

New Mexico Public Education Commission



2023 Charter School Renewal Application

Part E: Facilities

Charter Schools Division
Public Education Department
300 Don Gaspar Ave.
Santa Fe, NM 87501
(505) 827-6909
charter.schools@ped.nm.gov

Approved by the Public Education Commission: March 18, 2022

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Instructions

Please read the entire Charter School Renewal Application Kit before preparing documents. In an effort to help applicants understand the requirements of the Renewal Application, the CSD will hold a minimum of two technical assistance workshops. Applicants will be notified of the dates, times, and locations of the workshops.

Enter applicant responses in boxes below. Answer all questions unless the question indicates that applicants should answer only under certain conditions (e.g., rating on a Performance Framework indicator requires explanation, etc.). Narrative responses should be verifiable through documents submitted or observable evidence at the renewal site visit.

School Information

Name of School: Middle College High School

Facilities Narrative

Provide a description of the charter school facilities. Enter applicant response in box below:

School response: Middle College High School presently operates on the campus of the University of New Mexico-Gallup. The school has a current lease with UNM-G and enrolls 150 students, which complies with its e-occupancy rating.

Appendices

Include the following appendices as PDFs, using the following naming conventions. In place of “School Name” please use a short form of the school’s name, with the same form used consistently for all appendices.

	File Name	Documentation
E-1	E-1 E-Occupancy School Name	E-Occupancy Certificate
E-2	E-3 Lease Agreement School Name	A copy of the facility lease agreement, if applicable
E-3	E-4 Facility Master Plan School Name	Facility Master Plan

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

23446

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

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

BUILDING "1" AND BUILDING "2"

PORTION OF BUILDING

12-06-2018

DATE

CHANGE IN OCC FROM OCCUPANCY B TO OCCUPANCY E

COMMENTS

**NINTH AMENDMENT TO
LICENSE AGREEMENT**

THIS NINTH AMENDMENT TO LICENSE AGREEMENT (“Ninth Amendment”) is made and entered into this 4th day of April, 2023 by and between the Regents of the University of New Mexico, a body corporate of the State of New Mexico, on behalf of the University of New Mexico-Gallup Branch Campus, (“UNM”), and the Middle College High School, a public charter school, (“MCHS”).

RECITALS

WHEREAS, UNM and MCHS (the “Parties”) entered into that certain License Agreement effective July 1, 2012 (“the License”), pertaining to that certain premises commonly known as 939 Gurley Avenue (formerly known as 705 Gurley Avenue), Gallup, NM 87301 consisting of approximately two (2) acres of land for the temporary location of portable buildings and three thousand and sixty-two (3,062) square feet of classroom and office space in Gurley Hall (collectively, the “Space” or the “licensed space”); and,

WHEREAS, the Parties entered into that certain First Amendment dated August 30, 2012, regarding MCHS’s utility obligation (the “First Amendment”); and,

WHEREAS, the Parties entered into that certain Second Amendment dated June 24, 2013, regarding MCHS’s square footage of the Space (the “Second Amendment”); and,

WHEREAS, the Parties entered into that certain Third Amendment dated June 30, 2014, regarding assignment of space and an extension of the term; and,

WHEREAS, the Parties entered into that certain Fourth Amendment dated May 29, 2015, extending the term; and

WHEREAS, the Parties entered into that certain Fifth Amendment dated June 22, 2016, extending the term, expanding the space and modifying the rent; and

WHEREAS, the Parties entered into that certain Sixth Amendment dated May 8, 2017, extending the term, expanding the space and modifying the rent; and

WHEREAS, the Parties entered into that certain Seventh Amendment dated May 31, 2018, extending the term; and

WHEREAS, the Parties entered into that certain Eighth Amendment dated July 7, 2022, extending the term; and

WHEREAS, MCHS desires to extend the term and the Parties agree to amend the License to reflect the same;

AGREEMENT

NOW THEREFORE, in consideration of the promises and covenants contained herein, UNM and MCHS agree that said License for 939 Gurley Avenue, Gallup NM 87301 is hereby modified and amended as follows:

1. **TERM:** The License is hereby extended for an additional two (2) years, commencing July 1, 2023 and ending June 30, 2025. Adjustments may be made annually, if needed, through written agreement of the parties.

2. **BROKERAGE FEES:** The Parties respectively represent to the other that no brokers were retained, used or referred to with respect to this Ninth Amendment to License and/or leasing.

3. **USE OF SPACE:** The Parties' responsibilities and rights regarding the Space are as follows:


- UNMG shall be responsible for maintenance, repairs, and utilities in Gurley Hall.
- MCHS shall be responsible for any and all damages to the licensed space resulting from their occupancy.
- MCHS shall be responsible for utilities in the manufactured buildings.
- MCHS agrees that it will abide by all policies, procedures, and requirements promulgated or adopted by the University, including all public safety requirements for students, staff, and visitors.
- UNMG shall have the right to relocate MCHS to comparable space at the UNMG campus. MCHS shall be responsible for the cost reasonably associated with the relocation.

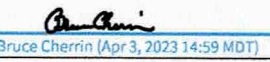
Except as modified herein, all other terms of the License, as amended, shall remain unmodified and in full force and effect.


In consideration for use of the Space, as described herein, MCHS will pay rent in the amount of Twenty Six Thousand Nine Hundred Sixty Nine Dollars and 25/100 (\$26,969.25) annually, payable in quarterly installments of Six Thousand Seven Hundred Forty Two Dollars and 31/100 (\$6,742.31). This amount is unchanged from the amount established in the 6th Amendment to this Agreement, incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Ninth Amendment as of the date first above written.

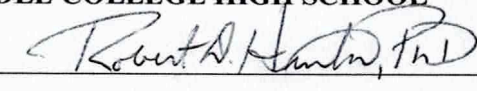
THE REGENTS OF THE UNIVERSITY OF NEW MEXICO

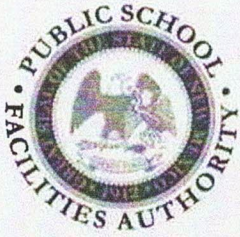
By:  Date: _____
Teresa Costantinidis
Executive VP for Finance and Administration

By:  Date: _____
Bruce Cherrin
Chief Procurement Officer

By:  Date: _____
Tom Neale
Director of Real Estate

MIDDLE COLLEGE HIGH SCHOOL

By:  Date: 4/4/2023



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

October 17, 2019

Dr. Robert D. Hunter, Chief Executive Officer
Gallup Middle College High School
UNM Gallup
705 Gurley Street
Gallup, New Mexico 87301

Dear Dr. Hunter:

PSFA has received and reviewed the Gallup Middle College High School Facilities Master Plan/Educational Specifications (FMP/Ed Specs) 2020-2025. Per Section 22-24-5 NMSA 1978, this plan is a requirement for potential Public School Capital Outlay Council (PSCOC) awards to school districts and state-chartered charter schools. Based on our review, PSFA is pleased to announce that the document meets our requirements for master plan/educational specifications submittal. As a result, PSFA considers the plan to be final and approved. We would like to congratulate Middle College High School for completing this important step that will guide your facility decisions over the next five years while ensuring your buildings meet your educational program. We strongly believe that effective master planning will be beneficial as the school moves forward in serving the needs of Middle College High School students. Since PSFA considers the FMP to be a dynamic and living document, the school should review its plan on an annual basis or as conditions change in your facilities.

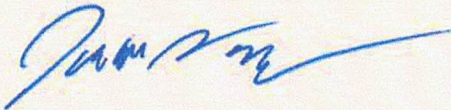
Based on PSFA's review of the FMP/Ed Specs, PSFA understands the following:

- Middle College High School is an Early College High School working in partnership with the University of New Mexico – Gallup campus. This partnership allows MCHS students to attend classes concurrently with UNM-Gallup. The school recently became chartered by the State.
- The school is utilizing space in UNM-Gallup and leases land from the university, in which the school operates two portables.
- Under the agreement with UNM-Gallup, the school utilizes five classrooms within their building. The school uses two 24'x36' portables, which house an additional three classrooms and the school's administrative area.

- In addition, AMCHS have access to other areas of UNM-Gallup such as the gym, library, and commons area.
- The school has an enrollment of 120 students for school year 2019-2020 and does not anticipate this number increasing over the next few years.
- The FMP states the school will not need to increase its classroom or additional spaces.
- The school complies with HB-283 by utilizing UNM-Gallup facilities.
- MCHS will continue to apply for lease assistance funding from the PSCOC but does not identify other projects that require standards or systems based funding.

If you have any questions or desire additional information on the FMP, please do not hesitate to call me at (505) 843-6272.

Sincerely,



John M. Valdez, AICP
Facilities Master Planner

c: Johnty Cresto, Flak Catcher LLC
 Martica Casias, PSFA Deputy Director
 Richard Dicks, PSFA Regional Facilities Manager
 Larry Tillotson, PSFA Maintenance and Operations Manager



Middle College High School Master Plan 2019-2024

705 Gurley Ave
Gallup, NM

Executive summary-

Middle College High School was started on the University of New Mexico-Gallup campus in 2002 as one of the first early college high schools in the state. In 2009 the school purchased two portable buildings and leased land from UNM-G to be able to expand their services and still have easy access to the college for their students.

They were formally chartered by Gallup McKinley County Schools but in 2019 they successfully achieved their stand alone charter. The 2019-2020 school year will be their first as an independent school but with consistent leadership and the continued partnership with UNM-G they are set up to succeed.

The school is led by Dr. Robert D. Hunter, PhD, Chief Executive Officer
Dr. Hunter holds a BA in English Education, a MA in Counseling, and PhD in Humanities. He was responsible for successfully leading this school through the transition to a stand-alone charter school.

We acknowledge reviewing Statewide Adequacy Standards NMAC 6.27.30.



1.1 Goals/Mission

1.1.1 Goals

- Provide a high quality learning-centered education to all MCHS students
- Provide effective and efficient services to all MCHS students, fostering their independence as they transition into the postsecondary environment
- Increase student enrollment at UNM-Gallup
- Provide an educated and skilled workforce to enhance Gallup's economic development

Mission

- To offer concurrent enrollment and an innovative and high quality individualized learning environment on the campus of UNM-Gallup for students in grades 10-12. Established as New Mexico's first early college high school in 2002, the aim of MCHS is to increase student involvement in postsecondary education with an emphasis on serving students of diverse backgrounds who are normally underrepresented at the local, regional, and national levels.

1.1.2 Briefly describe the general educational philosophy, focus area, educational program, and curriculum

Mid College High School is an early college high school that serves students in the area from grade 10 through graduation. Our students are concurrently enrolled at the University of New Mexico Gallup campus where the majority of the instruction takes place. While attending MCHS our students have access to a variety of Associate degree programs. This allows them to graduate high school and complete the requirements for their Associates degree concurrently.

1.1.3 Serving the community

The aim of MCHS is to increase student involvement in postsecondary education with an emphasis on serving students of diverse backgrounds who are normally underrepresented at the local, regional, and national levels.



1.2 Process

1.2.1 Describe the process for data gathering and analysis

Identify individual representing the school authorized as contact on issues and questions related to this submission

John Cresto, Flak Catcher LLC
1906 Gladden Ave
Gallup, New Mexico 87301
505-870-3186
johntycresto@gmail.com

Identify process for capital planning and decision-making

At this time the school is utilizing classroom space in UNM-Gallup and two portable buildings that are owned by MCHS and located on property leased from and on the UNM-G campus. The current facilities are meeting the needs of MCHS at this time therefore the following process is related to upgrades or repairs of the existing facilities.

When a facility issue is recognized it is assessed to determine if it is a repair/maintenance issue that can be dealt with efficiently through the standard procurement process or if it is a larger issue with significant costs that needs to be identified as a project.

When a project is identified by the administration

- The Governing Council is asked to approve the project
- Qualified individual or firm is brought in for plans/estimates
- If the project is significant enough to require PSFA involvement they will be contacted.
- Governing Council is asked to approve plans and estimated costs
- Project then moves to the procurement phase

If the need becomes a new facility then the process would expand public input through a steering committee.



Describe the nature of Steering committee involvement

The steering committee will responsible for the following:

- Selecting a design professional
- Selecting a construction manager to manage design and construction
- Site selection
- Design review
- Selecting a construction firm

The steering committee will comply with NM Procurement Code in all selections and recommendations.

The individual members shall follow the Professional Code of Conduct when representing this committee whether in public or private settings.

The committee's authority will be limited to making recommendations to the Governing Council.

Identify members of the steering committee

If a steering committee is appointed it would include the following members:

- Two members of the governing council
- One member of the school administration
- One faculty member
- One parent of a current student
- One member at large to be chosen by the governing council
- One member at large to be chosen by the other members of the committee



Identify how community input is considered

Middle College High School Governing Council meets monthly in open meetings where these issues would be approved.

List members that attended planning meetings and their affiliation

The Governing Council is currently comprised of the following

President: Anthony Major

Vice President: Lisa Bracken

Secretary/Treasurer: Valerie Long

Member: Dr. Betty Sutliff

Member: Mary Lou Mraz

Member: Dr. Matthew Mingus



2. Projected Conditions

2.1 – Educational Programs and Delivery Methods

2.1.1 Programs overview

Provide overview of proposed educational programs, method of instruction, and facilities

Mid College High School is an early college high school that serves students in the area from grade 10 through graduation. Our students are concurrently enrolled at the University of New Mexico Gallup campus where the majority of the instruction takes place. While attending MCHS our students have access to a variety of Associate degree programs. This allows them to graduate high school and complete the requirements for their Associates degree concurrently.

As an Early College high school part of our responsibility is to prepare the students to continue to pursue higher education. We utilize a combination of traditional high school and college methodology for instruction. This allows them to adapt much quicker to the college environment and are therefore more successful in completing a higher degree program.

Under agreement with UNM-G we utilize 5 classrooms located in their facility and we own two 24' x 64' portable buildings that house 3 classroom areas and our administrative area. These portables are located on approximately 2 acres leased from UNM-G. Additionally we lease 1 office space in their facility that we use for storage.



Identify and describe any potential shared/joint use facilities with public or private entities:

Under agreement with UNM-Gallup we utilize 5 classrooms in their facility and 2 acres of land for the two (2) MCHS portable buildings. Because of the dual enrollment of our students they utilize several other areas of UNM-G such as the gym for physical education, the library, and the commons area.

Describe the general instructional organization (grade levels, groups, academies):

MCHS is designed for sophomore, junior, and senior high school students (grades 10-11-12) who also want the opportunity to gain college credit while completing the requirements to get their high school diploma.



Describe scheduling approach (periods, block schedule, hours of operation):

The Middle College High School's official hours of operation run from 7:45am through 5:00pm, Monday through Friday.

Students attending MCHS follow the University of New Mexico scheduled course hours. This schedule allows greater flexibility for students pursuing various credentials. Most courses occur between 8:00am and 4:45pm occasionally a course is scheduled outside of the listed hours.

List anticipated special curricular and extracurricular activities to be accommodated in the facility, if any:

National Honor Society – Meetings are held in available classrooms. Other activities are hosted off site.



2.2 Proposed Enrollment

- 2.2.2 Describe phasing of enrollment, particularly if you plan on implementing enrollment incrementally until you reach your cap.

We have 120 students enrolled for the 2019-2020 school year. We do not anticipate an increase to this number for the next several years.

Provide a graph of projected enrollment by year.

N/A

Identify by grade level, the five-year post occupancy projection of attendance to be accommodated by any proposed facility.

N/A



2.2.3 Classroom loading policy

Identify anticipated class loading policy (student teacher ratio)

We currently target a student teacher ratio of 25 to 1. However through waiver with PED this ratio may increase and may exceed individual class load/teaching load restrictions under certain circumstances.

2.2.4 Classroom and Space needs

Identify anticipated classroom needs, including number of classrooms to accommodate the projected enrollment. Provide supporting analysis.

No additional classrooms are needed at this time.

Itemize the quantity and sizes of other spaces required to accommodate the instructional program.

Our students are concurrently enrolled at MCHS and UNM-G, therefore our students utilize built spaces within UNM-G for Physical Education, and Library/research requirements. At this time we have no need for additional spaces.

Identify spaces for which you are seeking a waiver of adequacy standards

There are no requests for waiver at this time. All required spaces that are not currently in our inventory are covered through the agreement with and using built spaces within UNM-G.

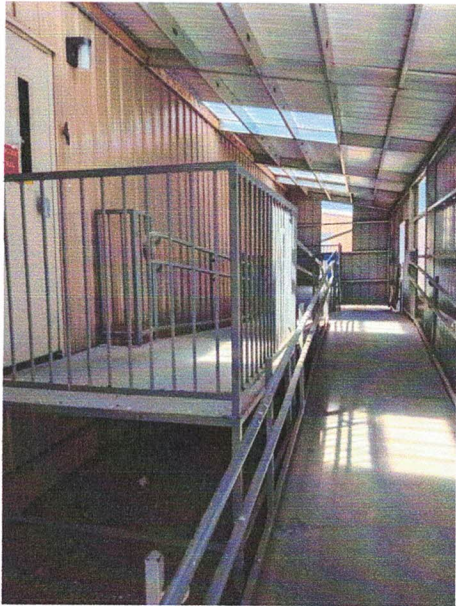


2.3 Site and Facilities

2.3.1 Location/site

Include maps which identify the location of any existing or proposed facilities (if applicable)





Provide a description of sites and facilities, existing or proposed

Two 24x64 portable buildings with enclosed access ramps located on approximately 2 acres of land leased from UNM-G. The covered entryway provides safe all-weather access and egress for our buildings.



Discuss reasons for desire locations, site or area

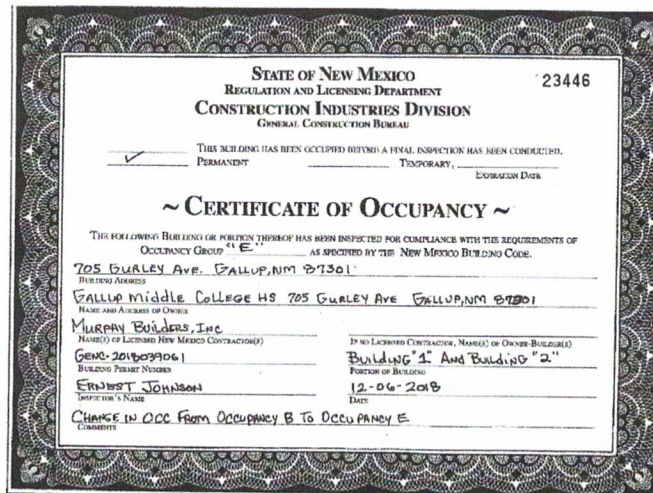
- We are already established in this location
- With our concurrent enrollment model it is important that we are on or very near the campus
- Continuity of service



2.3.4 Facility evaluation

Provide a summary of the facility condition evaluation (FAD Executive Summary Report)

Our facilities were recently reviewed by and architect as part of the change of our occupancy from a B (college facility) to an E (educational). Receipt of this E occupancy verifies that our buildings meet current codes.



Our facilities have been reviewed by PSFA and we are pleased Our NMFCI is 14.2% which is below the state average.



3. PROPOSED FACILITY REQUIREMENTS

3.1 Facility Goals and Concepts

3.1.1 What are the goals to be met by your school facility?

We are located on the campus of the University of New Mexico Gallup Campus, and utilize classroom space within UNM-G to serve our students. This allows us to comply with HB-283.

3.1.2 Concepts

At this time the existing facilities and the spaces provided by UNM-G are allowing our school to achieve our goals.



4. CAPITAL PLAN

Project	Est. Cost	Budget	Start Date	End Date	Justification
Install 6" continuous gutter with heat tape on North side of portables	\$3,000.00	31700	10/1/2019	10/30/2019	Gutters leak in winter causing ice build up on sidewalk.
Weed Barrier on South Side of Portables	\$1000.00	31700	4/1/2020	5/1/2020	Help prevent pest intrusion into buildings.



5. MASTER PLAN SUPPORT MATERIAL

5.1

Sites & Facilities Data Table

State ID Number	Address	Opening Date	Dates of major additions & renovations	FCI and NM FCI	Owned or Leased	Gross Square Footage	Site Acreage
	705 Gurley Ave, Gallup, NM 87301	2002	2009	14.20%	Owned	3072	2
UNM-G				NA	Leased	3000	

Total Permanent General Classrooms	Total Permanent Specialty classrooms	Total number portable classrooms	Total number of classrooms	Percentage of portable classrooms compared to permanent	40 day count	Gross Sq.Ft. per student
5	0	3	7	60%	120	50.6



5.2 Site Plan





5.3 Floor Plan

