

**Additional Education Program for Pre-Kindergarten Early
Childhood Education Amendment Request Form**

The Charter Contract, was entered into by and between the New Mexico Public Education Commission, and [SCHOOL NAME], effective [DAY] of [MONTH], [YEAR]. [SCHOOL NAME] was approved for a [YEAR TERM] Charter Contract.

[SCHOOL NAME] Charter Contract currently states:

AUTHORIZED GRADE LEVELS SERVED IN CURRENT EDUCATIONAL PROGRAM:

CURRENT COMPREHENSIVE EDUCATIONAL PROGRAM:

CURRENT ENROLLMENT CAP:

CURRENT ENROLLMENT:

[SCHOOL NAME] requests consideration from the Public Education Commission (PEC) to change the terms of its Charter Contract, Section ____, as follows:

AUTHORIZED GRADE LEVELS:

GRADE LEVELS SERVED IN PROPOSED NEW EDUCATIONAL PROGRAM:

ADDENDUM TO COMPREHENSIVE EDUCATIONAL PROGRAM :

MISSION:

ENROLLMENT CAP EXCLUSIVELY FOR PRE-KINDERGARTEN AND EARLY CHILDHOOD PROGRAM:

[SCHOOL NAME] Additional Education Program for **Pre-Kindergarten Early Childhood Education** amendment request is hereby submitted by, [CHARTER SCHOOL REPRESENTATIVE], on [DATE], and affirms the school meets the following eligibility criteria:

- Received no lower than a "C" letter grade or no lower than the top 75% in the NM School Accountability System in FY16 through FY18, or in all of the past three years for which a Tier evaluation is available have been identified as a Tier 2 or better in the Academic Performance Framework; and
- Has not had its board of finance revoked within the last three years; and
- The school must confer with the PEC to convert to the 2019 contract template within 30 days of a vote on this request; and
- The school's governing board is in compliance with all reporting requirements.



- The school's governing board is in compliance with all financial requirements.
- The school agrees to amend the Academic Performance Framework to incorporate Pre-Kindergarten FOCUS performance evaluation and verification.

Charter School Governing Board President's Signature

Date

Charter School Head Administrator Signature

Date

[SCHOOL NAME'S] Additional Education Program for Pre-Kindergarten Early Childhood Education amendment request was reviewed and voted upon by the Public Education Commission and

Pre-Kindergarten Early Childhood Education Program is

APPROVED

DENIED

Enrollment Cap EXCLUSIVELY for Pre-Kindergarten Early Childhood Education Program is

APPROVED

DENIED

Note: The Pre-Kindergarten Enrollment Cap is included in the school's Enrollment Cap. If the school does not have a validated Pre-Kindergarten Early Childhood Program, the Enrollment Cap for the Pre-Kindergarten Early Childhood Program is automatically revoked.

The PEC has the right to terminate this Charter Contract amendment if the school does not have a validated Pre-Kindergarten Early Childhood Program.

Chair, Public Education Commission



Additional Education Program for Pre-Kindergarten Early Childhood Education Amendment Request Form

Deleted: Pre-Kindergarten

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[SCHOOL NAME] Charter Contract currently states:

AUTHORIZED GRADE LEVELS SERVED IN CURRENT EDUCATIONAL PROGRAM:

CURRENT COMPREHENSIVE EDUCATIONAL PROGRAM:

CURRENT ENROLLMENT CAP:

CURRENT ENROLLMENT:

Deleted: REQUESTED STUDENT ENROLLMENT IN PRE KINDERGARTEN AND EARLY CHILDHOOD

[SCHOOL NAME] requests consideration from the Public Education Commission (PEC) to change the terms of its Charter Contract, Section ____, as follows:

AUTHORIZED GRADE LEVELS:

GRADE LEVELS SERVED IN PROPOSED NEW EDUCATIONAL PROGRAM:

ADDENDUM TO COMPREHENSIVE EDUCATIONAL PROGRAM :

MISSION:

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ENROLLMENT CAP EXCLUSIVELY FOR PRE-KINDERGARTEN AND EARLY CHILDHOOD PROGRAM:

[SCHOOL NAME] Additional Education Program for Pre-Kindergarten Early Childhood Education amendment request is hereby submitted by, [CHARTER SCHOOL REPRESENTATIVE], on [DATE], and affirms the school meets the following eligibility criteria:

Deleted: New School Population

- Received no lower than a "C" letter grade or no lower than the top 75% in the NM School Accountability System in FY16 through FY18, or in all of the past three years for which a Tier evaluation is available have been identified as a Tier 2 or better in the Academic Performance Framework; and
- Has not had its board of finance revoked within the last three years; and
- The school must confer with the PEC to convert to the 2019 contract template within 30 days of a vote on this request; and
- The school's governing board is in compliance with all reporting requirements.

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The school's governing board is in compliance with all financial requirements.

The school agrees to amend the Academic Performance Framework to incorporate Pre-Kindergarten ECQIS performance evaluation and verification.

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Charter School Governing Board President's Signature _____ Date _____

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Charter School Head Administrator Signature _____ Date _____

[SCHOOL NAME'S] Additional Education Program for Pre-Kindergarten Early Childhood Education amendment request was reviewed and voted upon by the Public Education Commission and,

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Deleted: is hereby:

Pre-Kindergarten Early Childhood Education Program is

APPROVED DENIED

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Enrollment Cap EXCLUSIVELY for Pre-Kindergarten Early Childhood Education Program is

APPROVED DENIED

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Note: The Pre-Kindergarten Enrollment Cap is included in the school's Enrollment Cap. If the school does not have a validated Pre-Kindergarten Early Childhood Program, the Enrollment Cap for the Pre-Kindergarten Early Childhood Program is automatically revoked.

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The PEC has the right to terminate this Charter Contract amendment if the school does not have a validated Pre-Kindergarten Early Childhood Program.

Chair, Public Education Commission

Additional Educational Program for Pre-Kindergarten Early Childhood Amendment Request

Purpose

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
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:
 - o Recruitment;
 - o Hiring; and
 - o 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:
 - o A plan for meeting targets;
 - o Necessary advertising and/or promotion to meet the targets;
 - o Number of returning students; and
 - o 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

Additional Educational Program for Pre-Kindergarten Early Childhood Amendment Request

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Purpose

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.

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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:

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- 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.

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Deleted: If the fiscal year has started or will start prior to the request being considered by the PEC, an amendment request will be effective only in the subsequent fiscal year, if it is approved.

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.

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- 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.

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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:

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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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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:
 - o Recruitment;
 - o Hiring; and
 - o 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:
 - o A plan for meeting targets;
 - o Necessary advertising and/or promotion to meet the targets;
 - o Number of returning students; and
 - o 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 are appropriate interaction in the facility, and compliance with FFA requirements for indoor and outdoor space adequacy, that can sustain projected growth in enrollment. Hand-drawn images will not be

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Deleted: Curriculum Samples*
Attach curriculum samples for each grade level that will be served in the additional educational program, as described in the instructions on the Curriculum Sample Instructions and Template beginning on page 6 of these instructions.*

Deleted: <#>Describe the proposed additional Educational Program, including the following:*

- <#>Curriculum (which clearly demonstrates alignment to the New Mexico Common Core State Standards and New Mexico Content Standards);*
- <#>Methods of instruction; and*
- <#>Formative and summative assessments.*

<#>Explain how the proposed changes to the Educational Program align to the mission documented in the charter or to a mission change amendment request.*

Deleted: <#>Identify the concrete resources, if any, needed for implementation. Consider the curriculum, assessment,*

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and instruction embodied in this request. Provide the rationale for your response. If the response indicates that resources are not needed to implement the request, explain why.*

<#>(If the additional program will serve Grades K-8) Present clear criteria for promotion from one grade level to the next, to include the level of proficiency that students must obtain to demonstrate mastery of academic core content.*

<#>(If the additional program will serve Grades 9-12) Describe the following:*

- <#>Course offerings;*
- <#>Process and criteria for awarding course credit;*
- <#>Policy on acceptance of transfer credit; and*
- <#>Graduation requirements that identify the number of credits in each content area and electives

Deleted: (Only if a different facility will be used or if the additional programming enrollment combined with current enrollment will exceed current facility cap)

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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.

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- Fully Completed Form
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 - Board aligns with what is currently on file with PEC
- Narrative, Addressing All Prompts
- Facility Information

Deleted: Additional Information ¶
Attach each of the following documents ¶
<#>Enrollment Matrix ¶
<#>Detail the current and targeted number of students served per grade for the subsequent three Fiscal Years both in the primary educational program and the requested additional educational program ¶

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<#>Staffing Chart ¶
<#>Identify the current and anticipated staffing information for the subsequent three Fiscal Years both in the primary educational program and the requested additional educational program ¶

Deleted: <#>Curriculum Samples for each grade that will be served in the new programming. See Curriculum Sample Instructions and Template beginning on page 6 of these instructions. The curriculum samples should reflect the new program as proposed to be added in the amendment request ¶

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Deleted: <#>Additional Information ¶
<#>Enrollment Matrix ¶
<#>Staffing Chart ¶

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Curriculum Sample Instructions and Template ¶

Who needs to use this form? ¶

All schools requesting to change the Educational Program of the school ¶

Why? ¶

Curriculum samples provide a representation of an Educational Program aligned to the New Mexico Common Core State Standards and the New Mexico Content Standards and to the methods of instruction described in the charter contract, and as amended. The curriculum samples allow the Charter school to demonstrate its capacity to develop a curriculum aligned to these standards and designed to improve pupil academic achievement. ¶

Directions ¶

For each grade level being served that will be impacted by the proposed change, provide curriculum samples for Reading, Writing, and Math using the Curriculum Sample Template. Reading and Writing standards may be addressed in a single English Language Arts (ELA) curriculum sample. If the changes will impact 4th, 7th