**New Mexico Public Education Commission**

**Pre-Kindergarten Early Childhood Program**

**Amendment Request Policy**

# Purpose

# The *Pre-Kindergarten Early Childhood Amendment Request* is used to add an additional or different educational program that 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 a program that may impact the maximum building capacity for a new school population is **not** effective until approved by the PEC.

# Schools shall only be eligible to submit a Pre-Kindergarten Early Childhood Program Amendment Request if the school is on current version of the charter contract (2019). A school under an earlier version of the charter contract may submit this amendment request if it also requests to negotiate its charter contract to the current version. Submission Deadline

The *Pre-Kindergarten Early Childhood Program Amendment Request* must be submitted within 14 days of approval of the program and will be implemented in the following fiscal year.

# PEC Consideration

An administratively complete *Pre-Kindergarten Early Childhood Program Amendment Request* may be placed on the agenda of the next regular PEC meeting if the complete request was received at least 14 days prior to the meeting, or at the subsequent meeting if the complete request was not received at least 14 days prior to the next regularly scheduled meeting.

A *Pre-Kindergarten Early Childhood Program Amendment Request* may be placed on the consent agenda of a regular PEC meeting. Any request may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the Commission.

# Instructions for the Request

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

## Form Fields

|  |  |
| --- | --- |
| **Field** | **Instructions** |
| **Authorized Grade Levels Served\*** | Enter the authorized grade levels served, as identified in the current charter contract |
| **Current Enrollment Cap\*** | Enter the enrollment cap, as identified in the current charter contract. |
| **Maximum Building Occupancy\*** | Identify the facility’s maximum building occupancy load. |
| **Confirm sentence to be added\*** | In addition, the school offers a Pre-K program, exclusive of the school’s student enrollment for grades \_\_\_\_\_; however, the Pre-K program through \_\_\_\_ grade enrollment will not exceed the building capacity. |
| **Identify funding source\*** | Identify how the Pre-K Early Childhood Program is funded |

***Attachments***

### Approved Board Minutes or Certificate of Governing Body Vote\*

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

### Approval Letter and Application Packet for grant-funded program\* Occupancy Documentation\*

* 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;
* Documentation of the capacity load of the facility to document capacity that can sustain the additional program requested *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.

# Administrative Completeness Review

An administratively complete request includes the following:

* Fully Completed Form
* Approved Board Minutes or Certification of Governing Board Vote
  + Comply with Open Meetings Act
  + Board membership aligns with what is currently on file with PEC
* Approval Letter and Application Packet for funded program
* Occupancy Documentation