

**PUBLIC
EDUCATION
COMMISSION**

Enrollment Cap Amendment Request Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [Middle College High School], hereafter the School, effective [1st] of [July], [2019]. The School was approved for a [five-year] Charter Contract.

The School's Charter Contract currently states:

ENROLLMENT CAP: The school is authorized to serve 140 students

AUTHORIZED GRADE LEVELS: 9th through 12th grade

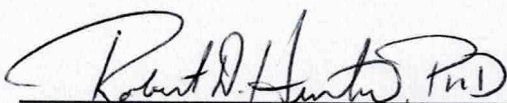
The School requests consideration from the Public Education Commission (PEC) to change the terms of its Charter Contract, Section 4.3, as follows:

PROPOSED ENROLLMENT CAP: 150 students

ENROLLMENT CHANGE: INCREASE DECREASE

The School's Enrollment Cap amendment request is hereby submitted by [Dr. Robert Hunter] on [February 23, 2023], and affirms the school meets the following eligibility criteria:

- The school must confer with the PEC to convert to the 2019 contract template within 30 days of a vote on this request;
- The school's governing board is in compliance with all reporting requirements; and
- In the prior three (3) years, the school has:
 - Received no lower than a "C" letter grade on the state report card (applicable for SY18 and prior) AND received no lower than the top 75% academic designation on the NM System of School Support and Accountability (applicable for SY19 and forward);
 - Received an overall academic tier rating of Tier 1 or Tier 2 on the school's PEC approved Academic Performance Framework, for years in which a PEC Tier Level is available; and
 - Has not had its board of finance revoked.
- If the fiscal year has started or will start prior to the request being considered by the PEC, the amendment request will be effective only in the subsequent fiscal year



Charter School Representative Signature

2/23/23

Date

The School's Enrollment Cap amendment request was reviewed and voted upon by the Public Education Commission and is hereby:

APPROVED

DENIED

Chair, Public Education Commission

Date

Middle College High School Regular Governing Board Meeting Agenda

Date: February 22, 2023

Time: 5:00 p.m.

Location: MCHS Administrative Office and Online with Materials Available at www.mchsgallup.com

To Join Virtually: <https://us02web.zoom.us/j/85703708025?pwd=aVoySXlVWUluY2RqazdvdHJCaGR6dz09>

Meeting ID: 857 0370 8025

Passcode: jdT77x

Agenda Item I

1. Call to Order
2. Roll Call

Agenda Item II

1. Approval of the February 22, 2023 Agenda
2. Approval of the January 25, 2023 Governing Board Regular Meeting Minutes, as presented

Agenda Item III

1. Public Comment
2. Teachers' Reports
3. Counselor's Report
4. Principal's Report
5. GC Board Members' Reports
6. Finance and Audit Presentation
7. CEO's Report
 - a. Updates from PED and Legislative Session
 - b. Equity Council: Grading for Equity PLC
 - c. Facility Update

Agenda Item IV

Action Items—New Business

1. Action Items:
 - a. Discussion and Possible Action on Enrollment Amendment Request
 - b. Discussion and Possible Action on Jan WF Bank Rec, Jan Bento Bank Rec, Jan Check Register
 - c. Discussion and Possible Action on BARs
 - a. 578-000-2223-0007-I SEG Adjustment
 - b. 578-000-2223-0008-I SEG Carryover
 - c. 578-000-2223-0010-D Carryover Decrease Capital Funding

Adjourn

If you are an individual with a disability, who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or to participate in the meeting of the Local Council. Please contact the Administration Office of the Middle College High School at least "24" hours before the meeting. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please telephone the Administration Office at 505-722-9945, if an accessible format is needed.

EXHIBIT A

Motion to Approve Proposed Enrollment Cap Amendment

The Governing Council approves a proposed amendment to its charter to increase its enrollment cap from 140 students to 150 students. The Governing Council affirms that the school meets the following eligibility criteria:

- Is utilizing the 2019 Contract Template; and
- Received no lower than a “C” letter grade in any of the past three years, or in all of the past three years for which a Tier evaluation is available, have been identified as Tier 2 or better in the Academic Performance Framework; and
- Has not had its board of finance revoked within the last three years; and
- If the fiscal year has started or will start prior to the request being considered by the PEC, the amendment request will be effective only in the subsequent fiscal year; and
- The school’s governing council is in compliance with all reporting requirements.



MIDDLE COLLEGE HIGH SCHOOL

Certificate Of Governing Body Vote

This document certifies that on February 22, 2023 at 5:00 PM, a meeting of the Governing Body of Middle College High School, a New Mexico public charter school, was held at 705 Gurley Avenue in Gallup, New Mexico. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body’s members being present and voting, it was voted six (6) in favor and none (0) opposed to amend the school’s charter to increase its enrollment cap from 140 students to 150 students. The Governing Council affirms that the school meets the following eligibility criteria:

- Received no lower than a “C” letter grade in any of the past three years, or in all of the past three years for which a Tier evaluation is available, have been identified as Tier 2 or better in the Academic Performance Framework; and
- Has not had its board of finance revoked within the last three years; and
- If the fiscal year has started or will start prior to the request being considered by the PEC, the amendment request will be effective only in the subsequent fiscal year; and
- The school’s governing council is in compliance with all reporting and training requirements.

The members voting in favor were:	Dr. Matthew Mingus:	YES
	Dr. Betty Sutliff:	YES
	Ms. Lisa Bracken:	YES
	Ms. Monica Yazzie:	YES
	Mr. Olin Kieyoomia:	YES
	Ms. Janene Yazzie:	YES

The members voting in opposition were: NONE

I, the undersigned, certify that this is a true copy.

Signature of Individual Authorized to Certify the Vote (Secretary or Other Officer)

Dr. Matthew Mingus
Governing Board President
February 22, 2023

Declaration of Dr. Robert Hunter

1. I am over 18 years old and am the executive director of Middle College High School.
2. I have personal knowledge of all facts set forth below, and if called upon to testify to same, I could and would do so competently and truthfully. I make this declaration in support of Middle College High School's Request for an Amendment to its Charter Contract to increase its enrollment cap.
3. On February 22, 2023, at a duly noticed public meeting, the Governing Council for Middle College High School voted to approve a motion to amend to its charter to increase its enrollment cap from 140 students to 150 students.

4. The motion is reflected in Exhibit A to this declaration.

5. The vote to approve the motion was as follows:

Dr. Matthew Mingus: YES

Dr. Betty Sutliff: YES

Ms. Lisa Bracken: YES

Ms. Monica Yazzie: YES

Dr. Olin Kieyoomia: YES

Ms. Janene Yazzie: YES

6. The Governing Council has given me the authority to present this proposed amendment to the Public Education Commission for its approval.

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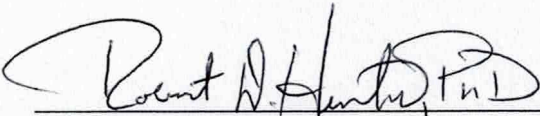
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Dr. Robert Hunter, affiant, being first duly sworn, states upon oath, that all of the representations in this declaration are true as far as affiant knows or is informed, and that such declaration is true, accurate, and complete to the best of affiant's knowledge and belief.

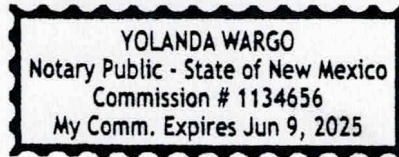
Further affiant sayeth not.

DATED: February 23rd, 2023


DR. ROBERT HUNTER

SUBSCRIBED AND SWORN TO BEFORM ME on February 23, 2023, to certify which witness my hand and official seal.


NOTARY PUBLIC IN AND FOR
THE STATE OF NEW MEXICO



Rationale for Enrollment Cap Increase

Middle College High School (MCHS) formally requests an addition to the Contract that will enable the School to enroll an additional 10 students, beginning in school year 2023-2024. This request is responsive to community concern for an educational alternative to the current offerings of the local school district, as reflected by the waiting list that the school currently maintains.

Staffing Plan

Middle College High School presently staffs nine positions, including one full-time administrator, an office manager, and seven faculty members. Most staff members serve additional roles, as well. For example, the School employs a principal and a licensed counselor who are included in the faculty count because they are also certified instructors with at least half-time teaching loads. MCHS instructors are not only licensed through the PED, they are also qualified to teach college in their respective disciplines.

- **Recruitment:** MCHS has remained fully staffed since the 2015-2016 school year. Student recruitment has not been an issue, as the School continuously operates with a waiting list. There is a demand for growth and MCHS is in a position to accommodate that demand.
- **Hiring:** The school is adequately staffed to serve an additional 10 students.
- **Training:** Training requirements are thoroughly met through ongoing professional development, which includes the entire faculty on a weekly basis. Friday afternoons are reserved for professional development, which includes a range of salient topics, such as equitable pedagogical and grading strategies, co-planning, and the implementation of various academic supports.

Enrollment Pattern

Middle College High School presently enrolls 140 students in grades 9-12. The current distribution of students is as follows:

9th = 32
10th = 41
11th = 41
12th = 26

Because space in the program is predicated by graduates exiting the school, a smaller cohort of graduating students creates less space for an incoming class. Such is the case heading into next year. Because the school has a waiting list, some

students who apply as underclassmen are unable to enroll until a subsequent school year. Having space for only a reduced number of underclassmen perpetuates the waiting list. While the size of this list varies from year to year, as some students opt to enroll elsewhere instead of reapplying, the number of students on the list has annually ranged from as little as twelve to as many as forty-three. And while applications ordinarily do not begin to arrive until near the close of the school year in May, the School notes that this year they have begun to arrive as early as November this school year.

- Given the consistency of the School's waitlist, as well as the recent upsurge in applications and calls from families, MCHS does not anticipate any difficulty meeting enrollment targets.
- To increase exposure and community awareness of the school, MCHS currently advertises in *The Gallup Independent*, as well as Millennium Media's four local radio stations. Newspaper advertisements run in cycles on a weekly basis; radio ads, daily.
- The graduation of seniors should annually create approximately 35 openings. But this coming year, our returning students (matriculating from 9th, 10th and 11th grade), will comprise approximately 114 seats. And as noted above, our current 10th and 11th grade cohorts are oversubscribed, creating even fewer opportunities for applicants to enroll into the freshmen cohort next year. The addition of 10 more students would help to mitigate the waitlist by allowing more families an opportunity to enroll in the School.
- Following the School's trend patterns, MCHS anticipates being able to serve new students who are interested in entering the school at the 9th grade.

Additional Resources/Considerations

Middle College High School presently has capacity to serve additional students. The existing faculty-to-student ratio is 24:1. With an increase in enrollment, the ratio would be approximately 26:1. As the school has ample physical space and adequate staffing, no additional resources are deemed necessary.

Credit/Course Requirements

As an early college high school, MCHS awards dual credit for courses taken through UNM-Gallup and Navajo Tech. All dual credit courses are articulated with the postsecondary institutions, such that each college course corresponds to a specific high school credit. For example, college algebra (MATH-1220) corresponds to high school algebra II, and can be taken in lieu of the high school course. The caveat with college courses is that postsecondary credit is only awarded when students earn at least a C letter grade.

School policy states that credits transferred into the Middle College High School must be in accordance with the policies of the New Mexico Public Education Department. Acceptable credits include those that are received from an accredited school or state-registered home school.

Credits required for graduation adhere to the NM PED's course requirements, plus additional units as specified by the School. The following table identifies the School's course requirements:

Middle College High School Required Courses for Graduation
29 units to include: <ul style="list-style-type: none">• 4 units English• 4 units math (one unit = or > than algebra II)• 3 units science (2 w/lab)• 3.5 units social science, to include:<ul style="list-style-type: none">New Mexico history (.5 unit)World historyUnited States historyGovernment and economics• 1 unit physical education• .5 unit health education• 1 unit career cluster, workplace readiness, or language other than English• 1 unit Service learning• .5 unit Job shadow• 10.5 units of additional electives/college core

Occupancy Details

Middle College High School is housed in the University of New Mexico's Gallup branch, from which the School leases space. While the majority of instruction occurs in college classrooms, some of which are leased for the School's exclusive use, MCHS also has classroom and administrative space that resides in two School-owned portable buildings. These buildings are located on the UNM-G campus, on land that is also leased from the university. A copy of the current E-Occupancy Certificate is attached, along with a letter from the PSFA indicating that the school meets adequacy standards to enroll up to 159 students. And also because students have the ability to register for college courses that occur throughout the campus, instructional space is greatly expanded.

Additional Considerations

Middle College High School's enrollment policy specifies that applications will be accepted from students entering their 9th through 12th grade years, with enrollment

being contingent on the availability of space in the program. It further states that the School's target is to serve 35 students per grade level, and that in the event that a grade level has fewer than 35 students, additional slots will be distributed among the remaining grades as equally as possible, not to exceed the 140-student enrollment cap. The goal is to establish equivalent distribution between grade levels. As Middle College moves toward balancing enrollment across these grade levels, it is understood that the upper grades will be larger than the lower grades in order to allow current students to complete their programs. Moving forward, the School would like to balance grade levels at 37-38 students apiece.

A projected Enrollment Matrix and Staffing Chart are included below.

Enrollment Matrix

	2023-2024	2024-2025	2024-2026
9 th Grade	33	36	37
10 th Grade	35	36	38
11 th Grade	41	37	38
12 th Grade	41	41	37

Middle College High School presently staffs seven faculty positions. As all instructors are also credentialed to teach college in their respective fields, some of the courses carry dual college credit (identified in the chart below by college prefix and course number). It should be noted that some courses carry multiple sections, such as Algebra I and 2, and most high school English courses. It should also be noted that other courses are only offered one semester during the academic year, such as Financial Literacy and Study Skills.

Staffing Chart

Current Staffing Pattern	Projected Staffing Pattern (2023-2024)
<p>Current faculty course loads:</p> <p><u>Instructor 1:</u></p> <ul style="list-style-type: none"> English 9, 10, 11, 12 SOCI-1110 (Intro to Sociology) <p><u>Instructor 2 (also School Principal):</u></p> <ul style="list-style-type: none"> MATH 1220 (College Algebra) PHYS 1230 (Alg-Based Physics) BCIS 1115 (Computer Science) <p><u>Instructor 3:</u></p> <ul style="list-style-type: none"> Algebra I, Geometry, Algebra II Financial Literacy 	<p>Projected faculty course loads:</p> <p><u>Instructor 1:</u></p> <ul style="list-style-type: none"> English 9, 10, 11, 12 SOCI-1110 (Intro to Sociology) <p><u>Instructor 2 (also Dean of Students):</u></p> <ul style="list-style-type: none"> MATH 1220 (College Algebra) PHYS 1230 (Alg-Based Physics) BCIS 1115 (Computer Science) <p><u>Instructor 3:</u></p> <ul style="list-style-type: none"> Algebra I, Geometry, Algebra II Financial Literacy

<p><u>Instructor 4:</u></p> <ul style="list-style-type: none"> • New Mexico History, World History, US History, Government and Econ • Drivers Education <p><u>Instructor 5:</u></p> <ul style="list-style-type: none"> • PHYS 1115 (Intro to Physics) • BIOL 1110 (Intro to Biology) • ENVS 1110 (Environmental Sci) • MESA (HS Science Elective) <p><u>Instructor 6 (also Student Success Advisor):</u></p> <ul style="list-style-type: none"> • English Language Development • High School Health • Freshmen Study Skills <p><u>Instructor 7 (also School Counselor):</u></p> <ul style="list-style-type: none"> • PSY 2221 (Personality and Career Development) • NATV 1150 (Navajo Government) 	<p><u>Instructor 4:</u></p> <ul style="list-style-type: none"> • New Mexico History, World History, US History, Government and Econ • Drivers Education <p><u>Instructor 5:</u></p> <ul style="list-style-type: none"> • PHYS 1115 (Intro to Physics) • BIOL 1110 (Intro to Biology) • ENVS 1110 (Environmental Sci) • MESA (HS Science Elective) <p><u>Instructor 6 (also Student Success Advisor):</u></p> <ul style="list-style-type: none"> • English Language Development • High School Health • Freshmen Study Skills <p><u>Instructor 7 (also School Counselor):</u></p> <ul style="list-style-type: none"> • PSY 2221 (Personality and Career Development) • NATV 1150 (Navajo Government)
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It is worthy of note that projected staffing patterns do not change with the addition of ten more students. This is because the present curriculum already provides for the courses that would be needed to accommodate these students. Plus, the requested enrollment increase addresses a reduction in the number of available openings, due to the comparatively lower number of students in the cohort that is graduating next year. Without the requested increase, freshmen courses would experience lower enrollments next year, though the waiting list is anticipated to meet a sufficient balance amongst cohorts. As always with staffing patterns, positions are (and will continue to be) determined by students' needs, graduation requirements, and teachers' subject area endorsements and areas of specific expertise.

23446

STATE OF NEW MEXICO
REGULATION AND LICENSING DEPARTMENT
CONSTRUCTION INDUSTRIES DIVISION
GENERAL CONSTRUCTION BUREAU

THIS BUILDING HAS BEEN OCCUPIED BEFORE A FINAL INSPECTION HAS BEEN CONDUCTED.
PERMANENT TEMPORARY, _____ EXPIRATION DATE _____

CERTIFICATE OF OCCUPANCY

THE FOLLOWING BUILDING OR PORTION THEREOF HAS BEEN INSPECTED FOR COMPLIANCE WITH THE REQUIREMENTS OF
OCCUPANCY GROUP "E" AS SPECIFIED BY THE NEW MEXICO BUILDING CODE.

705 GURLEY AVE. GALLUP, NM 87301

BUILDING ADDRESS

GALLUP MIDDLE COLLEGE HS 705 GURLEY AVE GALLUP, NM 87301

NAME AND ADDRESS OF OWNER

MURPHY BUILDERS, INC

NAME(S) OF LICENSED NEW MEXICO CONTRACTOR(S)

GENC-2018039061

BUILDING PERMIT NUMBER

ERNEST JOHNSON

INSPECTOR'S NAME

CHANGE IN OCC FROM OCCUPANCY B TO OCCUPANCY E

COMMENTS

IF NO LICENSED CONTRACTOR, NAME(S) OF OWNER-BUILDER(S)

BUILDING "1" AND BUILDING "2"

PORTION OF BUILDING

12-06-2018

DATE



State of New Mexico
Public School Facilities Authority

Jonathan Chamblin, Director; Martica Casias, Deputy Director

1312 Basehart Road, SE, Suite 200, Albuquerque, NM 87106
(505) 843-6272 (Phone); (505) 843-9681 (Fax)
Website: www.nmpsfa.org

Dr. Rob Hunter
Middle College High School
Gallup, NM

April 1, 2019

Dear Dr. Hunter,

You inquired regarding the adequacy of your facility space to house more students. Attached is the Executive Summary of your Facility Assessment Database Report. Please reference Page 9 of the report and the data following "Insufficient General Classroom Square Footage". Your actual amount of General Classroom Square Footage is 3,998 sf. Per Statewide Adequacy Standards (6.27.30.13 NMAC) a high school is required 25 square feet per student. Therefore, given your existing classroom space you would be eligible to enroll up to 159 students.

Please contact me with any further questions.

Kind Regards,

Jo Eekhoff, MArch, LCSW
Planning & Design Manager
Public School Facilities Authority
Office Phone: 505.468.0295
Email: jeekhoff@nmpsfa.org