirm or object. You never vote in closed session).

Governing Council discusses lease agreement with TCEDC.

VIII. (8) Action on Real Property matter discussed in closed session.

Ernest Ortega moves to pay \$9,000 toward rent Chris seconds. Roll call vote Chris Pieper Aye, Ernest Ortega Aye, Jill Cline Nay. Paying rent passes with majority vote.

IX. (9) Adjournment

Ernest Ortega moves to adjourn and Chris Pieper seconds. Action on adjournments moves unanimously.



Taos Integrated School of the Arts (TISA)

Action Plan

Real Estate Acquisition

November 2015

Real Property Acquisition:

1. Constraints/Schedules:

- TISA must vacate current premises not later than June, 2016
- Space required is 12,000 SqFt +/- of building structures, or could start with a smaller building, @ 6000 sf, then add portable classrooms
- Campus Site can be between 2 to 3 acres +/-
- Confirmation from public entities of their inability to satisfy TISA needs relative to this per plan attached draft letter

2. Resources:

- TISA currently has \$450,00 cash reserves – must be spent by 9/30/16
- Lease payment assistance of \$9,000 per month
- Possible Bank financing – details of lien priority TBD
- Lease/Purchase plan – options/details TBD
- Seller financing – Determine property current “Market Value” and identify if Seller can benefit from “tax credits”

3. Public Entity Identification / Notification:

- Identification – preliminary
 1. Town of Taos
 2. Taos County
 3. Taos Municipal Schools
 4. Taos Pueblo
 5. State of New Mexico
 6. University of New Mexico
 7. NM Highlands University
 8. NM State University

4. Letter Notification of Notification

- See attached for proposed draft





TAOS INTEGRATED SCHOOL OF THE ARTS

November 17, 2015

Dr. Lillian Torrez, Superintendent
Taos Municipal Schools
310 Camino de la Placita
Taos, NM 87571

Dear Dr. Torrez,

Taos Integrated School of the Arts (TISA) is a local public charter school which has been providing educational opportunities to the Taos community since August of 2010. Currently our campus is located at 1023 A Salazar Road and Manzanares Road. We are in the process of formulating plans to combine our two campuses and seek to acquire a facility either through lease or other method of acquisition. As part of this process, we are required by the laws governing charter schools to contact the Taos Municipal School District to determine if there might be existing facilities which could satisfy our requirements as outlined below.

Our needs are for a teaching/learning campus of between 2 and 3 acres with up to approximately 12,000 Sq. Ft. of improvements suitable for classroom instruction and related activities or a site which might be cost effectively converted for such a purpose. Preferably, the location should be within a short radius of the Taos central business district. Time is of the essence, as we must vacate our facility by the end of June, 2016. We would appreciate hearing from you by no later than November 30, 2015. If we do not hear from you by this date, we will understand that Taos Municipal School District has no property available that would accommodate our school.

If the Taos Municipal School District has available property that could satisfy our needs, please notify the undersigned so arrangements can be made to further explore this possibility at your earliest convenience. If no such property exists, please provide TISA notification to that effect. In any event, TISA is interested in getting our message out to the general public and would welcome an opportunity to make a presentation before the School Board outlining our project. If appropriate, please arrange to have TISA on your next regular meeting agenda for further discussions.

Thank you for your efforts in assisting TISA in our quest for improving educational options and opportunities in our community. We would appreciate a response from you regarding the availability of property by November 30, 2015.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jill Cline', is written over a light gray rectangular background.

Jill Cline, jcline@cybermesa.com
President, Governing Council
Taos Integrated School for the Arts

123 Manzanares Street P.O. Box 668 Taos, NM 87571 (575) 758-7755 (575) 758-7766 Fax

