

**State of New Mexico
Public School Facilities Authority**



Vacant, Director

Rocky Kearney, Deputy Director

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May 1, 2017

Ms. Jade Rivera
jrivera@buildingexcellentschools.org

Re: Albuquerque Collegiate Charter School 2018-2022 Facility Master Plan/ Educational Specification's Approval

Dear Ms. Rivera:

PSFA has received and reviewed the Facility Master Plan/Educational Specification's (FMP/ Ed Spec's) for the Albuquerque Collegiate Charter School located in Albuquerque Public Schools District and are requesting to be a State Chartered Charter School. The FMP/Ed Spec's purpose is to guide you in the planning of and/or selection of a facility to ensure that it is adequate to accommodate your educational program and method of instruction. Based upon our review, PSFA is pleased to announce that the Plan meets our requirements. In accordance with House Bill 283, your next step is to submit your charter school application to the New Mexico Public Education Department (PED) and include your FMP/Ed Spec's document.

Through our review of the FMP/Ed Spec's, PSFA understands the following:

- Albuquerque Collegiate Charter School did request to locate school in existing Albuquerque Public Schools facilities on March 17, 2017; as of yet, there has been no response from the Albuquerque Public Schools
- Grades requested are k through 5th grade
- The school anticipates having a total enrollment of 360 students (cap)
- Albuquerque Collegiate will plan for 30 students per classroom in kindergarten through 5th grade
- Kindergarten through 2nd grade will have two teachers, so pupil/ teacher ratio (PTR) is 15:1
- Grades 3rd through 5th, there will be two teachers during the literacy blocks, and one teacher at other times with pupil/ teacher ratio (PTR) is 20:1
- 12 general classrooms required to support 360 students, approximately 11,400 – 13,000 square feet (sf)

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

- Beyond the general classroom, the school will require space for administrative offices, food services, a student supports pull-out room, physical education space (cafeteria space could double as the physical education space), and multi-use room for enrichment classes, with a maximum total of 6,820 sf
- 2 Kindergarten classrooms @ 1,200 – 1,500 sf for 60 students
- 10 general classrooms 900 – 1,000 sf each
- 13,000 gross square feet (gsf) of general classroom space needed to meet educational program
- 16,450–19,820 gsf of general classroom, specialty classroom, and other spaces to meet educational program
- You have reviewed our adequacy standards, planning guide and HB 283

If you are a successful applicant, please remember to work closely with PSFA's Planning and Design team as you review potential facilities. You can reach us at (505) 468-0282.

Sincerely,

A handwritten signature in black ink, reading "William W. Sprick". The signature is fluid and cursive, with the first name "William" and last name "Sprick" clearly legible.

William W. Sprick, Facility Master Planner

cc: Jeremy Jerge, Regional Manager
Martica Casias, Planning and Design Manager

Albuquerque Collegiate Charter School

2018-2022 FIVE YEAR FACILITIES MASTER PLAN/ EDUCATIONAL SPECIFICATIONS Summer 2017 Applicant Charter

Respectfully Submitted by
Jade Rivera
April 21, 2017

CHARTER SCHOOL OVERVIEW

Albuquerque Collegiate Charter School is a proposed kindergarten through grade 5 school, applying for Public Education Commission charter approval in Summer 2017. The enrollment cap for Albuquerque Collegiate Charter School (“Albuquerque Collegiate”) will be 360 students total. The founding team of Albuquerque Collegiate has read, reviewed, and understands the Statewide Adequacy Standards (NMAC §6.27.30), as well as the Charter-Alternative School Statewide Adequacy Standard Variance.

On Monday, April 17, 2017 a written request was sent to Albuquerque Public Schools inquiring about potential facilities for which Albuquerque Collegiate Charter School may locate. The district has not yet formally responded.

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1. GOALS/ MISSION

1.1 Goals

1.1.1 Mission

The mission of Albuquerque Collegiate Charter School is: Within a structured and ambitious school community, driven by high-quality instruction and intensive academic supports, Albuquerque Collegiate Charter School ensures all K-5 students make dramatic academic growth each year and demonstrate measurable academic performance that puts them firmly on the path to college graduation.

1.1.2 Educational Philosophy

Albuquerque Collegiate Charter School (“Albuquerque Collegiate”) believes that all students, regardless of race, ethnicity, home language, socio-economic status, or a family’s education level, can and will achieve academic excellence, provided that they have access to an excellent public education that sets the bar high academically and behaviorally, ensures that all students have the supports they need to reach that bar, and provided that all members of the school staff have all of the supports they need to execute on our ambitious mission.

Albuquerque Collegiate will provide an excellent public school option through a structured and ambitious school community, driven by high quality instruction and intensive academic supports for every student. Setting the path for college graduation starting on the first day of a child’s formal schooling begins with the establishment of strong, foundational instruction, with a prioritized and expanded focus on literacy and mathematics starting in kindergarten and continuing everyday thereafter throughout a student’s K-5 education. The central elements of our school mission will drive our staff, families, and students to build a culture of achievement and game-changing results for the students of Albuquerque.

A structured and ambitious school community provides a safe, predictable, and achievement-oriented school environment, in which students can learn at the highest levels. Consistent school-wide systems and procedures that maximize instructional time for teachers and students are drawn from the most effective practices of the highest achieving schools across the country. As students are exposed and held to high expectations, they will rise to not only meet but exceed those expectations.

High-quality instruction is guided by mission-driven, team-oriented educators relentlessly focused on the measurable success of every student. To ensure that all students have access to rigorous and value-added instruction, we provide ongoing, targeted, and actionable coaching through a weekly feedback cycle and a robust professional development program throughout the school year and Summer. For our students to be academically competitive with their peers across the country, we deliver demanding, research-based, and practice-proven curriculum successfully implemented at schools across the country delivering powerful results with similar communities, and we provide robust training and support to our instructional team and professional team to get the job done.

Intensive academic support for every scholar is essential to individual student success, as well as school-wide academic achievement. To ensure that every student at Albuquerque Collegiate succeeds at the highest levels, we must understand both the strengths and areas of growth for every single scholar. This will require that each and every student receives targeted and individualized daily interventions. School-wide schedules will ensure built-in time for individualized supports,

one-on-one teacher pull-out instruction, and routine push-in intervention instruction every day; school-wide schedules and calendars will also ensure the staff training and support needed annually, cyclically, weekly, and daily to ensure the success of every student.

1.1.3 Serving the Community

The Albuquerque Collegiate Founding Team envisions that our school facility and its use will be reflective of our mission and deep commitment to academic growth and achievement. In addition to serving as the learning space for our students each day, we expect that our facility will act as an educational gathering space for our students' families and our neighboring community. The Albuquerque Collegiate Governing Board and school staff will engage with students, families and community members through monthly public Board meetings, annual family orientation meetings, monthly "cafecitos" to get to know the school leadership team and staff, and community family nights, during which we will invite families and community members into the life of an Albuquerque Collegiate scholar, highlighting student work, instructional lessons and school culture. Furthermore, we plan to partner and collaborate with local businesses, organizations and individuals to come into the school during our weekly community enrichment block to teach and lead students in lessons related to their different areas of expertise, whether that be art, yoga, banking, civic engagement, etc.

1.2 Process

1.2.1 Data Gathering and Analysis

Individual representing the school authorized as contact on issues and questions related to this submission:

Jade Rivera

jrivera@buildingexcellentschools.org

(505) 712-1927

1017 Forrester Ave. NW

Albuquerque, NM 87102

Process for Capital Planning and Decision Making:

Following Public Education Commission charter approval, the Governing Board of Albuquerque Collegiate will be responsible for capital planning and decision-making on behalf of the school. During the year prior to opening (2017-2018), a Steering Committee, also known as the Facilities Task Force, will be assembled to continue research of potential facilities to house Albuquerque Collegiate. The Facilities Task Force will provide facility information to the Governing Board's Finance Committee and recommendations for facility acquisition to the Governing Board.

Community Input:

As we have drafted the proposal for Albuquerque Collegiate, the founding team has placed great emphasis and value on community engagement and outreach. Members of our founding team have held over 95 individual meetings with leaders throughout Central New Mexico. Members of the founding team have also attended, presented at, and engaged with numerous community organizations, including the Albuquerque Chamber of Commerce, Impact & Coffee, Mission: Graduate, Bernalillo County Early Childhood Accountability Partnership, New Mexico

Association for the Education of Young Children, Excellent Schools New Mexico, Albuquerque Business First, the Wells Park and Barelás Community Centers, and several local neighborhood associations. In addition to conducting community organization outreach, our team has also hosted multiple informational sessions about Albuquerque Collegiate and “Stop & Chats” at neighborhood community centers to gather feedback from community members.

As the founding board of Albuquerque Collegiate continues to pursue charter authorization and identify potential facilities, we are committed to continually engaging with our local communities, statewide, within the county and city, as well as with residents of the neighborhoods in our proposed target area.

Steering Committee:

The Albuquerque Collegiate Steering Committee, also known as the Facilities Task Force, will be assembled for the purposes of researching and assessing potential facilities to house Albuquerque Collegiate Charter School. The Facilities Task Force will meet regularly to review progress and next steps in the facilities search process. The Facilities Task Force Chair will provide updates to the Albuquerque Collegiate Governing Board at each monthly board meeting. The following members listed below will serve on the Facilities Task Force.

Figure 1- Albuquerque Collegiate Facilities Task Force, Membership

Name	Role
Scott Hughes	Board Member
Katie Rarick	Finance Committee Chair
Constance Dove	Community Advisor

2. PROJECTED CONDITIONS

2.1 Programs and Delivery Methods

2.1.1 Programs Overview

Overview of Proposed Education Program and Facilities:

Albuquerque Collegiate Charter School is designed as a college preparatory elementary school. Albuquerque Collegiate is founded on the belief that setting the path for college graduation starts on the first day of a child’s formal schooling and must begin with the establishment of strong, foundational instruction, with a prioritized and expanded focus on literacy and mathematics starting in kindergarten and continuing everyday thereafter throughout a student’s K-5 education. Albuquerque Collegiate is committed to the ambitious success of our scholars, and we hold it as our charge to set them firmly on the path to graduation from the four-year college of their choice – all of which depends upon a powerful K-5 elementary education on which that path is built.

Our proposed facility needs are flexible and similar to that of a traditional district school’s facility needs. As a result of our proposed slow growth model, our facility square footage needs will be smaller in our initial years of operation versus in later years when we begin to reach our full enrollment capacity.

We have been working with Dove Property Advisors, LLC to search for potential facilities in our target area. Through this work we have identified the current Albuquerque Charter Academy building as a potential facility for Albuquerque Collegiate, as Albuquerque Charter Academy plans to vacate the space before August 2018.

Potential joint use facilities:

The Albuquerque Collegiate Founding Team is currently focused on finding a single occupant facility in our target area. However, we have also considered the possibility of locating within facilities that would require joint use, as the downtown area is much more abundant in vacant space within multi-occupant buildings. Nevertheless, a single occupant facility would better meet our needs as an elementary school with the need for large space, limited stairs, and a playground.

Proposed Instructional Program:

Using the 2010 adopted New Mexico Common Core State Standards, Albuquerque Collegiate students will be provided rigorous educational instruction, grounded in foundational content and skill development. Our standards will be aligned horizontally across subjects and vertically across grade levels to ensure students acquire all content and skills necessary to successfully matriculate into and succeed within a rigorous middle school, a college preparatory high school course of study, and ultimately the competitive four-year college of their choice.

Albuquerque Collegiate believes strongly that foundational literacy instruction is key to the academic and personal success of our students. For that reason, Albuquerque Collegiate will prioritize and dramatically expand literacy instruction and thus the development of literacy skills in areas including phonics, fluency, guided reading, reading comprehension, word study, grammar, hand writing, and writing. In the average instructional day, Albuquerque Collegiate students will receive over 200 minutes of instructional time dedicated to building foundational literacy skills.

Through the use of research-based curricula, Albuquerque Collegiate will provide 90 minutes of daily math instruction in kindergarten through grade five. All instruction is aligned to New Mexico Common Core State Standards, with particular attention focused on procedural computation as well as conceptual understanding.

Instructional Organization:

Albuquerque Collegiate is proposing an enrollment cap of 60 students per grade, in kindergarten through grade five. Each grade will be broken into two classes of 30 students. Through a slow growth model, we will plan to open in year one with kindergarten and first grade, growing an additional grade every school year thereafter. Kindergarten through second grade will be referred to as the lower elementary academy and grades three through five will be referred to as the upper elementary academy. In kindergarten through second grade, each classroom will be led by two teachers.

Scheduling approach:

Albuquerque Collegiate will plan to have an extended day schedule, with formal instruction beginning at 8:00am (students may arrive as early as 7:30am), and dismissal at 4:00pm on Monday, Tuesday, Thursday, and Friday. Dismissal is at 2:00pm on Wednesday, allowing for two hours of weekly professional development for staff. Students in all grades will remain in self-contained classrooms throughout the school day, with the exception of enrichment periods as necessary. In

grades K-2, there will be two teachers in every classroom. In grades 3-5, each classroom will have two teachers during literacy instruction, and 1 teacher during all other instruction.

Anticipated Special Curricular Activities:

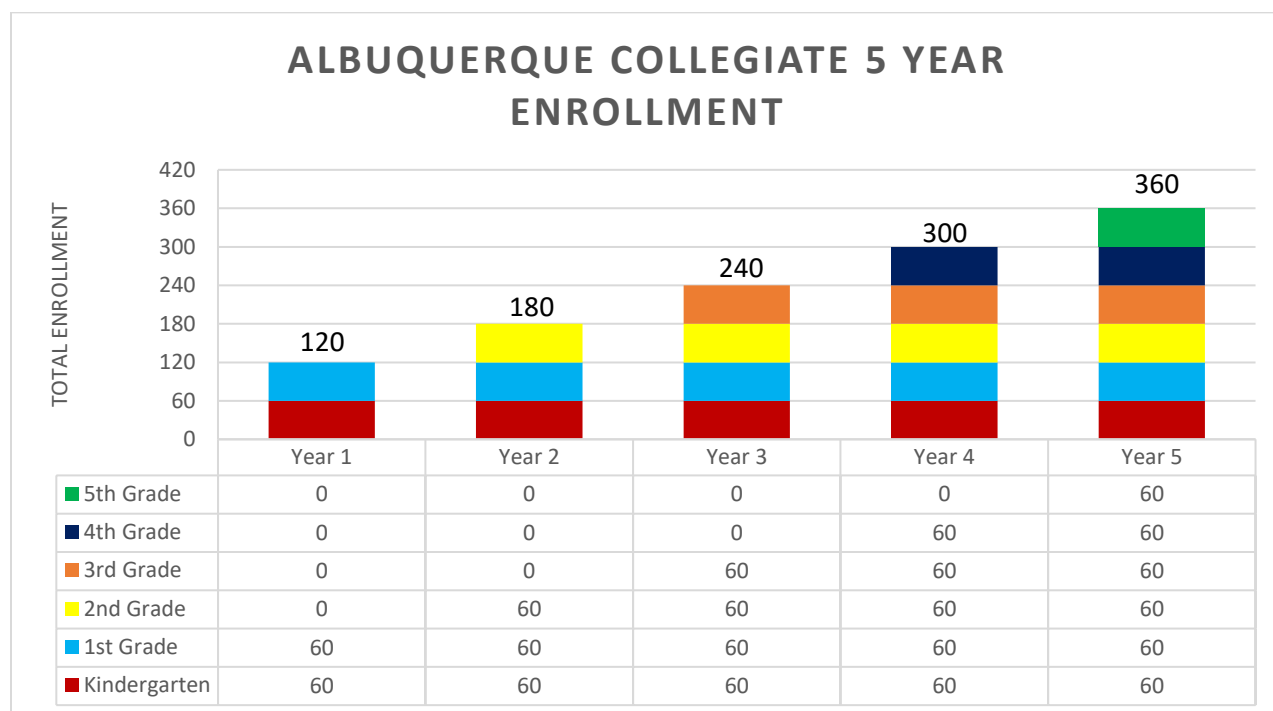
Albuquerque Collegiate scholars will be provided enrichment courses in art, music, and physical education. As such, our facility will need to be able to accommodate these needs for both indoor and outdoor space, based on the activity.

2.2 Proposed Enrollment

2.2.1 Phased Enrollment

Albuquerque Collegiate's total enrollment cap will not exceed 360 students. Through a slow growth model, we will plan to open in year one with 60 kindergarten students and 60 first grade students, for a total of 120 students. The enrollment cap per grade is 60 students. At year 5, we will be at full capacity with 360 students.

Figure 2 - Albuquerque Collegiate 5 Year Enrollment Graph



2.2.2 Classroom Loading Policy

Albuquerque Collegiate will plan for 30 students per classroom in kindergarten through grade five. As stated earlier, every kindergarten through second grade class will have 2 teachers, for a student to teacher ratio of 15:1. In grades three through five, there will be 2 teachers during the literacy blocks, and 1 teacher at other times. The student to teacher ratio in grades 3-5 will be 20:1.

2.2.3 Classroom Needs

Classrooms:

Based on Albuquerque Collegiate's enrollment targets, we will need 4 classrooms in year one, with 12 classrooms in year 5, when we reach full capacity. In order to be in accordance with New Mexico State Adequacy Standards (NMAC 6.27.30), we anticipate that classroom square footage range will need to be between 900-1,000 square feet per classroom for grades 1-5, and 1,200-1,500 square feet for kindergarten classrooms.

Figure 3 - Total Classroom Square Footage Needs by School Year

School Year & Grade Levels	# of Classrooms Total	Square Footage per Classroom	Classroom Square Footage Total Needed
2018-2019 Kindergarten-1 st	4	(2) K: 1,200-1,500 sq. ft. (2) 1 st : 900-1,000 sq.ft.	4,200-5,000 sq. ft.
2019-2020 Kindergarten-2 nd	6	(2) K: 1,200-1,500 sq. ft. (4) 1 st -2 nd : 900-1,000 sq.ft.	6,000-7,000 sq. ft.
2020-2021 Kindergarten-3 rd	8	(2) K: 1,200-1,500 sq. ft. (6) 1 st -3 rd : 900-1,000 sq.ft.	7,800-9,000 sq. ft.
2021-2022 Kindergarten-4 th	10	(2) K: 1,200-1,500 sq. ft. (8) 1 st -4 th : 900-1,000 sq.ft.	9,600-11,000 sq. ft.
2022-2023 Kindergarten-5 th	12	(2) K: 1,200-1,500 sq. ft. (10) 1 st -5 th : 900-1,000 sq.ft.	11,400-13,000 sq. ft.

Other Spaces:

Beyond standard classrooms for grades K-5, Albuquerque Collegiate will require facility space for administrative offices, food services, a student supports pull-out room, physical education space, and a multi-use room for enrichment classes. Dependent upon the identified facility, the cafeteria space could double as the physical education space.

Figure 4 - Additional Room Types and Size

Room Type	Approximate Square Footage Needed
Administrative Offices	1,000 sq. ft.
Cafeteria	1,000-1,500 sq. ft.
Serving/Warming Kitchen	200-250 sq. ft.

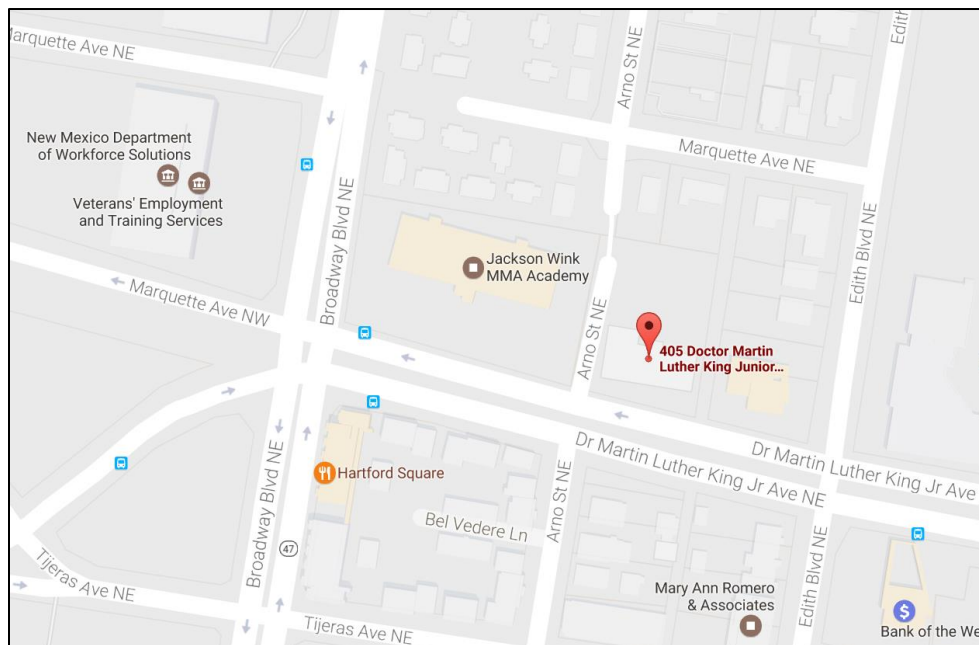
Student Supports Pull-Out Room	450-770 sq. ft.
Physical Education Space and Storage	2,400 sq. ft.
Enrichment Classroom	700-900 sq. ft.
Total sq. ft. Additional Rooms=	5,050-6,820 sq. ft.

At full capacity in year 5, adding together all classroom space and additional space needed, Albuquerque Collegiate will require approximately between 16,450-19,820 square feet of facility space.

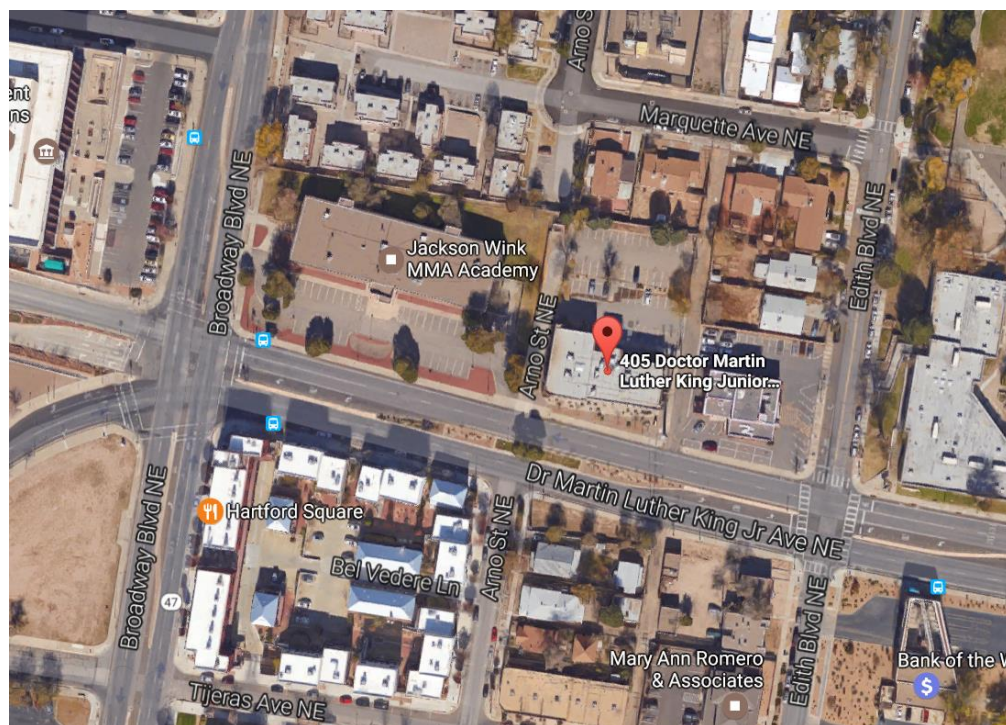
2.3 Site and Facilities

2.3.1 Location/Site

Map:



Aerial:



Description of Facility:

The Albuquerque Charter Academy’s Governing Board and school leadership team are developing plans to move out of their current facility (405 Dr. Martin Luther King Jr. Ave NE, Albuquerque, NM 87102), and into a larger facility better suited to meet their growing needs. The “MLK” facility is expected to be vacated before August 2018. This facility has 9 classrooms, as well as additional space necessary for administrative offices. The MLK building will fulfill the needs of Albuquerque Collegiate and allow us to grow into the facility, as we will have a slow growth model.

Reasons for Desired Area:

The targeted geographical area for Albuquerque Collegiate will primarily be neighborhoods within the 87102 zip code. Albuquerque’s 87102 zip code includes the Martineztown, Wells Park, Downtown, Barelás, South Broadway, and East San Jose neighborhoods. Research from zipatlas.com indicates the median household income in the 87102 zip code is the lowest of the 17 zip codes located within Albuquerque’s city limits. Furthermore, 87102 has a higher rate of unemployment, a larger Hispanic population, lower educational attainment, and more families living below the poverty level than the city as a whole. As an open enrollment charter school, Albuquerque Collegiate will welcome all families who wish to enroll their children from across the city. However, we will target our recruitment efforts to families who reside within the 87102 zip code, as their students are in greatest need for a high performing public charter school.

2.3.2 Facility Evaluation

The New Mexico Public School Facilities Authority (PSFA) has not yet conducted a facility condition evaluation for Albuquerque Collegiate Charter School, and thus has not been able to complete a FAD Executive Summary Report. Following charter application submission, the

Albuquerque Collegiate Founding team plans to research more facilities in the greater downtown Albuquerque area, so that we may identify top choices for PSFA to evaluate for adequacy.

3. PROPOSED FACILITY REQUIREMENTS

3.1 Facility Goals and Concepts

3.1.1 Goals to be Met by School Facility

Within a structured and ambitious school community, driven by high-quality instruction and intensive academic supports, Albuquerque Collegiate Charter School ensures all K-5 students make dramatic academic growth each year and demonstrate measurable academic performance that puts them firmly on the path to college graduation.

Our belief that college preparation begins in kindergarten means we highly value and prioritize expanded learning time for our students, particularly in the areas of literacy and mathematics.

Our overarching goal of the school facility is to meet the physical needs of our general education classrooms, special education needs, enrichment classrooms, and common space areas so that we may educate all learners and all scholars in alignment with our mission and educational philosophy. In general, our facility needs are very similar to that of a traditional district school. Our facility must prioritize student and staff safety, while being as conducive as possible to our educational program.

The goal for our general education classrooms is that our teachers have the space necessary to be able to conduct full-class lessons as well as small-group instruction. Full-class lessons will be conducted while students are seated at their desks, as well as from a central area while students are seated on a carpeted area/rug. In addition, teachers and scholars need the appropriate space and classroom set-up for small-group block rotations, where students will work within 3 small groups of 10 students in each group. One of the groups of 10 will work at student desks, while each of the other two groups will need to work at separate tables with 1 teacher at each table.

One key difference between our facility needs and those of a traditional district school is that we will open with a slow growth model, meaning that in year one we will start with kindergarten and first grade, growing one grade in each subsequent school year. This slow growth model thus impacts our facility needs in year 1 when enrollment is fairly low, at 120 students, versus in year 5 when enrollment is at full capacity of 360 students. For this reason, our goal in years 1 and 2 is for the facility to be able to accommodate a full year 2 enrollment of 180 students. In years 3 through 5, we will want a facility that can accommodate or be built out to accommodate our full enrollment capacity of 360 students.

In accordance with HB-283 and New Mexico State Statute (22-8B-4.2 “Charter school facilities; standards”) Albuquerque Collegiate Charter School will identify a school building that meets all of the mandated requirements related to building ownership, lease-purchase arrangement approval, statewide adequacy standards, private owner financial responsibility and maintenance to meet adequacy standards, as well as the requirements related to availability and adequacy of public buildings.

3.1.2 Concepts

The Albuquerque Collegiate concept design illustrates major facility concepts of the school to meet the physical needs of general education classrooms, special education resource rooms, an enrichment classroom, and necessary common space areas. Illustrations from the concept layout demonstrate our preference to place lower elementary classes (K-2), closest to the administrative offices in the building. In addition, to maximize a smaller facility, we would use a cafeteria as a common space for physical education enrichment, as well as for our weekly school community gatherings and periodic family events throughout the school year. The concept layout map also shows our need for a special education resource classroom. As intensive and individualized supports are an essential component of the Albuquerque Collegiate mission, we believe access to and daily use of a resource room for special education and English Learner instruction will be integral to the delivery of our mission and vision.

Beyond what is illustrated, we want to ensure we meet and exceed the safety and security needs of our students from the time they are dropped off at school to the time they leave our facility at the end of the day. These safety and security needs include lockable classroom doors, a secure locked door that provides access to the classrooms from a separate visitors' area with seating, as well as adequately designed and designated pickup/drop-off areas, a fully gated facility with locks, adherence to all fire code and safety requirements including a properly functioning sprinkler system, and an adequate fire alarm system.

To the greatest extent possible, we hope to be able to identify a facility that is environmentally friendly and sustainable, while also meeting the academic needs of our students and staff. As illustrated in the concept layout, we anticipate that much of our facility space will need to be flexible to serve a variety of our school needs. Both classroom and common spaces will be utilized for daily instruction, special education pull-out services, small group intervention tutoring, and enrichment classes that include art, music and physical education.

As a school, we look forward to collaborating with our students and their families to host school community family nights that focus on the academics and culture of Albuquerque Collegiate. In addition, we are eager to engage with the local community to understand what the community's needs may be and if the Albuquerque Collegiate facility can serve as a central hub for local community gatherings. In terms of utility needs of the facility, we expect that these will mirror the needs of a standard elementary school facility. Our facility will need to provide access to multiple bathrooms, including those necessary for kindergarten classrooms, the facility will also need adequate HVAC services, in addition to proper electrical capacity and adequate lighting, both described in greater detail in section 5.4.

Lastly, with large class sizes of 30 students per class, our classrooms will need to be able to meet all requirements laid out by PSFA. In order to be in accordance with New Mexico State Adequacy Standards (NMAC 6.27.30), we anticipate that classroom square footage range will need to be between 900-1,000 square feet per classroom for grades 1-5, and 1,200-1,500 square feet for kindergarten classrooms.

See concept layout as Attachment B.

4. CAPITAL PLAN

The founding board of Albuquerque Collegiate has already begun a robust development and fundraising campaign to support the efforts needed for opening in Fall 2018, much of this

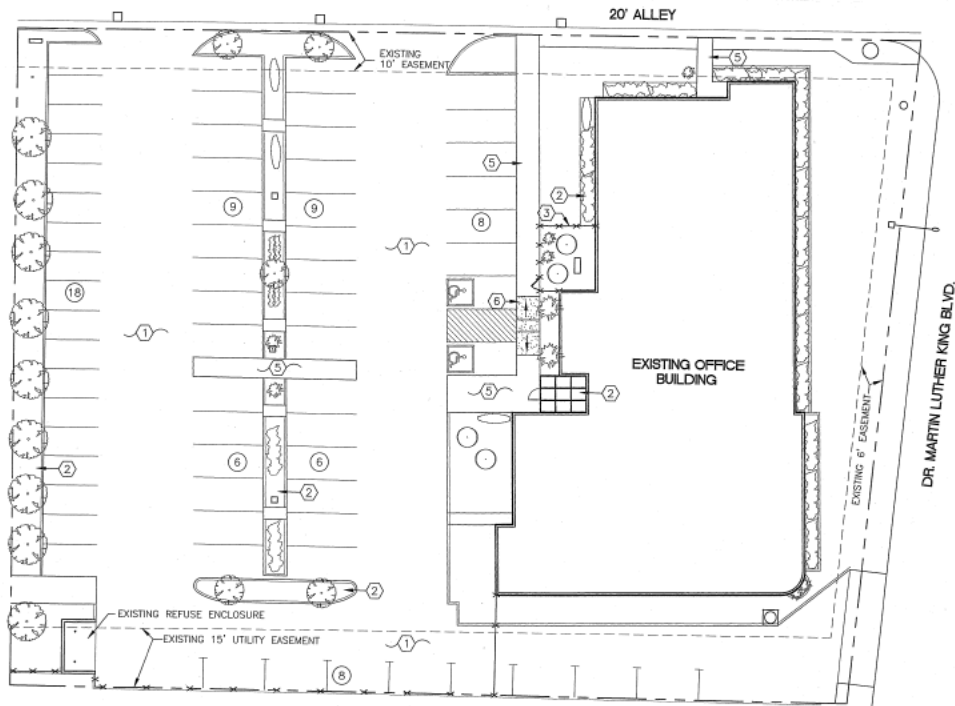
development effort will go toward facility needs. Upon charter authorization, the Albuquerque Collegiate Governing Board will continue to work to identify a facility and will then develop a plan for capital projects and equipment purchases. The Albuquerque Collegiate founding board has been in discussion with Development Fund organizations to discuss financing options.

5. MASTER PLAN SUPPORT MATERIAL

5.1 Sites and Facilities Data Table

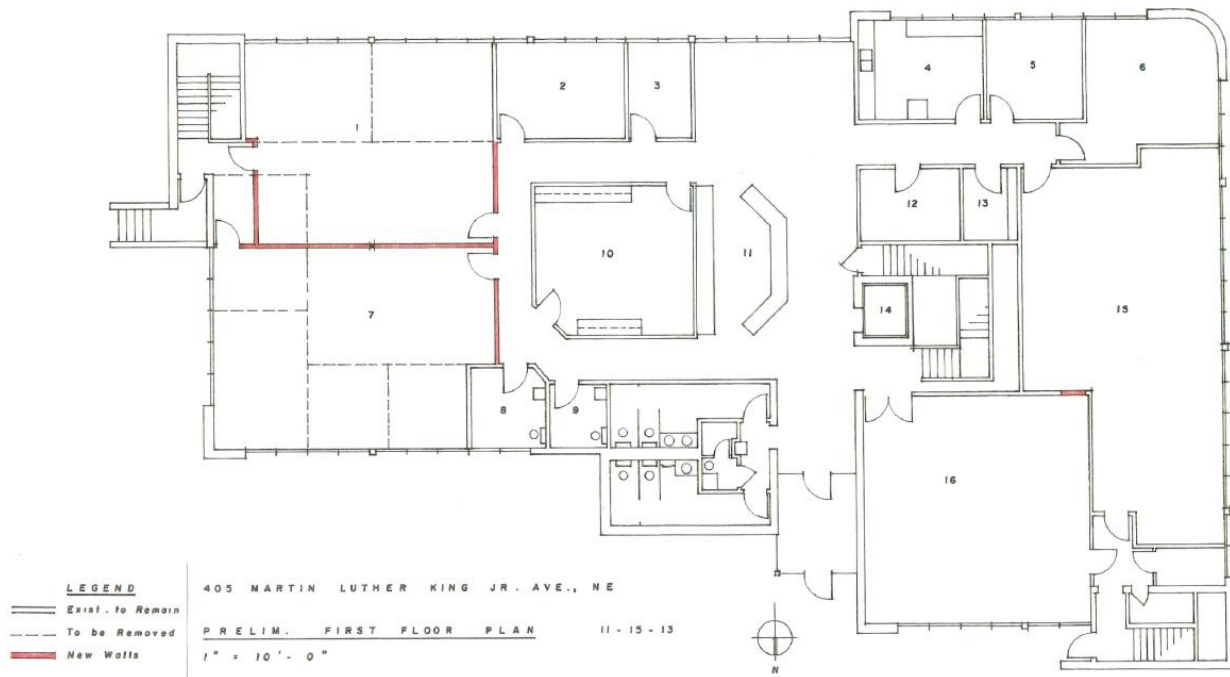
Name	Albuquerque Charter Academy
State Identification Number	n/a
Date of Anticipated Opening	July 1, 2018
Dates of Major Additions/ Renovations	2014
Facility Condition Index (FCI) NM Facility Condition Index (NMCI)	21.18%
Site Owned or Leased	Owned
Total Building Area Gross Sq./Ft.	16,656
Site Acreage	0.8672± acre
Total Number of Permanent General Classrooms	8
Total Number of Permanent Specialty Classrooms	1
Total Number of Portable Classrooms	0
Total Number of Classrooms	9
Percentage of Portable Classrooms Compared to Total Number of Permanent Classrooms	0
Estimated Enrollment	360
Number of Gross Sq. Ft. Per Student Per School Facility	~46.3 Sq. Ft. per Student

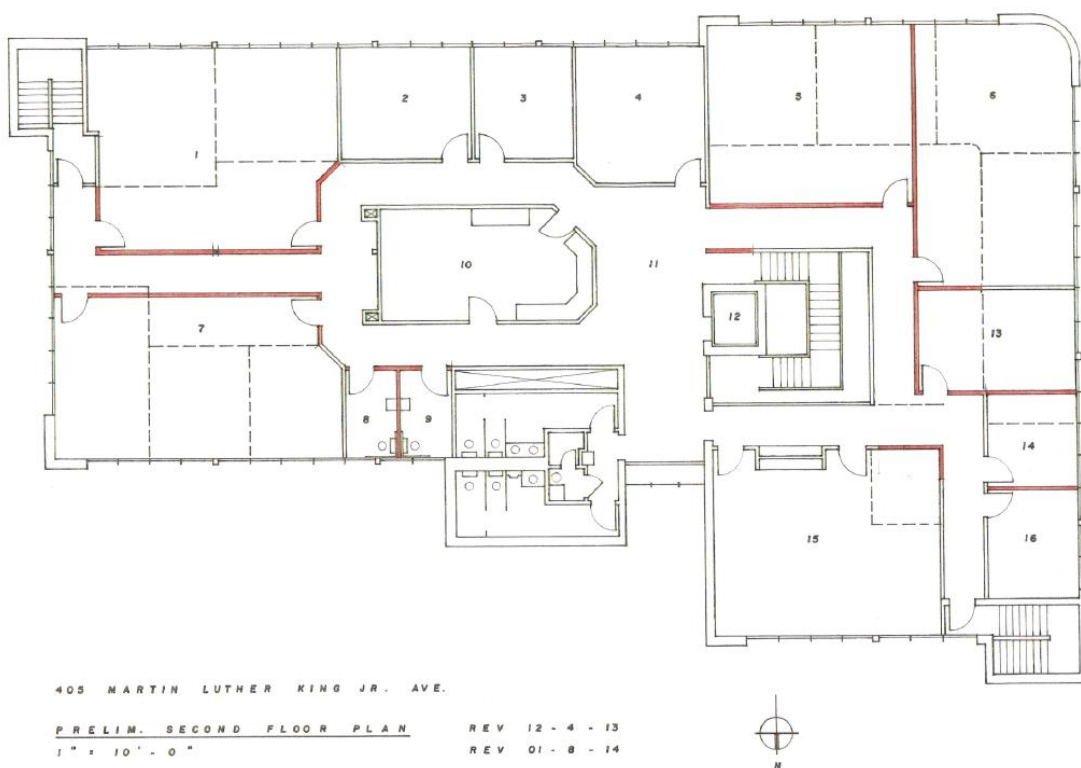
5.2 Site Plan



5.3 Floor Plan

1st Floor:



2nd Floor:

5.4 Detailed Space and Room Requirements

5.4.1 Technology and Communications Criteria

Network access and wireless internet should be available throughout the school building, including in classrooms, enrichment classrooms, common spaces, and administrative offices. The network and wireless internet need to be able to accommodate high-capacity use, particularly during assessment cycles. An adequate 2-way communication system, preferably telephones, should be available in all classrooms and offices. Administrative offices will house high volume copiers and printers for staff use.

5.4.2 Power Criteria

The school facility should have adequate electrical power sources. In all classrooms and common learning spaces, there should be sufficient outlets to meet the educational needs of students and teachers (i.e., laptop computers, projectors, document cameras, etc.).

5.4.3 Lighting and Day Lighting Criteria

State Adequacy Standards require a level of at least 50 foot candles of well-distributed light at classroom work surfaces.

5.4.4 Classroom Acoustics Criteria

Each general classroom shall be maintainable at a sustained background sound level of less than 55 decibels, with the sound level measured at a work surface in the center of the classroom.

5.4.5 Furnishing and Equipment Criteria

All general classrooms will have at least 30 student-designated workspaces, in addition to teacher-designated workspaces as necessary. In addition to student workspaces, classrooms will also have at least 1 horseshoe-style table with chairs for small group instruction.

5.4.5 Criteria Sheets

Kindergarten Classrooms	
Quantity of Spaces Required	2
Square Footage Per Space	1,200-1,500 sq. ft
Communications	Telephone line
Flooring	Carpet
Power & Technology	Adequate duplex outlets to power all technology equipment
Equipment	Large whiteboard mounted, ceiling mountable projector
Furnishings	15 table work stations (2 students per table), 30 desk chairs, 2 horseshoe tables each with 10 chairs, 5x6 color carpet rug, 2 teacher desks, 2 teacher chairs
Other	Single restroom with toilet and sink directly attached to kindergarten classrooms

1 st – 5 th Grade Classrooms	
Quantity of Spaces Required	10
Square Footage Per Space	900-1,000 sq. ft.
Communications	Telephone line
Flooring	Carpet
Power & Technology	Adequate duplex outlets to power all technology equipment
Equipment	Large whiteboard mounted, ceiling mountable projector
Furnishings	15 table work stations (2 students per table), 30 desk chairs, 2 horseshoe tables each with 10 chairs, 5x6 color carpet rug, 2 teacher desks, 2 teacher chairs

Enrichment Classroom	
Quantity of Spaces Required	1-2
Square Footage Per Space	700-900 sq. ft.
Communications	Telephone Line
Flooring	Laminate
Power & Technology	Adequate duplex outlets to power all technology equipment

Equipment	Large whiteboard mounted
Furnishings	Foldable chairs and chair stand

Resource Room	
Quantity of Spaces Required	1-2
Square Footage Per Space	450-770 sq. ft.
Communications	Telephone Line
Flooring	Carpet
Power & Technology	Adequate duplex outlets to power all technology equipment
Equipment	Whiteboard mounted
Furnishings	Small workstation tables (3), with 5 chairs at each table
Other	Bookshelves and storage for resource materials

Administrative Offices	
Quantity of Spaces Required	1 (with 2 private offices)
Square Footage Per Space	1,000 sq. ft.
Communications	Multiple telephone lines
Flooring	carpet
Power & Technology	Adequate duplex outlets to power all technology equipment including high volume copier
Equipment	High volume copier and printers
Furnishings	Large front reception desk, 4 waiting area chairs, 5 administrator desks, 5 rolling office chairs,
Other	Adult restroom attached to administrative/reception area

Common Space	
Quantity of Spaces Required	1
Square Footage Per Space	1,000-3,000 sq. ft.
Communications	Telephone line
Flooring	laminate
Power & Technology	Adequate duplex outlets to power all technology equipment including food warmer and large refrigerator in kitchen area

Equipment	Speakers for music
Furnishings	Foldable cafeteria tables w/ attached seating
Other	

Restrooms	
Quantity of Spaces Required	4 spaces (2 male, 2 female)
Square Footage Per Space	300 sq. ft.
Communications	n/a
Flooring	Laminate
Power & Technology	n/a
Equipment	Bathroom stalls, toilets, sinks
Furnishings	n/a

Attachment A: Letter to Albuquerque Public Schools

Jade Rivera
1017 Forrester Ave.
NW Albuquerque, NM
87102
505-712-1927
jrivera@buildingexcellentschools.org

April 17, 2017

Superintendent Raquel
Reedy Albuquerque Public
Schools 6400 Uptown Blvd.
NE Albuquerque, NM
87110

CC: Kizito Wijenje, Executive Director, Capital Master Plan
CC: Elvira Lopez, Senior Planner/Manager

Dear Superintendent Reedy,

On behalf of the proposed founding board for Albuquerque Collegiate Charter School, I am writing to formally and respectfully inquire about Albuquerque Public Schools facilities, per requirements of the state of New Mexico Public Schools Facilities Authority (PSFA). The Albuquerque Collegiate founding team wishes to request a list of Albuquerque Public Schools owned facilities that are presently unoccupied, partially unoccupied and/or anticipated to become unoccupied within the next 16 months. In particular, we are interested in any vacant, semi-vacant, or soon to be vacant facilities located in the following zip codes of Albuquerque; 87102, 87104, 87105, and 87107.

Thank you in advance for your continued communication and willingness to collaborate with our founding team as we seek to found a charter school in Albuquerque. If you have any questions or updates on information, please feel free to reach out to our main point of contact at any time. On behalf of the entire Albuquerque Collegiate founding team, thank you again for your time and continued lines of open communication.

Sincerely,

A handwritten signature in cursive script that reads "Jade Rivera".

Jade Rivera
(505) 712-1927
jrivera@buildingexcellentschools.org

Attachment B: Concept Layout

Common Space				Kitchen	
5 th Grade			5 th Grade		
3 rd Grade			4 th Grade		
3 rd Grade			4 th Grade		
Resource			Enrichment		
RR					
RR					
2 nd Grade			2 nd Grade		
1 st Grade			1 st Grade		
RR	Kindergarten		Kindergarten		RR
Admin Offices					