

Public Education Commission

Grade Level Change Amendment Instructions

Purpose:

To request an amendment to the charter contract to increase or decrease the number of grades served.

Submission Deadline:

The PEC must approve the requested amendment before implementing the change. Complete amendment requests that are submitted 28 days prior to the next PEC meeting will be placed on the next agenda.

Data Required and PEC Consideration:

The PEC differentiates between two different types of grade level amendments requests:

- 1) *Simple Grade Level Change*. Grade level changes that are within the general scope of existing charter contract, either seeking a reduction in grade level(s) or that are within the same education level already being offered by the school (elementary, middle or high school). Amendments of this type require less information and justification in the amendment form.
- 2) *Significant Grade Level Change*. Grade level changes that expand the grade levels of the school into another education level not presently being offered by the school (expanding into elementary, middle or high school) Amendments of this type require more information and justification in the amendment form.

For a *Simple Grade Level Change*, the school must provide:

1. Information on how this change would improve student performance at the school if the school performance is in the lowest 25% of all school performance as identified by the Public Education Department (“PED”),
2. Data demonstrating that the school’s educational model will be effective in the new/reduced grades, or provide examples of schools serving similar grades using the school’s educational model in the proposed grades,
3. Support from the community and results of a community input meeting held by the Governing Board of the school at a public meeting; and
4. Information regarding how the grade level change will be implemented, and the impact on existing staffing, facilities and other parts of the school that may be impacted.

For a *Significant Grade Level Change*, the school must provide information of:

1. Existing Success of the School.

- a. Academic and organizational success in implementing the existing charter; OR
 - b. If the school has had academic or organizational challenges, describe what exceptional circumstances exist that would show that the change is in the best interest of the school and students at the school.
2. Need for the change in the community and school.
- a. Results of a community input meeting held by the Governing Board of the school at a public meeting;
 - b. Need for the grade-level change, such as:
 - i. Demonstration of parent demand for the amendment request;
 - ii. Identified need in the community for the grade-level change (i.e. students coming into the school without sufficient skills);
 - iii. Change needed to address an operational concern (i.e. fiscal challenge related to the school size resulting from the funding formula as applied to the charter)
3. Data/research showing effectiveness of the change. Effectiveness shown through data or research demonstrating that the school's educational model will be effective in the new grades and educational level, or examples of successful schools serving similar grades using the school's educational model in the proposed grades.
4. Preparation for implementation, including how the school will address the challenges of the new grades including the impact on existing staffing, facilities and other parts of the school that may be impacted. (i.e. Does grade level increase require different licensure requirements and if so how will school accommodate? Is the facility sufficient to accommodate the additional grade levels.)
5. Rationale for timing of the request. *Note: It is the PEC's position that a school should have implemented full operational capacity of all grades as identified in its charter contract before seeking a significant grade level increase.*

If the school has not fully implemented the plan identified in the charter contract, the school should identify why the change is needed now. If the school has been in operation for less than three years, the school should explain why the requested change was not made in the original charter application.

Data provided to PEC by CSD:

CSD will

- provide PEC with performance data (academic, organizational, and financial) for the contract term from annual reports, and including any outstanding compliance or investigations, and
- will highlight information relevant to the amendment request.

Amendment Checklist:

Simple Grade Level Change

- Fully completed form
- Approved board minutes or certification of the vote taken by the board
- If an additional facility will be utilized to accommodate expanded enrollment attach the following information for the new facility or current facility expansion a(n):
 - 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 an assurance that a copy of the Certificate of Occupancy will be provided to the CSD within a 30-days of occupancy;
 - Letter from PSFA stating that the facility meets the NMCI;
 - Documentation of the capacity load of the existing or new facility to document capacity that can sustain the enrollment increase; and
 - 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.
- If the school is also requesting an enrollment cap increase, an enrollment cap amendment form.

Contact charter.schools@state.nm.us if you have questions about completing or submitting documents.

Grade Level Change Amendment Request FORM

Submit this form and all supporting documents to charter.schools@state.nm.us

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and **(name of charter school)**, hereafter "the School," effective on .

The School requests consideration from the PEC to change the terms of its Charter Contract as follows:

The Grade Levels Approved in the Charter School Contract currently reads:

The Amendment requests that the PEC approve Section , page of the School's charter contract so that the Grade Levels Approved reads:

[Mark if applicable] The School also requests an enrollment cap increase and has submitted an Enrollment Cap Increase request at the same time to increase enrollment from to .

Rationale for the requested amendment/change:

The school is requesting the following Grade Level Change *[Mark one as appropriate]*:

Simple grade level change

A reduction in grade levels offered from to .

An increase in grade levels from to , but within the same education level already being offered by the school (elementary, middle or high school). OR

Significant Grade Level Change

An increase in grade levels from to that results in the school offering to teach grade in a different education level than presently offered by the school (adding elementary, middle or high school not presently offered).

Has the school reached full operational capacity of all graded as identified in the existing charter contract? Yes No.

If no, identify why the change is needed now.

Click or tap here to enter text.

Is the school presently in its first three years of operation as a charter school?

Yes

No.

If no, why was the requested change not made part of the original school application?

Click or tap here to enter text.

Complete for a *Simple Grade Level Change*:

Is the school in the lowest 25% of all school performance as identified by PED?

Yes

No

If yes, provide information on how this change would improve student performance at the school.

Click or tap here to enter text.

Data demonstrating that the school's educational model is working or provide examples of schools serving similar grades using the school's educational model in the proposed grades:

Click or tap here to enter text.

Data demonstrating support for expanded/reduced grades in the community and results from a community input meeting held by the Governing Board of the school at a public meeting:

Click or tap here to enter text.

Please provide a short narrative regarding how the proposed change will impact on existing staffing, facilities and other parts of the school that may be impacted.

Click or tap here to enter text.

Complete for a *Significant Grade Level Change*:

Data demonstrating that the school's educational model and organizational structure is working and is effective at the school:

Click or tap here to enter text.

Data demonstrating support for expanded/reduced grades in the community and results from a

community input meeting held by the Governing Board of the school at a public meeting:

- a. Results of a community input meeting held by the Governing Board of the school at a public meeting.

Click or tap here to enter text.

- b. Other information showing community support.

Click or tap here to enter text.

Data or information showing need for the grade-level change, such as:

- a. Demonstration of parent demand for the amendment request;
- b. Identified need in the community for the grade-level change (i.e. students coming into the school without sufficient skills);
- c. Change needed to address an operational concern (i.e. fiscal challenge related to the school size resulting from the funding formula as applied to the charter)

Click or tap here to enter text.

Data/research showing effectiveness of the change demonstrating that the school's educational model will be effective in the new grades and at the new educational level, or examples of successful schools serving similar grades using the school's educational model in the proposed grades.

Click or tap here to enter text.

A full narrative showing that the school is prepared for implementation, including how the school will address the challenges of the new grades including the impact on existing staffing, facilities and other parts of the school that may be impacted. (i.e. Does grade level increase require different licensure requirements and if so how will school accommodate? Is the facility sufficient to accommodate the additional grade levels.)

Click or tap here to enter text.

The school's contract amendment is hereby submitted by:

Click or tap here to enter text.
Charter School Representative

Click or tap to enter a date.
Date

School Amendment Approval (electronic signature of School Board Chair):

Click or tap here to enter text.
School Board Chair

Click or tap to enter a date.
Date

_____ **For PEC/CSD use only** _____

School Amendment number (School name, number, date): _____

Regular Agenda

The Contract Amendment was:

- Approved
- Denied

Click or tap here to enter text.
Public Education Commission

Click or tap to enter a date.
Date

PEC Amendment Approval (electronic signature of PEC Chair):

Amendment approved

Amendment denied for the following reasons: _____

Click or tap here to enter text.
PEC Chair

Click or tap to enter a date.
Date
