

# Charter School Overview



## The MASTERS Program (TMP) - Early College Charter High School



*TMP located in the West Wing of Santa Fe Community College*



### Charter Agreement

The MASTERS Program (TMP) applied and was granted a charter from the State of New Mexico in 2010. The School successfully renewed its State Charter in June 2015. The founders of TMP designed a school that:

- Serves students in grades 10-12 as an early college high school
- Works with students who are: at risk; English language learners; special education and gifted students; desire an accelerated learning curriculum; may wish to leave a home school environment; and those who may require a more flexible schedule to succeed
- Stimulates students with an interest in STEM curriculum. (Science, Technology, Engineering, Math)
- Provides free college education to its students who enroll in dual credit programs
- Provides access to support services such as food service, student health, physical education, library, and computer labs through alternative delivery methods
- Provides real-world, work-oriented, project-based learning and mentorships.

### Description of the The MASTERS Program Service Area

TMP is located in the City of Santa Fe, New Mexico on the campus of Santa Fe Community College. It is located within the boundaries of the Santa Fe Public School District (SFPS). While TMP is not a district charter school and is not included in the SFPS enrollment numbers, students that attend TMP reside primarily within SFPS boundaries. The 40th day district wide student enrollment of SFPS in 2014-15 was 14,550, with 2,611 10th - 12th grade students.

# Charter School Overview

The following schools within the SFPS boundary serve 10th - 12th grade students: Santa Fe High School, Capital High School, District Charter Academy for Technology and Classics, State Charter Monte Del Sol, State Charter Tierra Encantada, and State Charter The MASTERS Program.

TMP's role in SFPS is to accommodate students who generally find it more difficult to reach a level of excellent student achievement in the typical 10th -12th grade public school environment and be prepared to attend a university. It is the only school in SFPS boundaries that is located on a college campus which makes it an ideal environment for students preparing for college.

### **Charter School Enrollment Cap**

TMP has a maximum capacity of 200 10th - 12th grade students as identified in its State Charter. TMP met this benchmark in 2014-2015.

### **Acknowledgement Statement of New Mexico Adequacy Standards**

#### *State wide Adequacy Standards NMAC 6.27.30*

TMP is aware of that they do not comply with all New Mexico Adequacy Standards (NMAS).

#### *Charter - Alternative School Statewide Adequacy Standard Variance*

TMP uses alternative delivery methods to provide students with public school services that are not available within TMP facilities.

### **Additional Information**

The school will use alternative methods to calculate capacity since students occupy classrooms on the SFCC campus, conduct community service in the greater Santa Fe area, and attend lecture and seminar discussions in accordance with the Paideia Philosophy of Education. Calculating capacity based on classroom space leased from SFCC for core curriculum classes is not indicative of the capacity needs and uses of the school.

# Goals / Process

## 1.1 GOALS

### 1.1.1 School Mission and Value Statements

#### *Mission*

*The MASTERS Program is committed to the development of engaged, compassionate students who value academic excellence and education beyond high school, service to others and creating a conscious community. To accomplish this mission, we will:*

- *Provide academic and personal support to each student so that he/she may excel and become a lifelong learner.*
- *Work toward embodying an intentionally compassionate community.*
- *Emphasize STEM (Science, Technology, Engineering and Math) curriculum to position students for careers of the future.*
- *Engage students in meaningful service to the Santa Fe community through service learning.*
- *Encourage students to develop mastery of their academic, personal and professional lives.*

*As a community of learners, we expect each community member to adhere to the following values:*

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**Respect** – *for one’s self, one another, and the environment*

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**Integrity** – *speaking the truth effectively and directly; holding oneself to the highest standards of honesty and truthfulness*

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**Appreciation of Diversity** – *appreciating differences of all kinds and understanding that everyone deserves respect for their choices of who they are; that diversity makes for a rich and vibrant life.*

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**Excellence/challenge with support** – *having the courage to do our best, academically, socially, and personally, so that we may excel, and asking for help when we need it.*

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**Engagement** – *realizing that happiness and sense of accomplishment come from active participation in life, service to others and connection with individuals, one’s community and the environment.*

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## Goals / Process

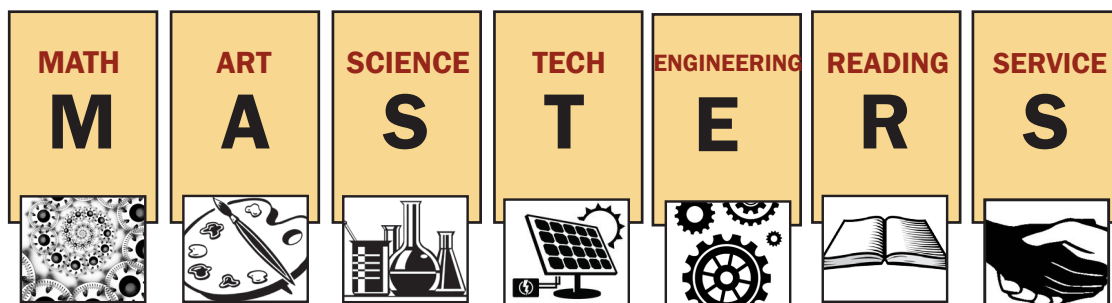
### 1.1.2. Educational Philosophy / Program of Instruction

The school seeks to accomplish the following:

- A seamless transition for high school students to college by providing an early college program in a community college venue
- The goal of providing a program that allows students and their families the potential to pay for only two years of further college/university study, rather than the conventional four years through use of dual credit courses
- Engage students in meaningful service to the surrounding community of Santa Fe, including the non-profit and business communities in the area. This service will prepare students to become the next generation of skilled and professional workers in the community
- Promote parental support for post-secondary education

TMP teachers are trained in the Paideia Philosophy of education, which focuses upon higher-level thinking and communication. These skills are developed through teacher facilitated small and large group discussion of course content. TMP utilizes differentiated instruction to address students' particular learning needs. Students also benefit from individual tutoring provided on-site. TMP works to instill a strong sense of community in each student through community based projects.

The approach to education by TMP is designed with an emphasis on Mathematics, Arts, Science, Technology, Engineering, Reading and Service: MASTERS.



Courses are offered utilizing Highly Qualified New Mexico teachers in the physical classroom and IDEAL-NM high school courses on-line. The school program offers all required core classes and a STEM curriculum for 10th - 12th grade students. Students have access to physical education and health classes through agreements between TMP and other local Charter Schools. Students are tested and have access to SFCC dual credit courses based on their placement score.

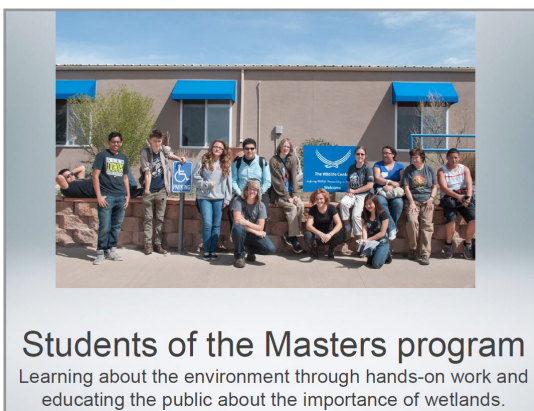
# Goals / Process

TMP believes all students can learn a set of reasonable objectives with appropriate instruction, support and sufficient support to learn. TMP recognizes that all students master content and integrate skills at different rates. TMP provides students with the support they need at any curricular level to familiarize themselves with content and to acquire the skills and work habits that will enable them to achieve academic success and become life-long learners. Students at TMP develop core competencies and are prepared to master the skills and learning necessary to succeed in the postsecondary educational environment.

## 1.1.3 Serving the Community

TMP intends to serve the community by:

- Promoting a dual-credit program which will infuse high school students into the community college atmosphere thereby enriching the college and ultimately the community as a whole



*Photos Courtesy of TMP Wetlands Project Presentation*

- Providing real-world, work-oriented project-based learning and mentorship opportunities through student interaction with various sectors of public and non-profit organizations.



## School Facilities in Relationship to New Mexico Adequacy Standards

The State of New Mexico has developed minimum facility adequacy standards for all public schools. Due to the unique nature of charter schools they are not required to meet these all of these facility standards within their facilities, but are required to meet the "intent" of a facility requirement through alternative means. TMP demonstrates, in this document, their intent and innovative solutions to meet requirements through alternative delivery methods.

TMP leases classrooms at SFCC that meet or exceed the minimum facility square footage per student for general classroom spaces. TMP also leases administration space at SFCC that exceeds NM Adequacy Standards. To meet other adequacy standard minimums, TMP

## Goals / Process

students have access to SFCC facilities such as food service, library, computer labs, physical education, and additional classroom space through the dual credit program. TMP has an agreement with SFPS for student use of its Teen Health Center. TMP also has agreements with other Charter Schools for physical education and health instruction.

### Long Range Facility Vision

TMP has leased space from SFCC since its inception in 2010. It is the intent of TMP to continue leasing space at SFCC for the foreseeable future and in 2015 the school negotiated and extended its lease to 2020. The new lease kept the same number of dedicated classrooms, increased administration area, and added a dedicated assembly space. The increased administration area will allow TMP to provide more effective one-on-one support between students, teachers, counselors and mentors, and to enlarge its 3-D printer and robotics program. TMP has reached its maximum capacity of 200 students and can meet the needs of these students within the new leased space and additional agreements with SFCC and other local Charter Schools.

TMP has not had access to any funds for capital projects. In 2015, SFPS and TMP entered into an agreement which will allow TMP to receive HB-33 funds from SFPS for capital improvements. TMP is going to have access to a portion of these funds which is calculated on a per student basis. It is the intent of TMP to use these funds to meet its limited capital needs. The major capital need is completion of the Shelled space or “Dirt Room” at SFCC. The Dirt Room will provide a dedicated space for assemblies, large group lectures and seminar discussions in line with the Paideia Philosophy of Education. Currently the school uses shared spaces with SFCC for these functions; these shared spaces are not ideal and are often unavailable due to SFCC programming priority.

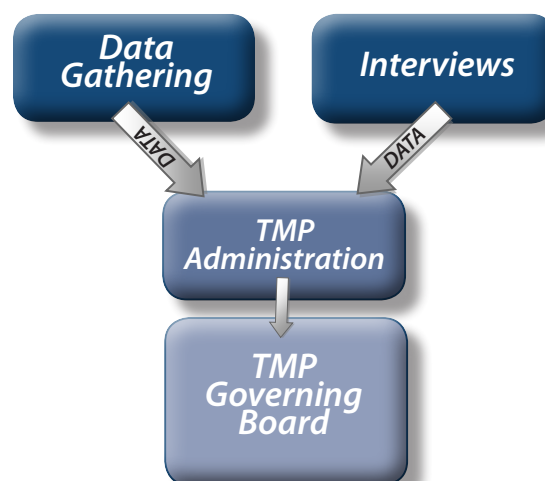
## 1.2 PROCESS

### 1.2.1 Data Gathering and Analysis

The TMP Governing Board commissioned the development of this 5 Year Facilities Master Plan (FMP) / Educational specification to serve as a reference and guide for The MASTERS Program Charter School (TMP). Anne Salzmann, The Head of School, and Mary Mumford, Business Manager, are the two primary contacts for the school regarding this plan.

It is recommended that this plan be reviewed yearly and modified as necessary to reflect the direction and accomplishments of TMP.

It is the responsibility of TMP to review and revise the content of this FMP / Educational specification a minimum of every 5 years.



## Goals / Process

### Participatory process

The process of participation for this FMP / educational specification document included gathering of data and interviews. This information was relayed to TMP Administration for review and discussion. Ultimately the TMP Governing Council had the final authority to adopt this plan.

### Data Gathering

This document is based on data obtained through in depth interviews with the TMP Head Teacher, staff, faculty, Governing Council members, and visual assessments of the leased SFCC facilities.

The following list outlines how information was gathered:

- Planning professional review of TMP and SFCC Lease agreement
- Visual assessment of administration offices, classroom spaces and TMP / SFCC joint use spaces
- Interviews with staff and faculty
- Interviews with administration staff and the Head of School
- Interviews with TMP Governing Council members
- Tour of Shelled space “Dirt Room”, a large room on the lower level of the West Addition near the TMP classrooms and joint use spaces, which the School included in its new lease agreement with SFCC. The tour included TMP administrators and SFCC Staff Architect.

### TMP Governing Board Adoption

The TMP Governing Board adopted the FMP/Educational Specification on August 18, 2015.

### Staff and Faculty Participants

Anne Salzmann: Head of School  
 Mary Mumford: Business Manager  
 Debbie Breland: Office Manager /  
 Admissions Coordinator  
 Anne Birch: Special Services  
 Lori Miller: Director of Guidance  
 Zach Taylor: SEEC Coordinator  
 Margaret Lopez: Assistant Business  
 Manager

Scott Hauenstein: English  
 Stephanie Schlanger: English  
 Beth Roop: Science/STEM  
 Scott Voorhies: Science / STEM  
 Sky Tallman: History  
 Jody LeFevers: History  
 Steve Rogers: Math  
 Rebecca Birch: Math

### 1.3 ACRONYMS & DEFINITIONS

**Building Efficiency** – the ratio of net assignable square feet to gross square feet (NASF/GSF)

**BBER** – University of New Mexico Bureau of Business and Economic Research

**CIP** – Capital Improvement Project

**ESL** – English as a second language

**FACS** – Family and consumer science, formerly known as home ec or home economics

**FCI** – Facility Condition Index (see NMCI), a ratio of facility value to cost of improvements

**FMP** – Facilities Master Plan

**GIS** – Geographic information system

**GSF** – Gross square feet, or the sum of net assignable square feet plus all other building areas that are not assignable. This “left over” area is called “tare.” Tare includes areas such as hallways, mechanical areas, restrooms, and the area of interior and exterior walls.

**HE** – Home economics

**HS** – High school

**HVAC** – Heating, ventilation and air conditioning

**IDEAL NM** – Innovative, Digital, Education, and Learning in New Mexico

**IEP** – Individualized Education Plan

**IT** – Information technology

**MASTERS** – Math, Arts, Science, Technology, Engineering, Reading, Service

**MEC** – Materials, equipment and commodities

**MS** – Middle school

**NASF** – Net assignable square feet, or the total of all assignable areas in square feet

**NMCI** – New Mexico Condition Index (see FCI)

**PED** – New Mexico Public Education Department

**PSCOC** – Public School Capital Outlay Council

**PSFA** – Public School Facilities Authority

**PTR** – Pupil/teacher ratio

**SEEC** –

**SFCC** – Santa Fe Community College

**SFPS** – Santa Fe Public Schools

**STARS** – Student Teacher Accountability Reporting System

**STEM** – Science, Technology, Engineering, Math

**TMP** – The MASTERS Program

**TPC** – Total project cost, or the total cost of the project including fees, moveable equipment, land acquisition (if any), administration, and contingencies

**WPA** – Works Progress Administration

**YDI** – Youth Development Inc.



## Existing and Projected Conditions

### 2.1 PROGRAMS AND DELIVERY METHODS

#### 2.1.1 Programs Overview

*2014 - 2015 Enrollment:*

199 Students

*Average Pupil to Teacher Ratio:*

22:1

#### *Classroom / Instructional Program*

The MASTERS Program (TMP) is located on the campus of Santa Fe Community College (SFCC), in a variety of classrooms and administration space located primarily in the lower level of the West Wing. This location is in direct compliance with TMP's charter; it allows TMP to meet the needs of its students by offering high school core classes in modern classroom space and at the same time they have access to SFCC dual credit courses.

TMP educational program is based on the Paideia Philosophy, focusing on higher-level thinking and communication. TMP has successfully implemented this philosophy at both the classroom and school levels. It is important for ALL TMP students to have the opportunity to assemble together and discuss relevant topics.

TMP students receive all core high school courses in the leased classroom space with highly qualified teachers. Students are encouraged to fulfill their physical education and health required courses prior to entering TMP; however, TMP has entered into agreements with local charter schools to meet these student requirements when necessary. The majority of high school electives are met through the dual credit program at SFCC.

TMP students have access to individual and group tutoring as needed. TMP has a dedicated counselor on site to assist its students. Teachers are available outside of scheduled classes to work with students.

#### *Schedule*

Each student's schedule is customized to meet their individual needs. TMP classes are scheduled from 8:00 am to 4:00 pm everyday with the exception of Friday. On Friday students sign-up for small groups to study a specific topic. Students have the option to choose what days of the week they attend class; they do not have to be in the classroom every day.

SFCC offers its dual credit courses from 8:00 am until 9:00 pm daily. Students can choose courses that work best for their educational path and schedule. At TMP, students receive approximately seven hours of instructional time per day – including career/work and community hours. Students can intertwine SFCC and TMP courses, student meetings / small group discussions and career/work and community hours into their individualized schedules. Students are tracked to ensure that the mix and amount of daily learning time is appropriate, meeting NM PED educational standards.

## Existing and Projected Conditions

### General Schedule Outline

TMP Instruction	SFCC Dual-credit / Career/Work	Group assembly / Community Service hours
Morning /Afternoon	Late Morning / Early Afternoon / Evening	Morning/Afternoon
Monday - Thursday	Monday - Friday	Friday

#### *Friday Schedule*

Friday mornings begin with an hour, from 8:30 to 9:30, which can be an all-school assembly, advisory group meetings or grade level meeting. In each of these, time is spent communicating the culture of TMP or working on academic issues or other issues of importance to the functioning of the school. In this venue students are encouraged to have open discussion sharing ideas with each other and the instructor. Friday is also reserved for project based community service work which is a combination of classroom and hands on projects. This study can be accomplished in the classroom all day or part of the day, or can be out in the community to work on public service hands-on projects.

#### *Organization*

TMP student body consists of grades 10th - 12th and is organized according to grade level. The ideal classroom capacity is 16-22 students; however, some classes can exceed this due to scheduling. Entering students must be at the Sophomore or Junior level of high school. No entering Seniors will be admitted. Curriculum is delivered by a combination of classroom instruction, computer/on-line based instruction, one-on-one, small/large group instruction and discussion, and dual credit courses with Santa Fe Community College.

#### *Learning Environment*

The Learning Environment at TMP is rigorous, with students expected to achieve academic success continually. Assessments are regularly conducted at the school, classroom, and individual student levels in order to measure progress and mastery.

To qualify for admission to TMP, students are required to have six high school units/credits completed prior to admission.

TMP graduation requirements are more stringent than the NM requirement of 24 credits; TMP requires 28 that include: 4 unit each in English and Math; 3 units in Science; 3.5 units in Social Studies; 1 unit in Physical Education; 1 unit in Workplace Readiness; and 8.5 Electives. Faculty instructs and facilitates small/large group sharing and collaborations.

#### *Curriculum Philosophy and Delivery*

The maximum student/teacher ratio at The MASTERS Program is approximately 25:1 which reflects the TMP goal - that every student's progress is individualized and that they receive the attention that they would not receive in a public high school. TMP students are provided with small group and individual tutoring to ensure greater academic achievement. The low ratio

## Existing and Projected Conditions

provides enhanced opportunities for each student to receive the mentoring they need for the next level of education.

The educational philosophy and approach of The MASTERS Program was designed with a focus on *Mathematics, Arts, Science, Technology, Engineering, Reading and Service*. Students tailor their academic course load through a combination of:

- High school credit courses taught by certified teachers following NM curricula standards
- Dual credit and joint credit courses taught by Santa Fe Community College faculty; all courses at the college must be 111 level and above
- Developmental courses – 109 and below – meet PED standards for High School level credit
- Distance learning courses available through IDEAL NM, a public education program that delivers E-Learning services to New Mexico schools

Teachers are trained in the Paideia Philosophy of Education, which focuses on higher-level thinking and communication and divides learning into three sections:

- Lectures, demonstrations, videos, and reading provide foundational skills and knowledge
- Coaching that helps students apply what they have learned
- Seminars based on open-ended conversations about a subject that help students expand their understanding of ideas, concepts, and values.

Study groups are formed where students, with the aid of their teachers, can deepen their understandings, solidify their knowledge and reflect on the learning experience.

### Specialized Educational Programming

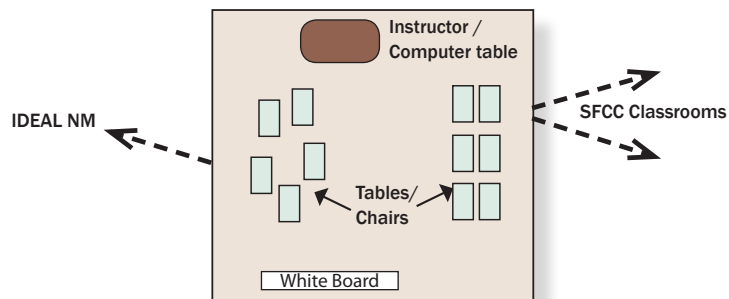
#### *General Use Classrooms*

Typical TMP classrooms have student tables, a teacher desk or computer stand, white boards, electricity outlets for individual computer use, and projectors and screens. TMP curriculum is centered on small and large group instruction, therefore classrooms should have several opportunities for flexibility and movement within the classrooms.

The following graphic is a general representation of a typical TMP core classroom layout.

## Existing and Projected Conditions

Typical TMP Classroom



**Needs in Typical Classroom:**

- Desk clusters for student groups
- Internet access for student lap tops

**Functions in Classrooms:**

- MASTERS Program Core Classes
- Student led Parent-Teacher Conferences
- Mentoring and Tutoring

### Special Education

TMP conforms to a “Least Restrictive Environment” and to the maximum extent appropriate, educate students who qualify for special education services along side of their non-disabled peers. Additional instructional methods will be utilized to ensure the success of these students:

- An appropriate number of staff and educational assistants are either hired or contracted to work closely with TMP students to provide services and support in general education classrooms, with SFCC, and support to students taking IDEAL NM courses.
- Students may be taught in smaller group or individual settings when appropriate.

### Technology Instruction

TMP has incorporated technology into its curriculum and classrooms whenever possible. All classrooms are equipped with teacher computers, overhead projectors and projection screens. Students have access to SFCC computer labs as needed. Students have access to technology in the classroom environment through the use of mobile computer carts. TMP has 3 carts: one with 30 MAC laptop computers; one with 30 HP laptop computers; and one with 30 tablets. Student textbooks are e-books, minimizing the need for in-classroom storage.

A 3-D printing lab has been integrated into its curriculum. The printer is currently located in administration office space. This area is small and can fit approximately 2 students and 1 instructor. The new administration offices will provide more space for the 3-D printing lab and other technology based project spaces. TMP offers a Robotic Program as part of the Friday service learning options.



TMP 3-D lab

## Existing and Projected Conditions

### *SFCC Dual Credit*

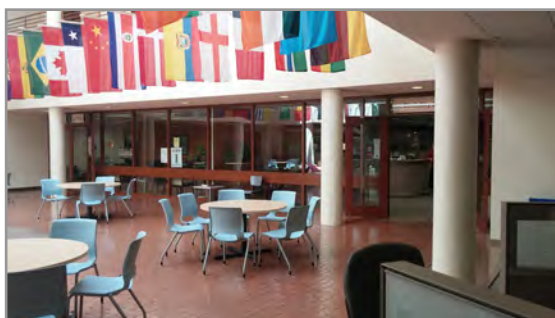
TMP students have access to dual credit courses through SFCC. It is possible for TMP students to graduate high school and have an Associates Degree from SFCC. This is an extremely valuable program to these students as the dual credit courses are offered to TMP students at no cost to the students. This means that they can obtain two years of academic credit towards their bachelor's degree at no cost.

A wide range of courses are available to TMP students including 21st Century Trades: Construction, Electrical, HVAC, Mechanical, Plumbing and Welding.

***Student Dining:*** TMP does not provide student dining services; rather students can take advantage of a variety of food services offered on and off the SFCC campus. Students can eat lunch in the SFCC cafeteria or they can leave campus. TMP subsidizes free and reduced lunches for approximately 45% of its students in the SFCC cafeteria. The other 55% are responsible for providing their own lunch either on or off campus.

***Physical Education:*** Physical Education (PE) and health are required by NM Public Education Department (PED) for graduation. TMP does not have the staff or facilities to offer PE in its curriculum. Students are encouraged to take PE and health prior to entrance to TMP, take a Health/PE class through IDEAL NM which meets PED requirements, or take a Health/PE class at local charter schools with which TMP has an agreement. For general physical fitness, students can use the SFCC weight room and gymnasium; however, they must be enrolled in SFCC classes and 16 years of age or older. TMP also has access to facilities and outdoor spaces at other charter schools in the area during good weather for exercise and outdoor activities.

***Assembly:*** The school currently has access to the Jemez Room, a large conference space in SFCC, and the lower level Atrium for school assemblies. The school uses these spaces for a crucial part of their curriculum, the group discussion time on Fridays. The Shelled space or "Dirt Room", on the lower level of SFCC, which the school is leasing from SFCC and building out with HB-33 funds, is a better fit for school functions and will be renovated to accommodate the school's needs. The two pictures on the following page are of the Atrium and the Shelled Space - "Dirt Room" in its current state.



*SFCC Atrium*



*Shelled Space - "Dirt Room"*

## Existing and Projected Conditions

**Student Health:** TMP student health needs are referred to Santa Fe Teen Health Centers. There are no spaces at TMP dedicated to accommodating student health services. Unoccupied program space may be used to accommodate certain student special needs such as Speech Language Pathology activities which can take place in conference areas when available.

**The Arts:** Art programs are generally provided in general classroom space when appropriate, opportunities at SFCC, or within the community. There is no dedicated art space within the leased TMP space.

**Science & Technology Labs:** Science and computer lab work is either accomplished on-line or students will utilize labs at SFCC. TMP has a small 3-D printer lab in the business office which will be expanded as the school expands and reorganizes administration offices in its new lease agreement with SFCC. TMP does not have access to a dedicated, full functioning science lab with gas outlets.

**Library / Media Center:** TMP students utilize library facilities on the SFCC campus, on-line resources and/or other community libraries.



SFCC Library

### 2.2 PROPOSED ENROLLMENT

#### 2.2.2 Phased Enrollment

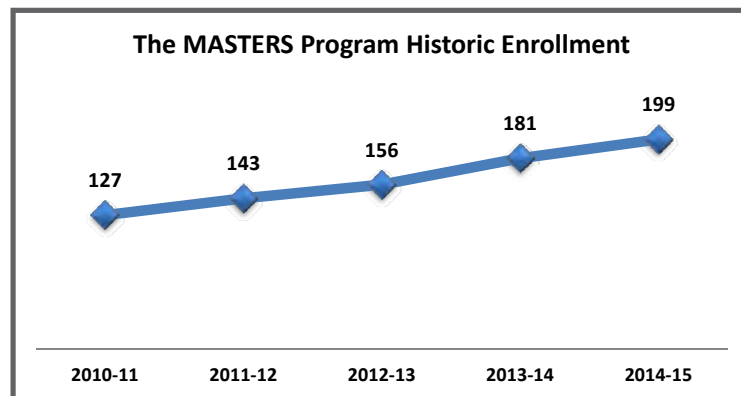
The enrollment maximum capacity for The MASTERS Program is 200 10th – 12th grade students as set forth in its original charter. From its inception, the school planned a phased increase in enrollment to reach the 200 student cap in their fifth year of operation, 2014-15. On the 40th day of 2014-15, the school had an official enrollment of 199. The school anticipates an enrollment of approximately 200 students for the 2015-16 school year and currently has a waiting list of students that wish to enroll in the school.

## Existing and Projected Conditions

The following table provides the TMP historic enrollment by grade level and the graph depicts the enrollment trend since 2010-11.

*The MASTERS Program PED Certified Historic Enrollment*

Grade Levels	2010-11	2011-12	2012-13	2013-14	2014-15
10th	70	56	60	81	83
11th	34	61	42	55	69
12th	23	26	54	45	47
<b>TOTAL</b>	<b>127</b>	<b>143</b>	<b>156</b>	<b>181</b>	<b>199</b>



### *Projected Enrollment*

TMP intends to keep enrollment stable at 200 through the next 5 years.

### **2.2.3 Classroom Loading Policy**

The following is information regarding classroom structure:

#### *2014-2015 Enrollment*

199 10th - 12th grade

#### *Average Pupil to Teacher Ratio (PTR)*

22:1

#### *School Grades*

The Public Education Department (PED) uses a school grading system for each school across the State of New Mexico.

The MASTERS Program Grade 2013-14

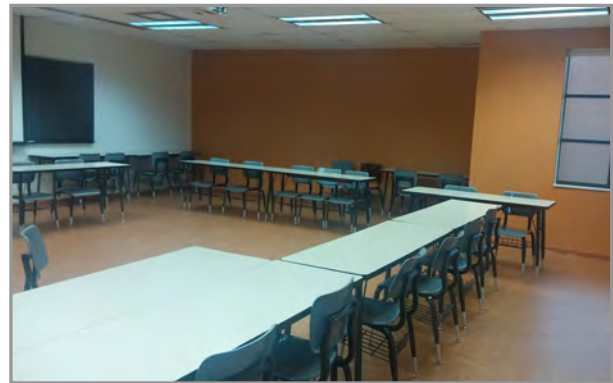
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## Existing and Projected Conditions

### 2.2.4 Classroom Needs

At the start of the 2014-15 school calendar, TMP was leasing 5 classrooms from SFCC and had access to an additional classroom for an enrollment of 199 students. For the 2015-16 school year, TMP will lease classrooms 314, 317, 318, 319 and 320, and have access to classroom 213 as needed. The 2010 FMP anticipated the school would lease 10 classrooms for this size enrollment to maintain their desired small class size of 20 students per classroom. Due to the class scheduling and dual-credit enrollment of its student body, TMP is able to meet the needs of its students with the combination of 5 leased classrooms and use of dual credit SFCC classrooms.

The 5 classrooms serve as the primary TMP core curriculum instructional spaces. Students have access to these spaces for study, meetings and conferences. Distance learning instruction and SFCC dual credit instruction are located outside of these core classrooms, but within easy access of TMP students.



*Typical TMP Classroom*

The table below identifies the current and anticipated facility needs of TMP.

Rm #	Clrm Use	Clrm NSF
Instructional Space		
213	CLRM	900
314	CLRM	975
317	CLRM	600
318	CLRM	875
319	CLRM	725
320	CLRM	900
	Assembly	1900
<b>Sub-Total:</b>		<b>6,875</b>
Support Space		
315	Office	575
324	Office	900
325	Office	750
<b>Sub-Total:</b>		<b>2,225</b>
<b>TOTALS:</b>		<b>9,100</b>



## Existing and Projected Conditions

### Anticipated Classroom Needs

TMP will lease 5 classrooms for the 2015-16 school year and have access to an additional SFCC classroom as needed. This is anticipated to accommodate 200 students for all classes offered by TMP.



*TMP Classroom Spaces*

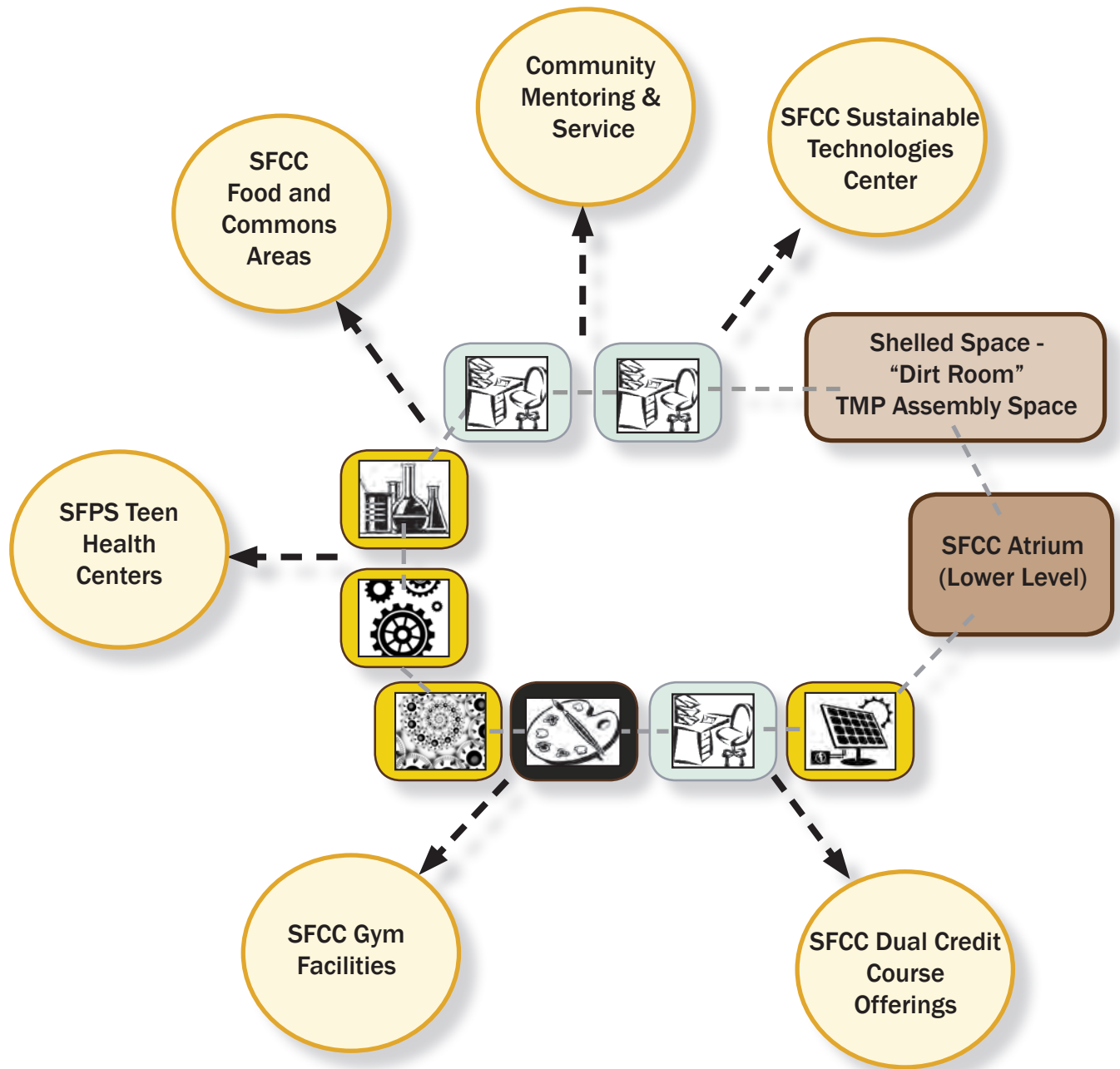
The 2016-2020 lease agreement includes a build-out of the “Dirt Room” for TMP use. The school will be using HB-33 funds to renovate the room. This will provide dedicated space for group gatherings, lecture space and large group discussions. TMP is conducting these functions in shared SFCC spaces on a limited basis. A dedicated space will provide regularly scheduled opportunities for TMP to expand their curriculum in these areas.

Anticipated space requirements needed to accommodate the delivery of programs at TMP is expressed in the table on the previous page. These are based upon TMP’s sustained enrollment of 200, and continued housing of and sharing facilities with SFCC. The only dedicated spaces the charter school needs are general classrooms, administrative space and an assembly space. All other space needs are and can be provided within the SFCC campus or through off-campus agreements.

## Existing and Projected Conditions

### Relationship Diagram: TMP Core Classroom and Administration Offices Cluster

The graphic below represents TMP classroom spaces in relation to the administration offices and the support spaces leased from SFCC for TMP use. The arrows point to the services available outside the TMP leased area.



## Existing and Projected Conditions

### 2.3 SITES AND FACILITIES

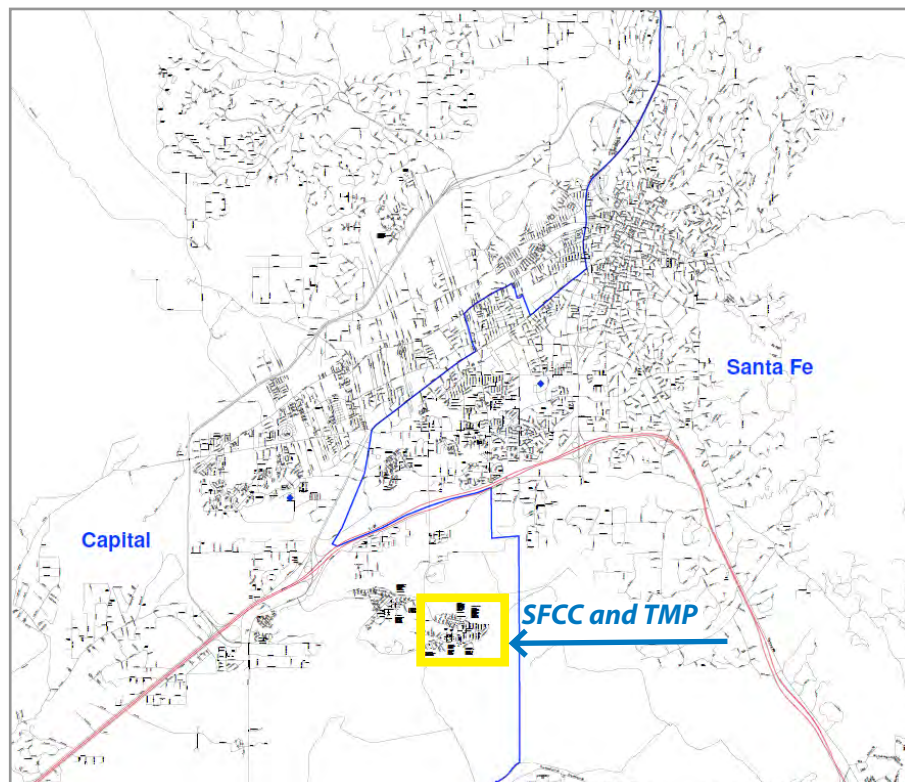
#### 2.3.1 Location Site

The MASTERS Program is located in the Santa Fe Public School District, on the campus of Santa Fe Community College - within the region described in the Santa Fe Community College District Plan. It shares facilities with SFCC. Any student who meets the State of New Mexico's eligibility requirements for attending a public school and has six (6) high school credits may apply for admission through the TMP lottery process. TMP does not provide transportation; however, SFCC is serviced by the City of Santa Fe bus system.

TMP students have access to a variety of SFCC support spaces such as a full service cafeteria to purchase meals and a student activity center. They also have access to SFCC library, physical fitness center, computer labs, and SFCC classrooms.

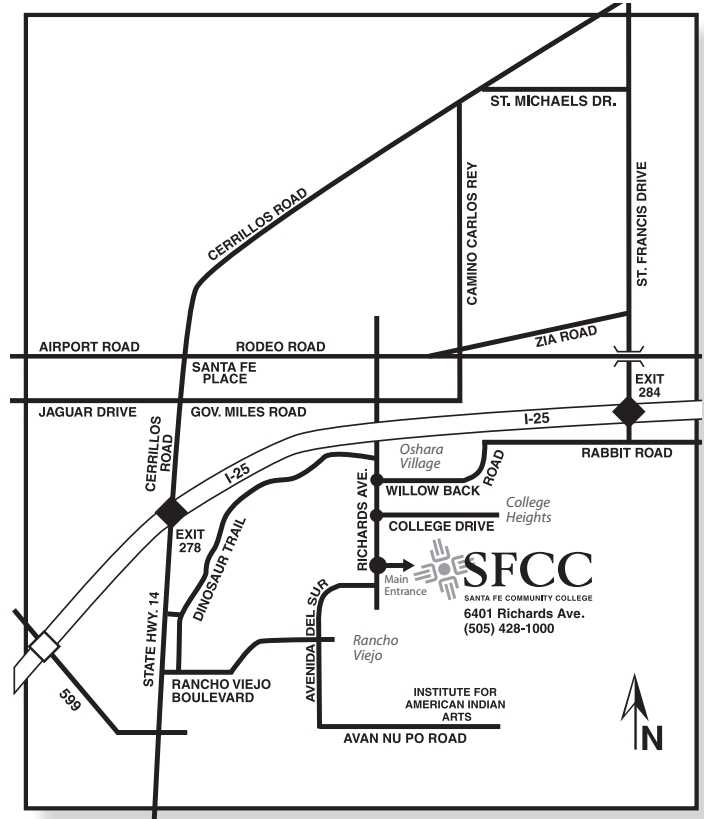
The MASTERS Program may receive students who previously attended or would potentially attend either of the two major Santa Fe Public Schools; Santa Fe High or Capital High School, as well as private or home schooled students and the 3 other charter high schools in SFPS. While most students attending TMP are from the SFPS area, TMP is able to enroll students from any New Mexico School District.

This map of the Santa Fe School Public School District boundaries depicts the location of the SFCC and TMP within its boundaries.

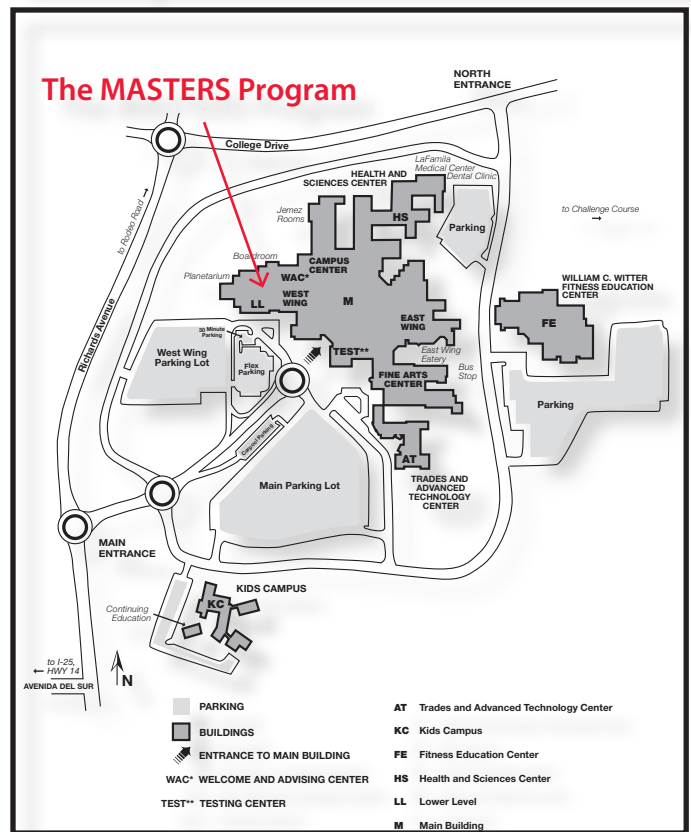


# Existing and Projected Conditions

SFCC provides an excellent campus for the students enrolled in TMP, as they are exposed to the higher learning environment, and TMP reciprocally provides enthusiastic students to matriculate into SFCC. TMP provides SFCC with greater utilization of its facilities by using previously under utilized classroom space and more shared use of SFCC support spaces. This creates a highly mobile, adaptable learning program for TMP students. Both SFCC and TMP benefit from the cooperative agreement.



Currently, TMP primarily uses rooms in the lower West Wing, as well as various rooms throughout campus. TMP students have access to all of the classrooms on campus that support the dual credit courses, as well as the library, computer labs, copy center, food services, and fitness center.



## Existing and Projected Conditions

### 2.3.4 Facility Evaluation

The MASTERS Program leases all of its facilities from Santa Fe Community College. SFCC is responsible for the custodial, maintenance and facility renewal of all TMP leased space. Its facilities are not subject to Facility Assessment Database (FAD) ranking.

### 2.4 UTILIZATION ANALYSIS

#### 2.4.1 Special Factors affecting utilization and capacity

School utilization and capacity are not stationary numbers; they can change from year to year depending on the educational programs available at the school, the pupil/teacher ratio (PTR) or class size, scheduling, and special needs of the students. For these reasons, it is recommended that the utilization and capacity of the facilities be reviewed annually and updated as necessary to realize the most effective use of the buildings and to enable the school to effectively plan for the future.

The methodology used to determine facility capacity can be slightly different for each school type due to their educational programs and use of facilities. TMP has unique facility requirements which complicates the calculation of utilization and capacity. Core classes are provided for TMP students in leased space at SFCC, but students are encouraged to take their elective classes at SFCC. TMP has an agreement with other local charter schools which allows TMP students to take their physical education and health classes at these local charter schools if they have not already completed these requirements prior to entering TMP.

In addition to the unique classroom space requirements, TMP has developed a unique schedule to accommodate the needs of its students, thus further complicating calculation of their utilization and capacity. Classes are scheduled in three distinct blocks; Block One is Monday and Wednesday; Block Two is Tuesday and Thursday; and Block Three is Friday. Students are not required to be on campus everyday from 8:00 am to 4:00 pm. They are able to select the days of the week and times of day that meet their unique needs. Friday is the only day of the school week where all students are required to be on campus and participate in group projects unless prior arrangements have been approved.

In the case of TMP, several classes are taken in areas that are not leased by TMP for the following reasons:

1. The use of the IDEAL NM on-line delivery of curriculum program; it is not necessary for the student to actually be on campus for instruction
2. After placement testing, students may take college level courses on the SFCC campus. These classes are not counted in TMP's capacity
3. Individualized scheduling for each student based on their needs
4. Completion of the Physical education / health requirement at another local charter school.

## Existing and Projected Conditions

### 2.4.2 FACILITY CAPACITY

It is important to identify the capacity of a school facility to be able to determine if the size of the facility is in alignment with the student enrollment. Once a capacity for a school has been identified it is easy to determine if a school is being utilized to its optimum potential or if there is room from improvement. To determine the capacity of TMP, this study calculated the 'maximum capacity' and the 'functional capacity' based on its leased space.

#### *Maximum Capacity*

This is the sum of the maximum number of students that can be assigned to each classroom/instructional space of a school facility. The maximum number of students that can be assigned to each classroom is based upon the PED standard for PTR or the New Mexico State Adequacy Standards (NMAAS) for minimum square feet required per student, whichever is more restrictive. When calculating Maximum Capacity, consideration is not given to the educational program delivered at the school and how the classrooms are used. It is understood that this is not a realistic capacity for a school, but serves to identify a facility **maximum**, not to be exceeded.

#### *Functional Capacity*

This is the potential best use of classrooms/instructional spaces based on the school's educational program and facility design. It is the sum of the maximum number of students that can be assigned to each general use classroom of a school facility. Unlike Maximum Capacity, this calculation excludes the instructional spaces that provide support to assigned classroom/instructional spaces, such as computer or science labs. Similar to Maximum Capacity, the number of students that can be assigned to each classroom is based upon the PED standard for PTR or the NMAAS for square feet per student, whichever is more restrictive. This calculation of capacity allows for the school's **functional** uses of the facility based on educational programming.

In the case of TMP, a hybrid analysis is necessary given the fact that the school has entered into a long-term lease for classroom space on the Santa Fe Community College campus and that students receive instruction in other classrooms both on and off campus.

The following table contains the Maximum and Functional Capacity of each classroom in use at TMP.

## Existing and Projected Conditions

Rm #	Clrm Use	Clrm NSF	Max # of Occupants based on Sq Ft	Max. Facility Capacity based on PED MAX PTR / Clrm	Functional Capacity	A. S. Y /N
Instructional Space						
213	CLRM	900	36	30	30	Y
314	CLRM	975	39	30	30	Y
317	CLRM	600	24	24	24	N
318	CLRM	875	35	30	30	Y
319	CLRM	725	29	29	29	N
320	CLRM	900	36	30	30	Y
	Assembly	1900	76	76	0	Y
<b>Sub-Total:</b>		<b>6,875</b>	<b>275</b>	<b>249</b>	<b>173</b>	
Support Space						
315	Office	575	5	5	5	NA
324	Office	900	9	9	9	NA
325	Office	750	7	7	7	NA
<b>Sub-Total:</b>		<b>2,225</b>	<b>21</b>	<b>21</b>	<b>21</b>	
<b>TOTALS:</b>		<b>9,100</b>	<b>296</b>	<b>270</b>	<b>194</b>	

This table identifies a maximum capacity of 249 students for TMP, and a functional capacity of 173 students for its leased instructional spaces plus classroom 213. Classroom 213 is not a leased space, but SFCC has allowed TMP to access the classroom for instruction one period a day. If classroom 213 is not included in the calculations, TMP has a maximum capacity of 219 and a function capacity of 143. These calculations reflect that the assembly area (Dirt Room) is not a scheduled instructional space, but is used as a support space. The functional capacity of TMP with and without classroom 213 is below their student enrollment of 200. TMP is able to function with the size of its current facilities due to the fact that it has:

- Incorporated a block schedule
- Students are not required to be on campus 8:00am to 4:00pm every day
- Students are enrolled in dual credit classes at SFCC

Should any of these factors change, TMP would need to increase the number of instructional spaces to meet the needs of its students.

### Utilization and Capacity Tables

The unique nature of TMP scheduling requires two utilization analyses to most accurately reflect utilization at TMP. TMP has arranged its schedule into three blocks which will be used in both analysis. The two utilization sheets provide a comprehensive look at how TMP utilizes its leased classroom space and classroom 213. The first study is of the overall capacity of leased instructional space and the second study is of the classroom utilization.

## Existing and Projected Conditions

1. **Overall Capacity Analysis:** This analysis provides the overall occupancy number and capacity rate of TMP classrooms according to the schedule of classes. TMP is unique in that it does not allot time for instruction based on set class periods as is typical in a high school; rather the school adjusts length of instruction time based on scheduling needs of students and the demand for additional instruction in a particular subject. For example, in the current schedule World History is scheduled 4 times per week for approximately 1 hour allotted time; 1 time on Monday and Wednesday and 3 times on Tuesday and Thursday. Algebra 2 is offered 6 times per week for approximately 1 hour allotted time; 3 times on Monday and Wednesday and 3 times on Tuesday and Thursday. Because TMP is committed to preparing students for college level course work, each cohort comes into the school requiring emphasis on different subject matters. To accommodate this, the school keeps its schedule flexible to make adjustments as needed.

On the capacity sheet, each period's instructional time is broken down into 4 - 15 minute increments. This helps quantify the amount of time each classroom is being used on a daily basis. In the previous stated case of World History, the 1.5 hours of instructional time would take up the entire time allotted for Period 1 and half the time allotted for Period 2.

The TMP Friday project-based instruction and hand-on schedule is variable in terms of space used since students can be in a large gathering space for group discussion, in a classroom for project specific instruction, or off campus in a hands-on learning environment. Individual groups and/or functions are not indicated on the spreadsheet, rather project time is delineated into one group.

The overall capacity analysis for TMP's 2014-15 school year identifies that for its leased instructional space and classroom 213:

- On Monday and Wednesdays instructional spaces were utilized approximately 72% of the available time
- On Tuesday and Thursdays instructional spaces were utilized approximately 76% of the available time
- On Fridays instructional spaces were utilized approximately 39% of the available time

This analysis reveals that the existing TMP facilities meet the needs of its students and have room for limited growth.

2. **Classroom Utilization Analysis:** In this utilization analysis each classroom is itemized with details on number of students, percentage of occupancy, teacher name, and subject. Similar to the other overall capacity analysis, this table separates the schedule according to the three blocks week; however, each class is associated with a specific



## Existing and Projected Conditions

period to simplify the analysis.

The classroom utilization analysis for TMP's 2014-15 school year identifies that for its leased instructional space and classroom 213:

- On Monday and Wednesdays instructional spaces were occupied to approximately 43% of their maximum capacity
- On Tuesday and Thursdays instructional spaces were occupied to approximately 52% of their maximum capacity
- On Fridays instructional spaces were occupied to approximately 63% of their maximum capacity

This analysis reveals that the existing TMP facilities meet the needs of its students and have room for limited growth.

### *Anticipated Changes in Utilization*

All Utilizations are based on 2014-15 school year. As mentioned earlier in the document, the school signed a new lease with SFCC in the summer of 2015 for 2016-2020. The following changes to instructional and administration spaces will be initiated in 2015-16 school year.

1. For the 2014-15 school year, Room 318 was used for administration space.
2. For 2015-16 school year, Room 318 will become a classroom. TMP will move some of its administration functions to rooms 324 and 325.
3. For the 2014-15 school year, TMP did not have the Shelled Space or "Dirt Room" for Assembly space. This space will be added to TMP once renovation of the space is complete.

The calculations used to calculate utilization and capacity assume that the current grade level school model will continue; the Maximum and Functional capacities are identical for the 2014-15 school year, but will change with the addition of the 'Dirt Classroom' as it will be considered as a support space.

The following pages contain detailed tables for the Overall Capacity Analysis and Classroom Utilization Analysis.

## Existing and Projected Conditions

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**Existing and Projected Conditions**

**Overall Capacity Analysis**

Rm #	Clrm Use	Clrm NSF	Max # of St./ Sq Ft	Max. Facility Capacity / PED MAX PTR / Clrm	Functional Capacity	A. S. Y /N	PERIOD 1		PERIOD 2				PERIOD 3				PERIOD 4				PERIOD 5				PERIOD 6				PERIOD 7				PERIOD 8				Occ # of Pd.'s / Day	Overall Capacity % Rate Pd. / Day
							Time: 8:00-9:00		Time: 9:00-10:00				Time: 10:00-11:00				Time: 11:00-12:00				Time: 12:00-1:00				Time: 1:00-2:00				Time: 2:00-3:00				Time: 3:00-4:00					
							1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2		
Monday & Wednesday Schedule																																						
213	CLRM	900	36	30	30	Y	Alg. 1																									10	31%					
314	CLRM	975	39	30	30	Y	World History				Economics								NM History				Eng. 4												30	94%		
317	CLRM	600	24	24	24	N				Geometry													Pre-Algebra											15	47%			
318 (321)	CLRM	875	35	30	30	Y	Alg. 2				Alg 2								Geometry				Alg 2												25	78%		
319	CLRM	725	29	29	29	N	Phy Science				Eng. 2								ENV				Phy Sci												30	94%		
320	CLRM	900	36	30	30	Y	Eng 3				US History								Eng 3				Economics												29	91%		
	Net SF w/P	4,975		173	173																									139	72%							
Tuesday & Thursday Schedule																																						
213	CLRM	900	36	30	30	Y	Alg. 1																									10	31%					
314	CLRM	975	39	30	30	Y	World History				World History				Philosophy				NM History				World History												32	100%		
317	CLRM	600	24	24	24	N				Geometry													Pre-Algebra											15	47%			
318 (321)	CLRM	875	35	30	30	Y	Alg. 2				Alg 2				Eng 2				Geometry				Alg 2												32	100%		
319	CLRM	725	29	29	29	N	Economics				Biology				Sci Tech				ENV				Env												32	100%		
320	CLRM	900	36	30	30	Y	US History								US History										US History										24	75%		
	Net SF w/P	4,975		173	173																									145	76%							
Friday Schedule																																						
213	CLRM	900	36	30	30	Y																									0	0%						
314	CLRM	975	39	30	30	Y				Projects																					15	47%						
317	CLRM	600	24	24	24	N				Projects																					15	47%						
318 (321)	CLRM	875	35	30	30	Y				Projects																					15	47%						
319	CLRM	725	29	29	29	N				Projects																					15	47%						
320	CLRM	900	36	30	30	Y				Projects																				15	47%							
	Net SF w/P	4,975		173	173																									75	39%							

- 1) Max # of Occupants based on Sq. Ft.= The maximum number of students recommended per the Statewide Adequacy Standards or CODE.
- 2) Max. Facility Capacity based on PED MAX PTR / Clrm = The maximum occupancy based on PED's maximum pupil / teacher ratio per class period or
- 3) Functional Capacity = The maximum functional capacity based on the educational program
- 4) A.S. Y/N = Does this space comply with recommended Adequacy Standards: Yes or No
- 5) # of St. = The number of students assigned to the class.
- 6) % Rm Occ. = The number of students column divided by either the PED Max./PTR/Clrm column or the Max #of St./Sq ft column, which ever column is the smaller maximum allowed by A.S. or PED.
- 7) Tot. St. = The total number of students in the specific instructional space throughout the day.
- 8) Occ. # of Pd.'s / 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) Overall Capacity % Rate Pd. / Day = The average percent of occupied periods (occupied number of periods divided by the number of periods available per day).

## Existing and Projected Conditions

### Classroom Utilization Analysis

Rm #	CIRM Use	CIRM NSF	Max # of St./ Sq Ft	Max. Facility Capacity / PED MAX PTR / CIRM	Functional Capacity	A. S. Y / N	PERIOD 1					PERIOD 2					PERIOD 3					PERIOD 4					PERIOD 5					Tot. St.	PED Max. PTR /Day	% CIRM Utilization/day
							# of St.	% Rm Occ.	Grade	Teacher Name	Subject	# of St.	% Rm Occ.	Grade	Teacher Name	Subject	# of St.	% Rm Occ.	Grade	Teacher Name	Subject	# of St.	% Rm Occ.	Grade	Teacher Name	Subject	# of St.	% Rm Occ.	Grade	Teacher Name	Subject			
Monday & Wednesday Schedule																																		
213	CLRM	900	36	30	30	Y	25	83%		Hauenstein	Algebra 1		0%				0%				0%					0%					25	160	16%	
314	CLRM	975	39	30	30	Y	25	83%		Schlanger	World History	25	83%		LeFevers	Economics		0%			25	83%		Hauenstein	NM History	25	83%		Hauenstein	English 4	100	160	63%	
317	CLRM	600	24	24	24	N		0%				24	100%		Birch	Geometry		0%				0%				25	104%		Birch	Pre-Algebra	49	150	33%	
318 (321)	CLRM	875	35	30	30	Y	25	83%		Rogers	Algebra 2	25	83%		Rogers	Algebra 2		0%			25	83%		Rogers	Geometry	25	83%		Rogers	Algebra 2	100	150	67%	
319	CLRM	725	29	29	29	N	25	0%		Voorhies	Phy Science	25	0%		Hauenstein	English 2		0%			25	0%		Roop	Env	25	0%		Voorhies	Phy Science	100	160	63%	
320	CLRM	900	36	30	30	Y	25	83%		Hale	English	25	83%		Tallman	US History		0%			25	83%		Hale	English 3	25	83%		LeFevers	Economics	100	160	63%	
Net SF w/PO		4,975	199	173	173		125	56%				124	58%				0	0%			100	42%				125	59%		474	940	25%			
Tuesday & Thursday Schedule																																		
213	CLRM	900	36	30	30	Y		0%		Hauenstein	Algebra 1		0%				0%				0%					0%				0	150	0%		
314	CLRM	975	39	30	30	Y		0%		Schlanger	World History		0%		Schlanger	World History		0%		LeFevers	Philosophy		0%		LeFevers	Philosophy		0%		Schlanger	World History	0	160	0%
317	CLRM	600	24	24	24	N		0%					0%		Birch	Geometry		0%				0%				0%		Birch	Pre-Algebra	0	150	0%		
318 (321)	CLRM	875	35	30	30	Y		0%		Rogers	Algebra 2		0%		Rogers	Algebra 2		0%		Hauenstein	English 2		0%		Rogers	Geometry		0%		Rogers	Algebra 2	0	150	0%
319	CLRM	725	29	29	29	N		0%		LeFevers	Economics		0%		Roop	Biology		0%		Voorhies	Sci Tech		0%		Roop	Env		0%		Roop	Env	0	160	0%
320	CLRM	900	36	30	30	Y		0%		Tallman	US History		0%					0%		Tallman	US History		0%					0%		Tallman	US History	0	160	0%
Net SF w/PO		4,975	199	173	173		0	0%				0	0%				0	0%			0	0%				0	0%			0	930	0%		
Friday Schedule																																		
213	CLRM	900	36	30	30	Y		0%					0%					0%				0%					0%			0	150	0%		
314	CLRM	975	39	30	30	Y		0%					0%		Project			0%			Project					0%				0	160	0%		
317	CLRM	600	24	24	24	N		0%					0%		Project			0%			Project					0%				0	150	0%		
318 (321)	CLRM	875	35	30	30	Y		0%					0%		Project			0%			Project					0%				0	150	0%		
319	CLRM	725	29	29	29	N		0%					0%		Project			0%			Project					0%				0	160	0%		
320	CLRM	900	36	30	30	Y		0%					0%		Project			0%			Project					0%				0	160	0%		
Net SF w/PO		4,975	199	173	173		0	0%				0	0%				0	0%			0	0%				0	0%			0	930	0%		

- 1) Max # of Occupants based on Sq. Ft.= The maximum number of students recommended per the Statewide Adequacy Standards or CODE.
- 2) Max. Facility Capacity based on PED MAX PTR / CIRM = The maximum occupancy based on PED's maximum pupil / teacher ratio per class period or CODE.
- 3) Functional Capacity = The maximum functional capacity based on the educational program
- 4) A.S. Y/N = Does this space comply with recommended Adequacy Standards: Yes or No
- 5) # of St. = The number of students assigned to the class.
- 6) % Rm Occ. = The number of students column divided by either the PED Max./PTR/CIRM column or the Max #of St./Sq ft column, which ever column is the smaller maximum allowed by A.S. or PED.
- 7) Tot. St. = The total number of students in the specific instructional space throughout the day.
- 8) PED Max. PTR/Day = The maximum pupil teacher ratio allowed by PED for specific teacher per day allowed.
- 9) % CIRM Utilization / day = Total average percentage room is occupied throughout the day. (count all periods in average)

# Proposed Facility Requirements

## 3.1 FACILITY GOALS AND CONCEPTS

### 3.1.1 School Facility Goals

The MASTERS Program (TMP) currently meets all requirements of HB-283 for Charter School leasing of public building requirements by leasing space from Santa Fe Community College (SFCC), a public institution.

The goal is to remain in a long term lease with SFCC.

### 3.1.2 Concepts

**Safety and Security:** SFCC provides safety and security of all TMP facilities per the lease agreement.

**Sustainability:** TMP shares the SFCC facility mission regarding carbon neutrality, environmental sustainability, and educating future workers in New Mexico's renewable energy industry. SFCC has made a commitment to numerous sustainability initiatives including:

- Campus wide recycling program
- Campus wide low-consumption lighting
- Biomass training unit at Early Childhood Development Center
- Automated biomass heating system in place to heat entire campus
- Recycling wastewater for campus irrigation
- Installation of computerized control system to maximize efficiency of HVAC
- Solar thermal collectors heating campus swimming pool
- Electricity being generated by a grid-tied solar photovoltaic system
- Food service utensils made from biodegradable materials



SFCC Campus Landscaping

## Proposed Facility Requirements

**Flexibility:** Flexibility is important for the TMP educational programming.

- *Classroom Flexibility:* furniture provides easy mobility for students to work in small or large groups, and individually.
- *Schedule Flexibility:* students have a choice as to when and how long they attend TMP each week
- *Class Flexibility:* students can work on dual credit or online courses in their chosen field



SFCC Dining / Commons Area

- *Support Space Flexibility:* students have access to TMP or SFCC support spaces: library / media center, computer labs, commons areas or they can work at home.
- *Flexible Large Group Space:* the large 'Dirt Room' will provide space for all students to assemble, move around and change the space to fit their needs for discussion and lecture.

**Community Use:** SFCC facilities are open for many community events. TMP leased spaces are not typically available to the community.

**Utilities:** SFCC is responsible for all utility costs per the 2015 lease agreement.

# Capital Improvement Plan



SFCC Campus

## 4.1 MASTERS PROGRAM SCHOOL TOTAL CAPITAL NEEDS

During the next five years, the capital needs of The MASTERS Program (TMP) will be:

- The Lease Agreement with Santa Fe Community College (SFCC)
- Shelled space renovation
- Administration reorganization / relocation
- Indoor and outdoor wayfinding and signage

### *Financial Strategies and Alternative Consideration*

The capital plan includes the following capital projects. All projects will be funded by HB-33 funds through Santa Fe Public Schools.



SFCC Campus

Capital Needs 2015-20		
HB-33	Shelled Space completion	\$300,000.00
HB-33	Administration Reorganization / relocation	\$50,000.00
HB-33	Wayfinding / Signage Outdoors	\$15,000.00
<b>Total</b>		<b>\$345,000.00</b>

TMP does not anticipate entering into a partnership with PSCOC / PSFA for any capital projects.

All preventative maintenance costs are included in the lease agreement with SFCC.



SFCC Campus

## Capital Improvement Plan

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# Master Plan Support Material

## SUMMARY OF THE MASTERS PROGRAM FACILITY EVALUATION

The MASTERS Program (TMP) is a State charter school in Santa Fe, New Mexico. TMP is located on the Santa Fe Community College (SFCC) campus. Students take a course load defined by TMP and supplement their education by taking college level, dual credit courses offered by SFCC. TMP is a secondary education program open to students in the 10th through 12th grade level.



*SFCC West Wing - The location of TMP*

The primary administration and classrooms are located in the West Wing of the campus. SFCC is located on the southeast side of Santa Fe, off of Richards Avenue.

The following table contains details of TMP facilities.

### 5.1 Sites and Facilities Data Table

Facility Inventory	
<b>Facility Name:</b>	The MASTERS Program
<b>District ID:</b>	519-001
<b>State ID:</b>	7149****
<b>Address:</b>	6400 Richards Avenue, SFCC LL320 Santa Fe, NM 87508
<b>Phone:</b>	505.428.7320
<b>Fax:</b>	505.428.7322

## Master Plan Support Material

<b>Principal / Site Manager:</b>	Anne Salzmann - Head of School
<b>Open Date:</b>	August 2010
<b>Age:</b>	22 years SFCC, 5 years TMP
<b>Construction Dates:</b>	1993
<b>State FCI:</b>	N/A
<b>Site Acreage:</b>	N/A
<b>Owned / Leased:</b>	Leased
<b>Total Building GSF:</b>	Current leased Sq. Ft.: 8,350 2016-2020 leased Sq. Ft.: 9,100
<b>Grades:</b>	10-12
<b>Current Year 40 Day Enrollment:</b>	199
<b>Full Size Classrooms:</b>	4
<b>Half Size Classrooms:</b>	1 in 2016
<b>Gym / Multipurpose:</b>	N/A
<b>Number of Permanent Classrooms:</b>	5
<b>Number of Portable Classrooms:</b>	0
<b>Portable Classrooms % of Total:</b>	0
<b>GSF / Student:</b>	34.5

The following pages include a table comparing TMP facilities to New Mexico Adequacy Standards.

## THE MASTERS PROGRAM

		MEETS	DEFICIENT	CORRECTIVE ACTION
<b>GENERAL REQUIREMENTS</b>				
A.	Building Condition			
	1. Structural	X		
	2. Exterior Envelope	X		
	3. Interior Surfaces	X		
	4. Interior Finishes	X		
B.	Building Systems			
	1. General	X		
	2. Heating, Ventilation and Air Conditioning	X		
	3. Plumbing Fixtures	X		
	4. Electrical	X		
	5. Fire Alarm	X		
	6. 2-way Communication System		X	Teachers use their cell phones
<b>SCHOOL SITE</b>				
A.	Site Size	X		
B.	Parking (1.5/staff FTE & 1/4 H.S. Students)	X		
C.	Safe Access	X		
D.	Drainage (Doesn't undermine structure)	X		
E.	Security (Fenced K-6)	N/A		
F.	Water/Effluent Disposal	X		
<b>SITE RECREATION &amp; OUTDOOR PHYSICAL EDUCATION</b>				
A.	SFCC			
	1. Paved Multipurpose play surface		X	Students can use SFCC PE facility
	2. Playing field	N/A		SFCC equipment and amenities
<b>ACADEMIC CLASSROOM SPACE</b>				
A.	Classroom Space	X		
B.	Classroom Fixtures and Equipment	X		
	1. Work surface and seating	X		
	2. Erasable/Projection/Display Surface	X		
	3. Storage	X		
	4. Teacher/Aide Space	X		
C.	Classroom Lighting (min. 50 foot candles)	X		
D.	Classroom Temperature (between 68 and 75 degrees)	X		
E.	Classroom Acoustics (less than 55 decibels)	X		
F.	Classroom Air Quality (Continually moves air and CO2 level below 1,200 parts per million)	X		

## THE MASTERS PROGRAM (continued)

		MEETS	DEFICIENT	CORRECTIVE ACTION
<b>GENERAL USE CLASSROOMS</b> (Language Arts, Mathematics & Social Studies)				
A.	Classroom Net SF Requirements	X		
B.	At least 2 net/sf student classroom storage		X	There is limited in classroom storage
C.	Sufficient # of classrooms to meet student/staff ratio	X		
	Grades 9-12: 25 net sf/student = 675 sf	X		
<b>SPECIALTY CLASSROOM</b> (Science, Arts, Career Education & Physical Education)				
A.	Science			
	Grades 7-12: 4 sf/student or average clrm		X	Alternative Delivery Method
	80 sf for storage		X	Alternative Delivery Method
	Equipment		X	Alternative Delivery Method
B.	Special Education (min. 450 sf)		X	TMP does not separate Sp.Ed. Students from other students
	Kitchenette with minimum of 15 sf storage	N/A		
C.	Art Education Programs		X	SFCC Dual Credit Program
	High School			
	1. Band/orchestra/drama (min. 5 sf/student with additional space for group practice, individual practice, music storage, storage, and office space)		X	SFCC Dual Credit Program
	2. Chorus room min. 5 sf/student with additional space for group practice rooms, individual practice, music storage and office space		X	SFCC Dual Credit Program
	3. Art room min. 5 sf/student plus additional space for storage and office(s)		X	SFCC Dual Credit Program
D.	Career Education			
	High School			
	Career education programs shall be provided with no less than 4 net sf/student of the speciality program capacity of the school for career education. Each program lab or classroom space shall not be smaller than 650 net sf.		X	SFCC Dual Credit Program
E.	Computer and Keyboarding Labs		X	SFCC Dual Credit Program
	High School			
	Min. 3 sf/student population, min. 900 sf			
F.	Alternative Delivery Method			
<b>PHYSICAL EDUCATION</b>				
	High School			
	Min. 6, 500 sf plus bleachers for 1.5 design capacity.		X	Agreement with Local Charter Schools

## THE MASTERS PROGRAM (continued)

		MEETS	DEFICIENT	CORRECTIVE ACTION
	2 dressings rooms, lockers, showers and restroom fixtures. 2 offices, min. 150 SF each. PE equipment storage.		X	Agreement with Local Charter Schools
<b>LIBRARIES AND MEDIA CENTERS/RESEARCH AREA</b>				
	High School			
	3 net sf/student population plus office/workroom spaces and secure storage		X	SFCC
	Equipment to meet State Board of Education		X	SFCC
<b>FOOD SERVICE STANDARDS</b>				
A.	A. Cafeterias			
	1. Serving and Dining			
	Serving area:		X	SFCC
	Dining area to be 15 sf/seated students and no more than 3 servings.		X	SFCC
	2. Fixtures and Equipment			SFCC
	Comply with The Food Service & Food Processing Regulations of the NM Dept. of Environment		X	SFCC
	Include food prep, sink, oven, range & serving area, dishwashing, hot storage, cold storage, dry storage, and staff space		X	SFCC
B.	B. Kitchen			
	Food Preparation Kitchen (2 sf/meal served)		X	SFCC
	High School: 1,700 sf min.		X	SFCC
	Equipment		X	SFCC
	Serving Kitchen (min. 200 sf w/sink & phone)		X	SFCC
<b>OTHER FACILITY AREAS</b>				
A.	A. Parent Workspace			
	1 sf/student, min. 150 sf		X	No parent program
B.	B. Administrative Space			
	min. 150 sf + 1.5 sf/student	X		
C.	C. Student Health, Counseling & Ancillary Space		X	Santa Fe Teen Health Centers
	Access a restroom, 1 sf/student			
D.	D. Faculty Workspace or Teacher Lounge		X	No teacher workspace
	1 sf/student		X	No teacher workspace
<b>GENERAL STORAGE (Excludes lockers, JC, Kitchen &amp; Specialty Classrooms)</b>				
	Grades 6 - 12: 1 sf/student	X		

## THE MASTERS PROGRAM (continued)

		MEETS	DEFICIENT	CORRECTIVE ACTION
<b>MAINTENANCE OR JANITORIAL SPACE</b>				
	.5 sf/student for maintenance or janitorial	N/A		SFCC
<b>STANDARDS EXCEPTION</b>				
	Council may grant a variance			

# Master Plan Support Material

## 5.2 TMP SITE PLAN AND AERIAL

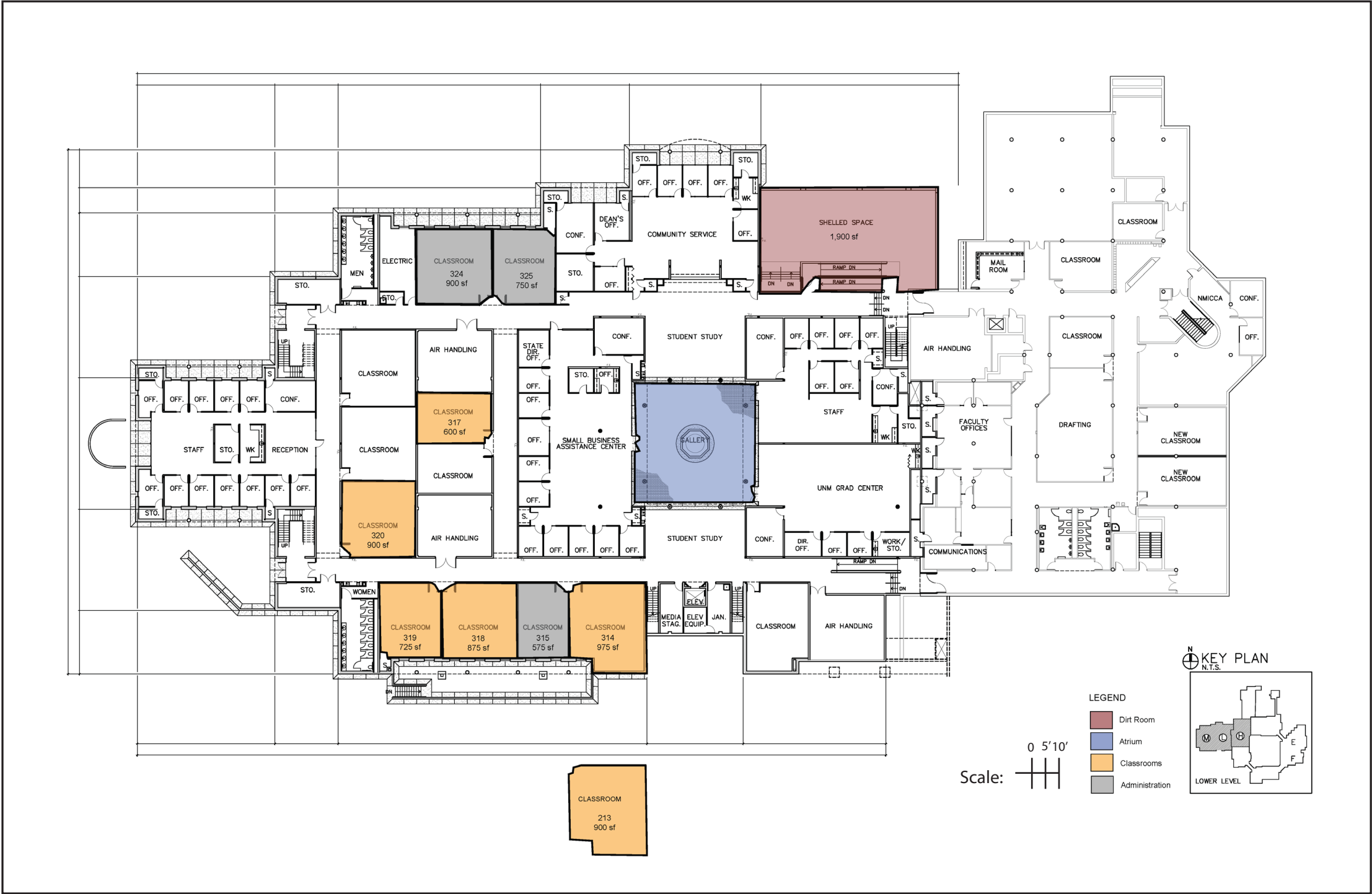
### TMP Aerial



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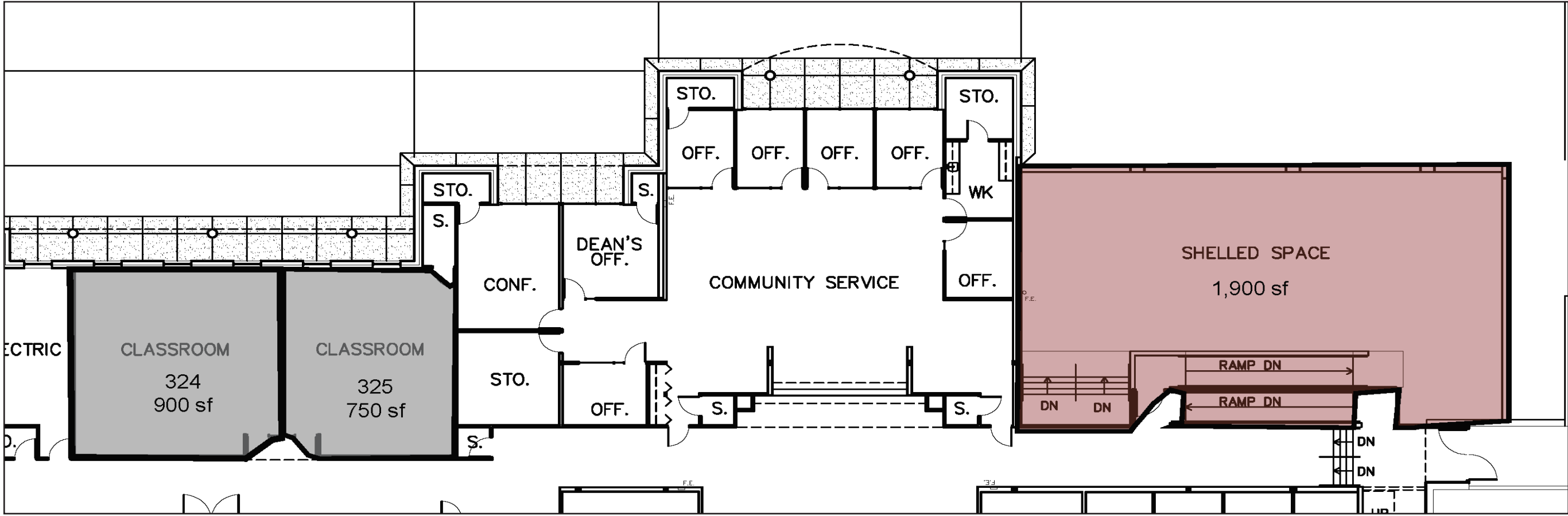


5.3 TMP Floor Plans



The MASTERS Program Floor Plan

5.3 TMP Floor Plans

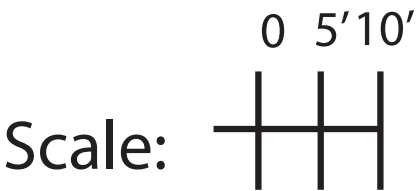
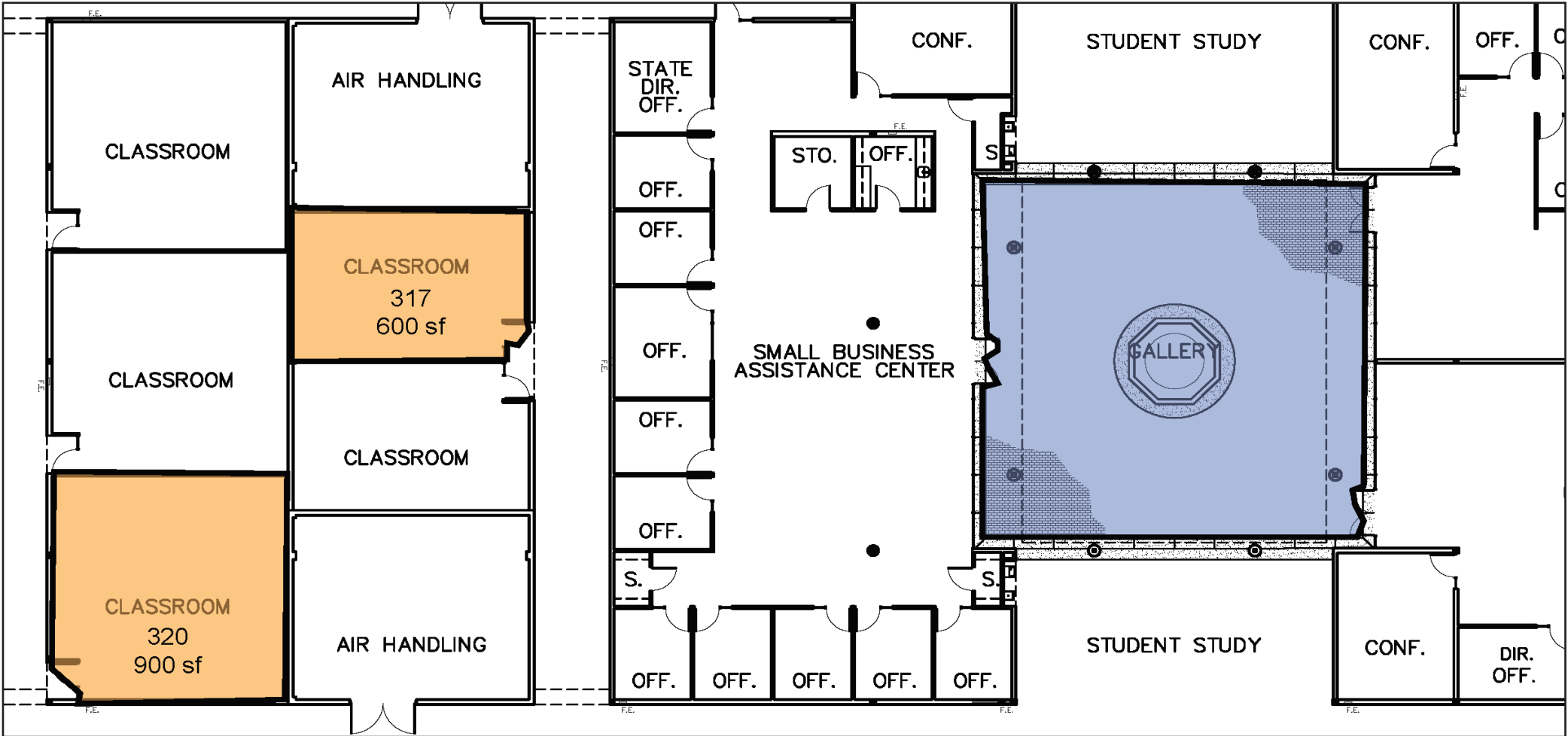


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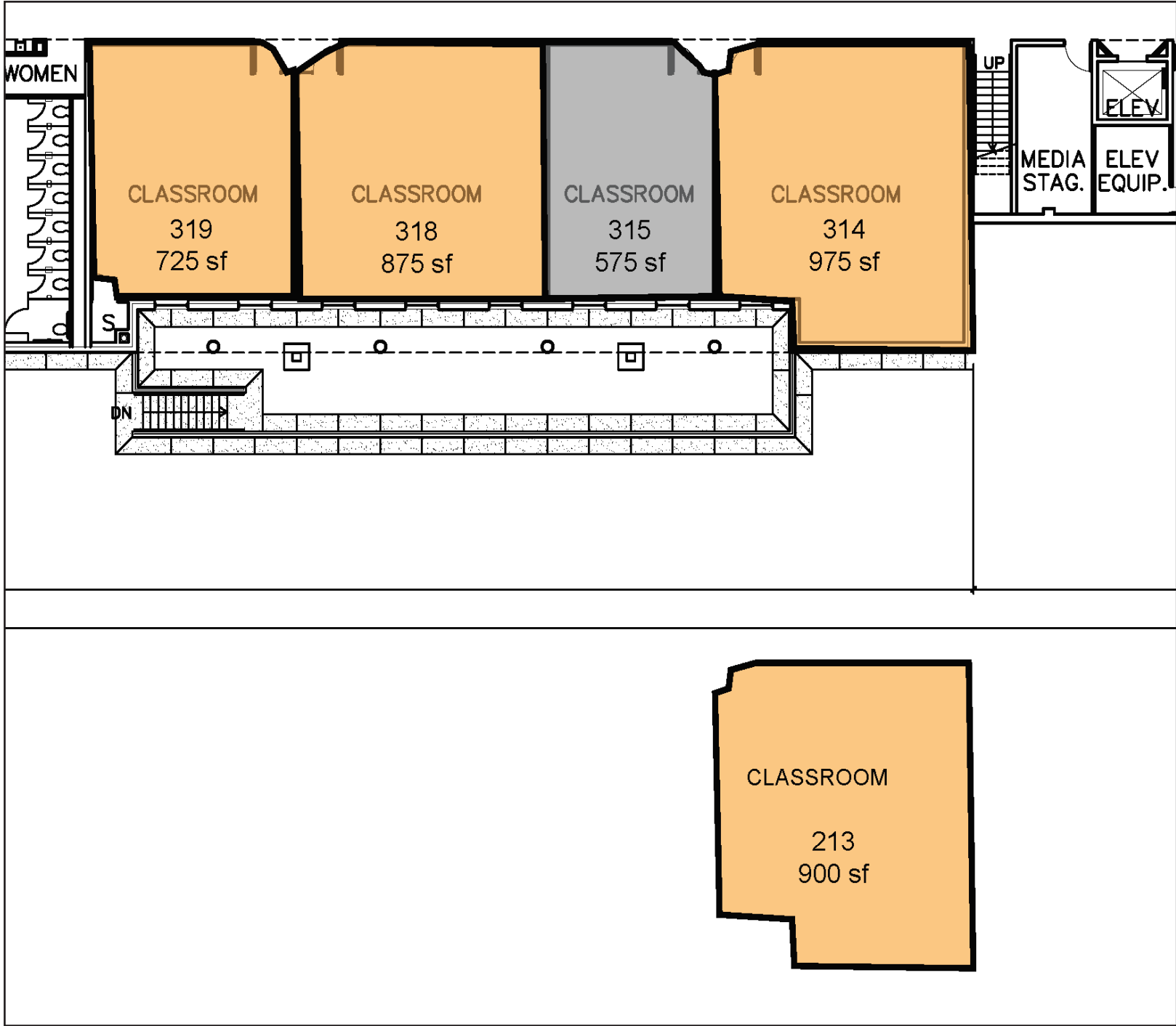
**LEGEND**

- Det Room
- Alum
- Classroom
- Administration

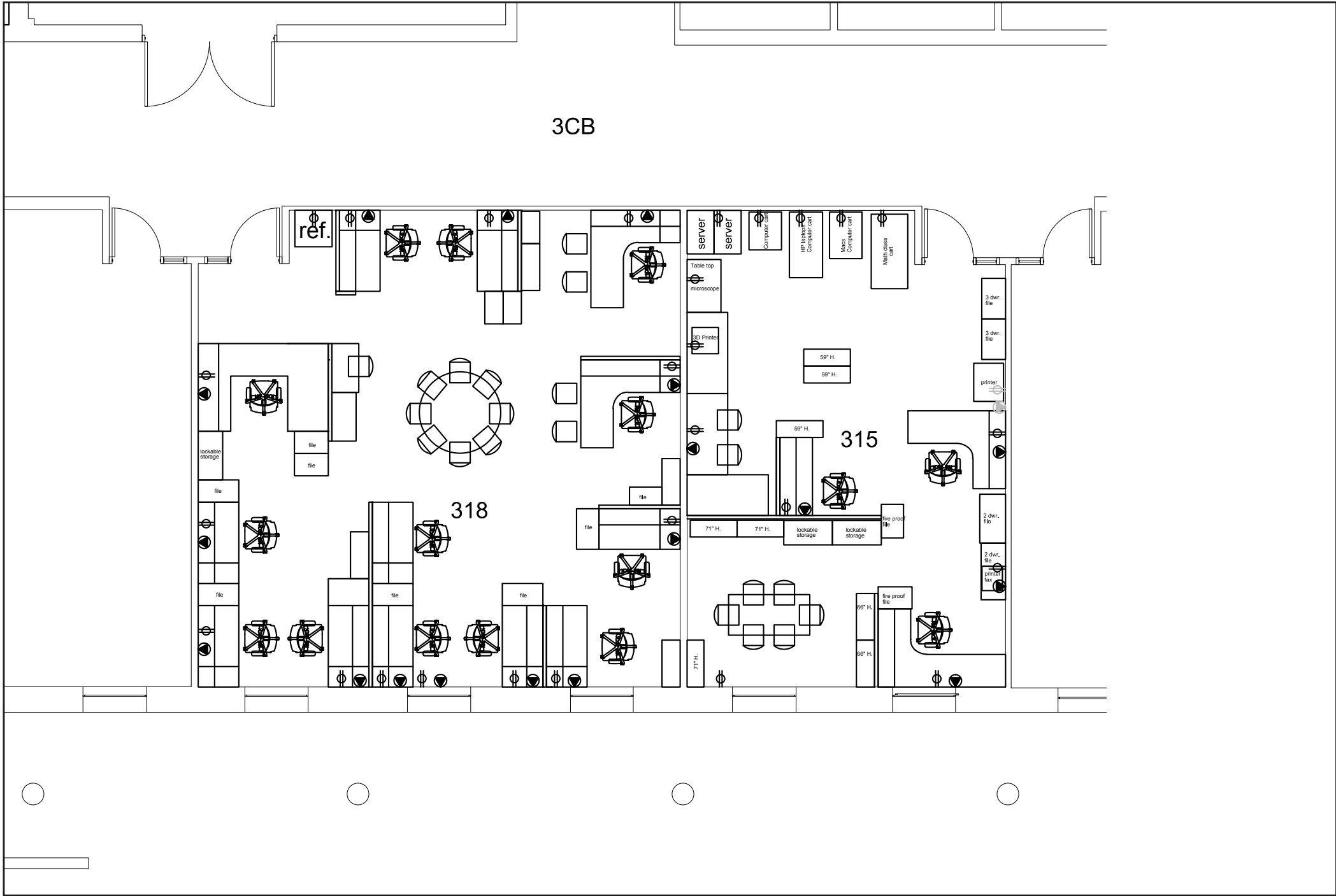
5.3 TMP Floor Plans



5.3 TMP Floor Plans



5.3 TMP Floor Plans



Proposed Floor Plan - Scheme 2

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