

Additional Educational Program for Pre-Kindergarten Early Childhood Amendment Request

The *Additional Educational Program for Pre-Kindergarten Early Childhood Amendment Request* is used to add an additional or different educational program that may impact the enrollment cap to the charter contract, which will result in a new population of students (beyond the currently enrolled students) being served in a program that is different (different hours/schedule, different primary instructional methods) from the primary educational program that the currently enrolled students are served within.

A change to add an educational program that may impact the enrollment cap for a new school population is **not** effective until approved by the PEC.

Determining Eligibility

To determine whether your charter school is eligible to expand (increase the educational programs offered) using the *Additional Educational Program for Pre-Kindergarten Early Childhood Amendment Request*, review the performance of the school. The expanded program process is open to any charter school if the school has:

- Received no lower than a “C” letter grade in SY16 through SY18 or no lower than the top 75% in the NM School Accountability System , or in all of the past 3 years for which a Tier evaluation is available, have been identified as Tier 2 or better in the Academic Performance Framework;
- The additional students in the Pre-Kindergarten Early Childhood will not exceed the school’s current enrollment cap;
- The school’s facilities meet the current Pre-Kindergarten Early Childhood requirements, including both indoor and outdoor space and safety concerns;
- Has not had its board of finance revoked within the last three years; and
- Will apply for approval from the Early Childhood Division of PED.

Schools shall only be eligible to submit an *Additional Educational Program for Pre-Kindergarten Early Childhood Amendment Request* if the school is on a 2018 or post-2018 contract. Schools using the pre-2018 contract who seek to submit a New School Amendment Request may do so concurrently with or after requesting that the PEC negotiate with them to enter into a new contract using the 2019 template.

Submission Window

The *Additional Educational Program for New School Population Amendment Request* may be submitted for consideration at the **July - December PEC meetings. The School must notify the PEC that it will apply for a Pre-Kindergarten Early Childhood program with the PED Early Childhood Bureau. The PEC amendment request must be signed by the Governing Board President and Head Administrator and** will go into effect in the subsequent fiscal year.

The request must be submitted timely so that it may be processed within the timeframe provided in the PEC policy and implemented starting at the beginning of the next fiscal year.

PEC Consideration

An administratively complete *Additional Educational Program for Pre-Kindergarten Early Childhood Amendment Request* submitted by a charter school that meets the eligibility criteria shall be placed

on the agenda of the next regular PEC meeting if the complete request was received at least 28 days prior to the meeting, or at the subsequent meeting if the complete request was not received at least 28 days prior to the next regularly scheduled meeting.

- A finding that the Charter School is not in compliance with governance reporting and training requirements **will result in a delay** in consideration of the request until the school comes into compliance, or if the school does not come into compliance, until the last meeting within the contractual timeline for a decision from the PEC.
- All performance data (academic, organizational, and financial) for the last three years including any outstanding complaints or investigations will be provided to the PEC for its consideration of the amendment request.

A recommendation for approval from the CSD does not guarantee the request will be approved by the PEC. The PEC is the final decision maker and is not obligated to accept the recommendations of the CSD.

Recommendation and Approval Factors

The recommendation from the PEC’s authorized representatives and the PEC’s decision to approve or deny an *Additional Educational Program for Pre-Kindergarten Early Childhood Amendment Request* will be based on the following considerations, which will be weighed to determine if the applicant has the capacity to implement the requested expansion and ensure continued success in all applicable performance measures:

Has the applicant adequately met its mission;
Will the requested amendment substantially change the mission or educational program of the school;
Is the applicant’s academic performance stable or improving;
Has the applicant demonstrated financial stability and good financial management (this will include a review of the financial audits for the past 3 years);
Has the applicant identified a plan for traffic flow and a process for student drop off and dismissal that provides for the safety of its youngest students;
Has the applicant adequately met its organizational performance requirements;
Has the applicant provided evidence of neighborhood notification and support for the new program and enrollment changes;
Has the applicant demonstrated community need, support, and satisfaction; and
Has the applicant demonstrated capacity to successfully implement the requested expansion?

Instructions for the Request

If you have questions about completing the form or uploading documents, contact charter.schools@state.nm.us. Complete all required fields and attachments (denoted by "*").

Form Fields

Field	Instructions
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Grade Levels Served in New Educational Program*	Identify the grades to be served in the additional educational program. This must align with the current grade levels identified in the charter contract or be accompanied by a grade level change amendment request.
Additional Educational Program*	Identify the educational program description you would like included in the contract that describes the educational program to be offered, include a description of the curriculum, schedule/hours, instructional methods, and assessment methods.
Effective Date*	Enter the proposed first day of school for the new program.
Mission*	Identify the school's mission, which must not conflict with the proposed new program.

Attachments

Approved Board Minutes*

Attach evidence that the requested change has been approved by the Charter School Board.

Narrative*

Attach a narrative that responds to each of the following prompts:

- Describe the rationale for this request.
- Provide a detailed staffing plan consistent with each Staffing Chart submitted with this request. Describe how the staffing (administrative, instructional, and non-instructional), enrollment, and target population needs will be addressed by the following processes:
 - Recruitment;
 - Hiring; and
 - Training.
- If changes to staffing are not needed, provide an explanation.
- Provide a detailed description of how the Charter school will meet the enrollment targets identified in each Enrollment Matrix submitted. Include the following:
 - A plan for meeting targets;
 - Necessary advertising and/or promotion to meet the targets;
 - Number of returning students; and
 - Anticipated new student enrollment.
- Explain how the proposed additional Educational Program will improve student achievement in the target population that will be served by the additional educational program.

Occupancy Documentation

For the proposed facility, clearly label and provide the following documents:

- Documentation of the capacity load of the facility to document capacity, practical considerations for age-appropriate interaction in the facility, and compliance with PSFA requirements for indoor and outdoor space adequacy that can sustain projected growth in enrollment. Hand-drawn images will not be accepted.
- If an additional facility including portable facility is to be utilized:

- A Certificate of Occupancy, approved for educational use; *OR* An assurance that the school will not occupy any space until the school possesses a Certificate of Occupancy and provides the same to the PEC;
- NMCI letter from the PSFA; *OR* An assurance that the school will not occupy any space until the school possesses a NMCI letter from the PSFA and provides the same to the PEC;
- Documentation of the capacity load of the facility to document capacity that can sustain enrollment requested (hand-drawn images will not be accepted); *OR* An assurance that the school will not occupy any space that does not have a sufficient capacity load to sustain the enrollment requested and provides documentation of the capacity load to the PEC; and
- Proposed lease (as relevant), lease purchase agreement (as relevant), or purchase contract (as relevant) and an affidavit verifying compliance with legal requirements of Section 22-8B-4.2 NMSA 1978; *OR* An assurance that the school will not occupy any space that does not meet the ownership and leasing requirements of Section 22-8B-4.2 NMSA 1978.

Administrative Completeness Review

An administratively complete request includes the following:

- Fully Completed Form
- Approved Board Minutes
 - Comply with Open Meeting Law (if applicable)
 - Board aligns with what is currently on file with PEC
- Narrative, Addressing All Prompts
- Facility Information