

# Public Education Commission

## School Relocation or Additional Square Footage Amendment

---

### Purpose

The *School Relocation or Additional Square Footage Amendment* is used to notify the Public Education Commission of a planned change in the school's physical location, as identified in the charter contract, when the school will be staying within the same school district. This amendment request shall also be used to notify the PEC when the school is adding square footage to the existing facility or adding another building, including portable buildings, on or adjacent to the current site.

This amendment is **not** used to add a second site or school that serves, or will serve, the same grades as the first (primary) site, with its own administration.

The school shall **not** change its physical location until after the PEC has received the amendment request and the school's request has been considered by the PEC.

### Submission Deadline

A *School Relocation or Additional Square Footage Amendment* must be submitted in time for the request to be considered by the PEC **prior** to the physical move being executed.

An administratively complete *School Relocation or Additional Square Footage Amendment* may be placed on the agenda of the next regular PEC meeting if the complete amendment request was received at least 28 days prior to the meeting, or at the subsequent meeting if the complete amendment request was not received at least 28 days prior to the next regularly scheduled meeting.

A *School Relocation or Additional Square Footage Amendment* may be placed on the consent agenda of a regular PEC meeting. Any amendment request may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the Commission.

### PEC Consideration

All performance data (academic, organizational, and financial) for the last three years including any outstanding compliance or investigations will be provided to the PEC for consideration of the amendment request.

### Amendment Checklist

An administratively complete amendment includes the following:

- Fully Completed Form
- Approved Board Minutes or Certification of the Vote taken by the Board
- Narrative that provides a rationale for move or expansion and that includes and an explanation that: identifies the number of students displaced/impacted by the move/expansion and a plan to support these students in the change; discusses the communication to the school community; and that proposes a plan to assist displaced students in their need to find a new school

- 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;
  - Copy of Liability Insurance Coverage
  - 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, lease purchase agreement, or purchase contract 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 and the school will not occupy the facility until a copy of the fully executed lease has been provided to the PEC.
-

# School Relocation or Additional Square Footage Amendment FORM

**If you have questions about completing the form or uploading documents, contact [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us).**

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [\_\_\_\_], hereafter "the School" effective [\_\_\_\_] of [\_\_\_\_], [\_\_\_\_]. The school was approved for a [\_\_\_\_] Charter Contract.

The school requests consideration from the Public Education Commission (PEC) to change the terms of its Contract as follows:

Charter Contract currently states:

**SCHOOL NAME:** \_\_\_\_\_

**ORIGINAL ADDRESS:** \_\_\_\_\_

**AUTHORIZED GRADE LEVELS:** \_\_\_\_\_

The School requests the Public Education Commission approve Section \_\_\_\_ of the School's contract to read:

**EFFECTIVE DATE OF CHANGE:** \_\_\_\_\_

**SCHOOL NAME:** \_\_\_\_\_

**NEW PHYSICAL ADDRESS:** \_\_\_\_\_

**AUTHORIZED GRADE LEVELS:** \_\_\_\_\_

**ADDITIONAL SQUARE FOOT AMENDMENT:** \_\_\_\_\_

**Submit this form and all supporting documents to [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)**

The School's School Relocation or Additional Square Footage Amendment is hereby submitted by [\_\_\_\_] on [\_\_\_\_], and affirms the school meets the following eligibility criteria:

- Amendment must be submitted and approved by the PEC prior to the physical move; and
- The school's governing board is in compliance with all reporting requirements and approved the change.

\_\_\_\_\_  
Charter School Representative Signature

\_\_\_\_\_  
Date

The School's School Relocation or Additional Square Footage Amendment was:

Approved

Denied

\_\_\_\_\_  
Public Education Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair,

## **MOVED OR REMOVED ITEMS**

**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 and attachments (denoted by "\*").

### **Form Fields**

<b>Field</b>	<b>Instructions</b>
<b>Original Address, Phone Number, and Fax Number *</b>	Identify the original school address, phone number, and fax number.
<b>Effective Date of Change *</b>	Identify the date on which the change in physical address is intended to be implemented.
<b>New Physical Address*</b>	Identify the new address at which the school will be operating, including the street address, city, state, zip, phone, and fax number. If complete address is not available, please provide cross streets or parcel number.
<b>New Mailing Address</b>	If this information is the same as the physical address, check the "Same as new physical address" box. If not, identify the new address at which the school will be receiving mail, including the street address, city, state, zip, phone, and fax number.

### **Attachments**

#### **Approved Board Minutes or Certification of the Vote taken by the Board \***

Attach evidence that the change has been approved by the Charter School Governing Board; certification must be signed by an authorized member of the board.

#### **Occupancy Documentation\***

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

- 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, lease purchase agreement, or purchase contract 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 and the school will not occupy the facility until a copy of the fully executed lease has been provided to the PEC.

### **Copy of Liability Insurance Coverage\***

Attach appropriate documentation, which must identify the charter school requesting the move and agreement to provide coverage at the proposed site.

### **Narrative\***

Upload a narrative that responds to the following prompts:

- Provide the rationale for moving the school to a new location.
- Identify the number of students displaced by the move and discuss the plan to support these students:
  - Discuss communication of the planned move to the school community;
  - Discuss how displaced students will be/have been supported in identifying other educational options; and
  - Enrolling in another school.

## **Administrative Completeness Review**

An administratively complete amendment includes the following:

- Fully Completed Form
- Approved Board Minutes or Certification of the Vote taken by the Board
  - Comply with Open Meetings Act
  - Board membership aligns with what is currently on file with PEC
- Narrative, addressing all prompts
- Occupancy Documentation
- Copy of Liability Insurance Coverage