



New Mexico Public Education Commission (PEC)

Additional Square Footage Amendment Instructions

Purpose:

To notify the Public Education Commission (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 with its own administration that serves, or will serve, the same grades as the first (primary) site.

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Submission Deadline:

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

(If the facility is now owned by a Foundation (Component Unit) of the school, please complete form A.6 Non-profit Foundation Partnership Agreement form as well.)

Information provided by the School:

- Fully completed form
- Approved board minutes or certification of the vote taken by the board
- Rationale for the change
- Provide a short narrative addressing, if applicable, the number of students displaced/impacted by the move and a plan to support these students and the community in the change
- 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
- Current NMCI rank as per 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; OR An assurance that the school will not occupy any space that does not have a

sufficient capacity load to sustain the enrollment and provides documentation of the capacity load to the PEC

- 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 Lease or Lease Purchase Arrangement if changed as a consequence of the change in ownership and an affidavit verifying that the lease or lease purchase agreement has been reviewed by legal counsel for the School for compliance with New Mexico statute.

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.



New Mexico Public Education Commission (PEC)

School Relocation Amendment FORM

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Hozho Academy, hereafter "the School," effective on 7/1/2023

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

Current square footage: Upper school 27,449sq ft and elementary 31,513 sq ft

Proposed addition (explain the form in which the additional square footage will take): Add portable structures for additional classroom space. Central Consolidated Schools (Shiprock) has a number of extra portables. We are asking for 6 to 10 portable structures to allow growth from 9th grade through 12th grade (SY 22-23 was k-9). In the meantime, since we have been told that the process to place these portables will not be complete until after the start of school, we would like to temporarily re-locate our 7th and 8th grade students to our former location at 306 NM State Rd in Gallup.

Rationale for the change: In order to meet the current and future needs of our students, we need to increase the square footage. It is our hope to increase enrollment and increase our student enrollment capacity, but at the current time, we need to add a few more portable structures to accommodate current staff and student needs. Due to state permit requirements and other procedural issues, we have been told by our contractor that the portables will not be in place before the start of school. In addition, our first day of school for the 23-24 school year has been pushed up because of the requirements of HB130 and k12+. In order to start school earlier than expected, we need to use a temporary structure. It would be our hope to use our former facility located a 306 NM State Road 562 in Gallup which is approximately 2 blocks from our current location until the portables are set up on the current campus. At this location we would place our 7th and 8th grade students for a period of 1 or at most 2 semesters, depending on the timeline for the portable installation.

Effective Date: 8/1/2023

Provide a narrative addressing the effects of change (see above): We will acquire additional portable buildings to allow growth. The portables will be placed at a location on the campus where students' safety and ease of utility installation allow. This increase of space will provide more options for classes, especially elective classes, that may not meet every class period but require students and teachers to have materials stored and spread out and the sharing of classroom space makes both students and staff feel displaced. The effect of having the portable space is that students and staff will feel there is adequate space to learn safely and comfortably. Since the portables cannot be set up prior to the start of school, utilizing the vacant building that was our former school is the optimal, temporary solution since we would be able to utilize it for no additional rent cost since it is owned by our landlord. Also, it is our intention to move the students back to our current location as soon as possible.

Identify school personnel who work for or are on the board of the non-profit foundation if the building is now owned by a non-profit foundation: The building is owned by a non-profit organization, but no school personnel work for or are on the board of the non-profit.

The School's Relocation notification is hereby submitted by:

Juliane Hillock

6/12/2023

Charter School Representative

School Amendment Approval (electronic signature of governing board chair):

Jeremy Boucher

6/12/2023

Governing Board Chair/President

Date

For PEC/CSD use only

PEC Meeting Date: Click or tap to enter a date.

Agenda:

Regular

Consent

The Contract Amendment was:

Approved

Denied (see transcript)

Electronic signature of PEC Chair:

PEC Chair

Date

Click to enter signature

Click or tap to enter a date.



Narrative and assurances to accompany the Request for Amendment of Square Footage

There are approximately 125 students in the 7th and 8th grade classes. Students will arrive on the main campus so they may participate in assemblies and PE, but will then be bussed to the former location. The added space allows students on both campuses to have more room for classes and accommodates teachers so that classrooms are not shared and shuffled. At the end of the school day, parents may pick up from the former location or students will be bussed to the main building to meet up with siblings or to attend after school activities.

Hozho Academy offers assurances the school will not occupy the 306 NM State Rd 564 location until a Certificate of Occupancy is held. Additionally, Hozho Academy offers an assurance the school will not occupy any space until the school possesses a NMCI letter from the PSFA and provides the same to the PEC nor will the school occupy any space that does not have a sufficient capacity load to sustain enrollment. The school will provide load capacity to the PEC. The school offers further assurance that it will not occupy and 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.

The lease for Hozho Academy will not change with the temporary use of the former facility. Nor will it change after the addition of portable structures. There is no lease to purchase agreement expected for these new facilities.



Assurance

This assurance is presented to the New Mexico PEC to indicate that the board of Hozho Academy has indeed approved the use of a temporary location for its 7th and 8th grade students at 306 NM State Rd 564 for the period of not less than 9 weeks and not more than one school year (SY 2023-24), until portables which have been requested are installed at the school's main campus at 515 Park Ave Gallup, NM 87301.



Jeremy Boucher, President

Hozho Academy School Board



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
6/29/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills, Ca 91367	CONTACT NAME: Risk Services
	PHONE (A/C, No, Ext): (800)578-8802 FAX (A/C, No): (818) 449 9449 E-MAIL ADDRESS: rservices@pomsassoc.com
	PRODUCER CUSTOMER ID #: 00016280
	INSURER(S) AFFORDING COVERAGE NAIC #
INSURED New Mexico Public Schools Insurance Authority Member: Hozho Academy 410 Old Taos Highway Santa Fe, NM 87501	INSURER A : New Mexico Public Schools Insurance Authority N/A
	INSURER B : Hanover Insurance Company
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS	
A	<input type="checkbox"/>	PROPERTY	MOC NO. P0026	07/01/2023	07/01/2024	<input checked="" type="checkbox"/> BUILDING	\$ Per Schedule	
		CAUSES OF LOSS				DEDUCTIBLES	<input type="checkbox"/> PERSONAL PROPERTY	\$ On File
		<input type="checkbox"/> BASIC				BUILDING	<input type="checkbox"/> BUSINESS INCOME	\$
		<input type="checkbox"/> BROAD				CONTENTS	<input checked="" type="checkbox"/> EXTRA EXPENSE	\$ Per Schedule
	<input checked="" type="checkbox"/>	SPECIAL					<input type="checkbox"/> RENTAL VALUE	\$ On File
	<input checked="" type="checkbox"/>	EARTHQUAKE				<input type="checkbox"/> BLANKET BUILDING	\$	
	<input checked="" type="checkbox"/>	WIND				<input type="checkbox"/> BLANKET PERS PROP	\$	
	<input checked="" type="checkbox"/>	FLOOD				<input type="checkbox"/> BLANKET BLDG & PP	\$	
						<input checked="" type="checkbox"/> CONTENTS	\$ Per Schedule	
							\$ On File	
	INLAND MARINE	TYPE OF POLICY				\$		
	CAUSES OF LOSS	POLICY NUMBER				\$		
	NAMED PERILS					\$		
						\$		
B	<input checked="" type="checkbox"/>	CRIME	BD3-H274489	07/01/2023	07/01/2024	<input checked="" type="checkbox"/> Employee Theft	\$ 2,000,000	
		TYPE OF POLICY				<input checked="" type="checkbox"/> Forgery or Altercation	\$ 2,000,000	
						<input checked="" type="checkbox"/> Faithful Performance	\$ 1,000,000	
	BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$		
						\$		
A	<input checked="" type="checkbox"/>	AUTO PHYSICAL DAMAGE (COMPREHENSIVE/COLLISION)	MOC NO. P0025	07/01/2022	07/01/2023	Deductible Comp \$750	\$ Tort Limit	
						Deductible Coll \$750	\$ Tort Limit	

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Hozho Academy locations: 515 Park Ave and 306 State Rd 564, Gallup NM. Real Property Deductible = \$2,500. Crime deductible = \$750. Total Insurable Value (incl. building, personal property, business interruption, contents, extra expense) = \$1M.

CERTIFICATE HOLDER **CANCELLATION**

Public Education Commission	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 