

Enrollment Cap Amendment Request Form

The Charter Contract, was entered into by and between the New Mexico Public Education Commission, and Middle College High School ("the School"), effective 1st of July, 2019. Middle College High School was approved for a five-year Charter Contract.

The School's Charter Contract currently states:
ENROLLMENT CAP: The school is authorized to serve no more than 120 students.
AUTHORIZED GRADE LEVELS: The school is authorized to serve students in grades 9-12.
The School requests consideration from the Public Education Commission (PEC) to change the terms of its Charter Contract, Section 4.3, as follows:
PROPOSED ENROLLMENT CAP: The school is authorized to serve no more than 140 students.
ENROLLMENT CHANGE: X INCREASE DECREASE
The School's Enrollment Cap amendment request is hereby submitted by Dr. Robert D. Hunter, on October 9, 2019 , and affirms the school meets the following eligibility criteria: The school must confer with the PEC to convert to the 2019 contract template within 30 days of a vote on this request; and
on this request; and Received no lower than a "C" letter grade in SY16 through SY18, no lower than the top 75% in the NM School Accountability System, or in all of the past three years for which a Tier evaluation is available, have been identified as Tier 2 or better in the Academic Performance Framework; and Has not had its board of finance revoked within the last three years; and
If the fiscal year has started or will start prior to the request being considered by the PEC, the amendment request will be effective only in the subsequent fiscal year; and
The school's governing board is in compliance with all reporting requirements.
Charter School Representative Signature Date
Widdle College High School's Enrollment Cap amendment request was reviewed and voted upon by the Public Education Commission and is hereby:
☐ APPROVED ☐ DENIED
Chair, Public Education Commission Date

Certification of Board Vote

Highlight and replace all capitalized text below.

Certificate Of Governing Body Vote

This document certifies that on October 8, 2019 at 5:00 PM a meeting of the Governing Body of Middle College High School, a New Mexico public charter school, was held at 705 Gureey Avenue in Gallup, New Mexico. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted four (4) in favor and none (0) opposed to amend its charter to increase its enrollment cap from 120 students to 140 students. The Governing Council affirms that the school meets the following eligibility criteria:

- Is utilizing the 2019 contract template; and
- Received no lower than a "C" letter grade in any of the past three years, or in all of the past three years for which a Tier evaluation is available, have been identified as Tier 2 or better in the Academic Performance Framework; and
- · Has not had its board of finance revoked within the last three years; and
- If the fiscal year has started or will start prior to the request being considered by the PEC, the amendment request will be effective only in the subsequent fiscal year; and
- The school's governing council is in compliance with all reporting requirements.

The members voting in favor were: Dr. Betty Sutliff, Lisa Bracken, Mary Lou Mraz, and Valerie Long. The members voting in opposition were: None

I, the undersigned, certify that this is a true copy.

May L. May

Signature of Individual Authorized To Certify the Vote (Secretary or Other Officer)

Mary Lou Mraz

Middle College High School Governing Body Secretary

October 9, 2019

Declaration of Dr. Robert Hunter

- 1. I am over 18 years old and am the executive director of Middle College High School.
- 2. I have personal knowledge of all facts set forth below, and if called upon to testify to same, I could and would do so competently and truthfully. I make this declaration in support of Middle College High School's Request for an Amendment to its Charter Contract to increase its enrollment cap.
- 3. On October 8, 2019, at a duly noticed public meeting in which quorum was present, the Governing Council for Middle College High School voted to approve a motion to amend to its charter to increase its enrollment cap from 120 students to 140 students.
- 4. The motion is reflected in Exhibit A to this declaration.
- 5. The vote to approve the motion was unanimous as follows:

Dr. Betty Sutliff:

Yes

Lisa Bracken:

Yes

Mary Lou Mraz:

Yes

Valerie Long:

Yes

6. The Governing Council has given me the authority to present this proposed amendment to the Public Education Commission for its approval.

/

/

Dr. Robert Hunter, affiant, being first duly sworn, states upon oath, that all of the representations in this declaration are true as far as affiant knows or is informed, and that such declaration is true, accurate, and complete to the best of affiant's knowledge and belief.

Further affiant sayeth not.

DATED: October 9th, 2019

DR. ROBERT HUNTER

SUBSCRIBED AND SWORN TO BEFORM ME on October 9th, 2019, to certify which witness my hand and official seal.

NOTARY PUBLIC IN AND FOR THE STATE OF NEW MEXICO

OFFICIAL SEAL
MICHELLE ETSITTY
NOTARY PUBLIC STATE OF NEW MEXICO
My Commission Expires: 10/31/2022

EXHIBIT A

Motion to Approve Proposed Enrollment Cap Amendment

The Governing Council approves a proposed amendment to its charter to increase its enrollment cap from 120 students to 140 students. The Governing Council affirms that the school meets the following eligibility criteria:

Is utilizing the 2019 Contract Template; and

Received no lower than a "C" letter grade in any of the past three years, or in all of the past three years for which a Tier evaluation is available, have been identified as Tier 2 or better in the Academic Performance Framework; and

Has not had its board of finance revoked within the last three years; and

If the fiscal year has started or will start prior to the request being considered by the PEC, the amendment request will be effective only in the subsequent fiscal year; and

The school's governing council is in compliance with all reporting requirements.

Rationale for Enrollment Cap Increase

Middle College High School (MCHS) formally requests an addition to the Contract that will enable the School to enroll an additional 20 students, beginning in school year 2020. This request is responsive to community concern for an educational alternative to the current offerings of the local school district, as reflected by the waiting list that the school currently maintains.

Staffing Plan

Middle College High School presently staffs nine positions, including one full-time administrator, a business manager, six faculty members, and a registrar. Staff members serve additional roles, as well. For example, the School employs a licensed counselor who is counted among faculty because he is also a certified instructor with a half-time teaching load. Likewise, the Dean of School serves a three-quarter teaching load. MCHS instructors are not only licensed through the PED, they are also qualified to teach college in their respective disciplines.

- Recruitment: MCHS has remained fully staffed since the 2015-2016 school year. Student recruitment has not been an issue, as the School continuously operates with a waiting list. There is a demand for growth and MCHS is in a position to accommodate that demand.
- Hiring: The school is adequately staffed to serve an additional 20 students.
- Training: Training requirements are thoroughly met through ongoing professional development, which includes the entire faculty on a weekly basis. Friday afternoons are reserved for professional development, which includes a range of salient topics, such as instructional strategies, collaborative planning, and the implementation of various technologies.

Enrollment Pattern

Middle College High School presently enrolls 120 students in grades 9-12. Consistent with past years, the junior and senior classes comprise the highest enrollment, at 40 and 32, respectively. The sophomore class, which has historically received the most applicants, remains the smallest at 23 students. The addition of a freshmen class this school year has brought an additional 25 students. The lower grades represent a proportionately higher number of students on the school's current waiting list. The present grade-level distribution is a result of the School's enrollment cap. Each year, the graduating class of seniors creates approximately 40 openings for the upcoming school year. Because the school has a waiting list, many students who apply as underclassmen are unable to enroll until a subsequent school year. Students from this group join the previous year's underclassmen, forming the

subsequent upper grades. This leaves room for only a limited number of underclassmen, perpetuating the waiting list. While the size of this list varies from year to year, as some students opt to enroll elsewhere instead of reapplying, the number of students on the list has annually ranged from as little as eighteen to as many as forty-three. And while applications ordinarily do not begin to arrive until near the close of the school year in May, the School notes that this year they have begun to arrive as early as September.

- Given the consistency of the School's waitlist, as well as the recent upsurge in applications and calls from families, MCHS does not anticipate any difficulty meeting enrollment targets.
- To increase exposure and community awareness of the school, MCHS currently advertises in *The Navajo Times* and *The Gallup Independent*. Advertisements run on a weekly basis.
- As indicated above, the graduation of seniors annually creates approximately 40 openings. Returning students, matriculating from 9th, 10th and 11th grade, comprise approximately 60 seats. Once the 40 openings are filled, the School annually maintains between 18 and 43 additional applications, which comprise the school's waitlist. The addition of 20 more students would help to mitigate the waitlist by allowing more families an opportunity to enroll in the School.
- Following the School's trend patterns, MCHS anticipates being able to serve new students in primarily the 9^{th} and 10^{th} grades.

Additional Resources/Considerations

Middle College High School presently has capacity to serve additional students. The existing faculty-to-student ratio is 20:1. With an increase in enrollment, the ratio would be approximately 23:1. As the school has ample physical space and adequate staffing, no additional resources are deemed necessary.

Credit/Course Requirements

As an early college high school, MCHS awards dual credit for courses taken through UNM-Gallup and Navajo Tech. All dual credit courses are articulated with the postsecondary institutions, such that each college course corresponds to a specific high school credit. For example, college algebra (MATH-121) corresponds to high school algebra II, and can be taken in lieu of the high school course. The caveat with college courses is that postsecondary credit is only awarded when students earn at least a C letter grade.

School policy states that credits transferred into the Middle College High School must be in accordance with the policies of the New Mexico Public Education

Department. Acceptable credits include those that are received from an accredited school or state-registered home school.

Credits required for graduation adhere to the NM PED's course requirements, plus additional units as specified by the School. The following table identifies the School's course requirements:

Middle College High School Required Courses for Graduation

29 units to include:

- 4 units English
- 4 units math (one unit = or > than algebra II)
- 3 units science (2 w/lab)
- 3.5 units social science, to include:

New Mexico history (.5 unit)

World history

United States history

Government and economics

- 1 unit physical education
- .5 unit health education
- 1 unit career cluster, workplace readiness, or language other than English
- 1 unit Service learning
- .5 unit Job shadow
- 10.5 units of additional electives/college core

Occupancy Details

Middle College High School is housed in the University of New Mexico's Gallup branch, from which the School leases space. While the majority of instruction occurs in college classrooms, some of which are leased for the School's exclusive use, MCHS also has classroom and administrative space that resides in two Schoolowned portable buildings. These buildings are located on the UNM-G campus, on land that is also leased from the university. A copy of the current E-Occupancy Certificate is attached, along with a letter from the PSFA indicating that the school meets adequacy standards to enroll up to 159 students. And also because students have the ability to register for college courses that occur throughout the campus, instructional space is greatly expanded.

Additional Considerations

Middle College High School's enrollment policy specifies that applications will be accepted from students entering their $9^{\rm th}$ through $12^{\rm th}$ grade years, with enrollment being contingent on the availability of space in the program. It further states that

the School is authorized to serve 30 students per grade level, and that in the event that a grade level has fewer than 30 students, additional slots will be distributed among the remaining grades as equally as possible, not to exceed the 120-student enrollment cap. The goal is to establish equivalent distribution between grade levels. As Middle College moves toward balancing enrollment across these grade levels, it is understood that the upper grades will be larger than the lower grades in order to allow current students to complete their programs. Moving forward, the School would like to balance grade levels at 35 students apiece.

A projected Enrollment Matrix and Staffing Chart are included below.

Enrollment Matrix

	2019-2020	2020-2021	2021-2022
9 th Grade	25	33	35
10 th Grade	23	35	35
11 th Grade	40	32	35
12 th Grade	32	40	35

Middle College High School presently staffs six faculty positions. As all instructors are also credentialed to teach college in their respective fields, some of the courses carry dual college credit (identified in the chart below by college prefix and course number). It should be noted that some courses carry multiple sections, such as Algebra 2 and the proposed Algebra I. It should also be noted that other courses are only offered one semester during the academic year, such as Financial Literacy and the proposed Study Skills.

Staffing Chart

Starring Chart				
Current Staffing Pattern	Projected Staffing Pattern (2019-2022)			
Current faculty course loads:	Projected faculty course loads:			
Instructor 1:	<u>Instructor 1</u> :			
• English 10, 11, 12	English 9, 10, 11, 12Study Skills			
Instructor 2 (also Dean of Students):	Instructor 2 (also Dean of Students):			
 Algebra 2 PHYC 102 (Intro to Physics) COMP 101 (Computer Science) 	 Algebra 2 Math 121 (College Algebra) COMP 101 (Computer Science) 			
Instructor 3 (also IEP Coordinator):	Instructor 3 (also IEP Coordinator):			
 Geometry, Financial Literacy ENVS 102 (Environmental Science) 	 Geometry, Financial Literacy ENVS 102 (Environmental Science) 			

Instructor 4:

- World History, US History, Government and Econ
- Drivers Education

<u>Instructor 5 (also School Counselor)</u>:

- PSY 250 (Personality and Career Development)
- NATV 255 (Navajo Government)

• BIOL 110 (Intro to Biology)

Instructor 4:

- New Mexico History, World History, US History, Gov't & Econ
- Drivers Education

<u>Instructor 5 (also School Counselor)</u>:

- PSY 250 (Personality and Career Development)
- NATV 255 (Navajo Government)

Instructor 6:

- Algebra I
- SCI 101 (Physical Science)
- PHYC 102 (Intro to Physics)

STATE OF NEW MEXICO

REGULATION AND LICENSING DEPARTMENT

23446

CONSTRUCTION INDUSTRIES DIVISION

GENERAL CONSTRUCTION BUREAU

THIS BUILDING HAS BEEN OCCUPIED BEFORE A FINAL INSPECTION HAS BEEN CONDUCTED. TEMPORARY, PERMANENT

EXPIRATION DATE

~ CERTIFICATE OF OCCUPANCY ~

THE FOLLOWING BUILDING OR PORTION THEREOF HAS BEEN INSPECTED FOR COMPLIANCE WITH THE REQUIREMENTS OF OCCUPANCY GROUP CE AS SPECIFIED BY THE NEW MEXICO BUILDING CODE.

705 BURLEY AVE. DALLUP, NM 87301

BUILDING ADDRESS

GALLUP, NM 87801 FALLUP Middle College HS 705 Gurley Ave

NAME AND ADDRESS OF OWNER

JURPHY BUILDERS, INC

NAME(S) OF LICENSED NEW MEXICO CONTRACTOR(S)

JENC-2018039061

BUILDING PERMIT NUMBER

ERNEST JOHNSON NSPECTOR'S NAME HANGE IN OCC FROM OCCUPANCY B TO OCCUPANCY E

IF NO LICENSED CONTRACTOR, NAME(S) OF OWNER-BUILDER(S) BUILDING" 1" AND BUILDING

PORTION OF BUILDING

12-06-201B



State of New Mexico Public School Facilities Authority

Jonathan Chamblin, Director; Martica Casias, Deputy Director

1312 Basehart Road, SE, Suite 200, Albuquerque, NM 87106 (505) 843-6272 (Phone); (505) 843-9681 (Fax) Website: www.nmpsfa.org

Dr. Rob Hunter Middle College High School Gallup, NM

April 1, 2019

Dear Dr. Hunter,

You inquired regarding the adequacy of your facility space to house more students. Attached is the Executive Summary of your Facility Assessment Database Report. Please reference Page 9 of the report and the data following "Insufficient General Classroom Square Footage". Your actual amount of General Classroom Square Footage is 3,998 sf. Per Statewide Adequacy Standards (6.27.30.13 NMAC) a high school is required 25 square feet per student. Therefore, given your existing classroom space you would be eligible to enroll up to 159 students.

Please contact me with any further questions.

Kind Regards,

- To Exholf

Jo Eekhoff, MArch, LCSW

Planning & Design Manager

Public School Facilities Authority

Office Phone: 505.468.0295 Email: jeekhoff@nmpsfa.org