



New Mexico Public Education Commission (PEC)

Charter School Enrollment Cap Amendment Instructions

Purpose: To request a change in the number of students served as described in the charter contract. An enrollment cap is not effective until approved by the PEC.

Submission Deadline: The form must be approved prior to the change being implemented. Amendments completed 28 days prior to the next PEC meeting will be placed on the next agenda.

PEC Direction: Unless provided in a Grade Level Change request submitted at the same time, when requesting an enrollment cap increase of more than 20% of the school's present enrollment cap or more than 20 seats, whichever number is lower, the school must provide:

1. Current year academic performance data demonstrating that the school's educational model is working and is effective in the school and/or in schools throughout the state or nationally and
2. Data demonstrating a need for increased enrollment in the community, e.g., results of a community input hearing, petition signed by prospective students' families, wait list data.

A school should be in operation for three years prior to seeking an enrollment cap other than requested in the original application. A school requesting an enrollment cap prior to the end of the third year in operation must provide sufficient data demonstrating effectiveness and need as set forth in 1 and 2 above, identify why the enrollment cap was not requested in the original application, and why the enrollment cap is needed at this point.

CSD will provide performance data (academic, organizational, and financial) for the contract term through the most recent annual report, including any outstanding compliance or investigations, and highlight information relevant to the amendment request.

The school must provide:

- Fully completed form including rationale for the change
- Approved board minutes or certification of the vote taken by the board
- Concise narrative addressing how the proposed changes may affect: (1) staffing; (2) enrollment targets; (3) advertising and marketing; (4) the curriculum, assessment, and instruction; (5) resources and budget; (6) the community; and (7) the capacity of the facility (unless provided in accompanying Grade Level Change request)
- Additional Square Footage Amendment request, if needed

Contact charter.schools@ped.nm.gov with questions about completing or submitting documents.

Enrollment Cap Amendment Request 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 June, 2023.

The school requests consideration from the PEC to change the terms of its contract as follows: Amend the enrollment cap from 728 to 1200.

The Charter School Contract Enrollment Cap currently reads: 728

Current Enrollment and Demographics:

Grade Level	Total In Grade	Asian	African-American	Caucasian	Hispanic	American Indian	Other	Pacific Islander	Unclassified
0	65 M 31 /F 34	4 M 2 /F 2	0 M 0 /F 0	24 M 11 /F 13	0 M 0 /F 0	37 M 18 /F 19	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0
1	81 M 37 /F 44	3 M 2 /F 1	1 M 1 /F 0	17 M 4 /F 13	19 M 12 /F 7	41 M 18 /F 23	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0
2	56 M 27 /F 29	0 M 0 /F 0	2 M 1 /F 1	16 M 5 /F 11	14 M 8 /F 6	24 M 13 /F 11	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0
3	80 M 27 /F 33	1 M 0 /F 1	1 M 1 /F 0	11 M 5 /F 6	20 M 10 /F 10	27 M 11 /F 16	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0
4	58 M 23 /F 35	0 M 0 /F 0	3 M 3 /F 0	11 M 3 /F 8	10 M 4 /F 6	34 M 13 /F 21	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0
5	59 M 30 /F 29	0 M 0 /F 0	2 M 2 /F 0	12 M 7 /F 5	15 M 4 /F 11	30 M 17 /F 13	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0
6	64 M 39 /F 25	1 M 1 /F 0	2 M 2 /F 0	12 M 7 /F 5	24 M 16 /F 8	25 M 13 /F 12	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0
7	83 M 38 /F 45	0 M 0 /F 0	2 M 1 /F 1	17 M 7 /F 10	19 M 10 /F 9	45 M 20 /F 25	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0
8	63 M 34 /F 29	1 M 1 /F 0	0 M 0 /F 0	13 M 5 /F 8	14 M 10 /F 4	34 M 17 /F 17	0 M 0 /F 0	1 M 1 /F 0	0 M 0 /F 0
9	45 M 21 /F 24	1 M 0 /F 1	3 M 2 /F 1	8 M 4 /F 4	8 M 6 /F 2	25 M 9 /F 16	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0
10	46 M 27 /F 19	1 M 1 /F 0	0 M 0 /F 0	9 M 6 /F 3	12 M 5 /F 7	24 M 15 /F 9	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0
Total	680 M 334 /F 346	12 M 7 /F 5	16 M 13 /F 3	150 M 64 /F 86	155 M 85 /F 70	346 M 164 /F 182	0 M 0 /F 0	1 M 1 /F 0	0 M 0 /F 0

The amendment requests that the PEC approve Section A3.6 of the school's contract so that the Enrollment Cap reads: 1200.

The school is submitting an Additional Square Footage Amendment: Yes Not needed yet. We are exploring options for portable structures and a permanent facility to be built in the future once we enter into a lease/purchase agreement for the property.

Effective Date:

If the school is also submitting a Grade Level Change Amendment Request and the information below is provided there, check N/A and do not complete the sections below.

Sections below are completed

N/A (provided in the accompanying Grade Level Change request)

Rationale for the requested amendment/change: Our current enrollment is approximately 680 but we are adding a grade level each year and still need to add an 11th and 12th grade. In

addition, we have an extensive waitlist in elementary grade levels and we would like to move from 2 sections wide to three sections wide throughout the school. Right now, we are 3 sections wide in kindergarten and first and in sixth through eighth grade. In order to retain the current students throughout their k-12 career, we would need to add more seats.

If requesting an increase of more than 20 seats or 20% of current enrollment cap, data demonstrating that the school’s educational model is working and is effective in the school and/or in schools throughout the state: Attached are a series of data reports. The most recent data would be our NWEA middle of year data. The data is a comparison of middle of school year 2022-23 to this year, 2023-24. The data demonstrates that students are making significant growth, especially school-wide in math which outlines above average growth in the “Green” and several grade levels are near the exceptional (Blue level starts at 80) which is the highest level of demonstrated growth possible through NWEA national assessments.

If requesting an increase of more than 20 seats or 20% of current enrollment cap, data demonstrating a need for the enrollment cap increase in the community: Please see attached waitlist from our PowerSchool Enrollment program. As evidenced by the data table below, we have approximately 166 students on our waitlist. We will bring in 75 kindergarten students in 2024-25 and another 75 in 2025-26 bringing the total to nearly 1000 students. As we increase to three sections wide, we expect to have 1083 students. The number to 1200 allows us flexibility to increase either our kindergarten or high school as needed to meet the demand.

The screenshot shows the 'Enrollment' dashboard for the 2023-2024 application period. The left sidebar contains navigation options: Student Data, Appointments (with a '28' badge), Users, and Configuration. The main content area is titled 'Application (2023-2024)' and displays the following information:

- Total Seat Assignments: 169**
- Total Waitlist Assignments: 166**
- Students:** All (371) | Not Processed (0) | Processed (369)
- Seats to be Filled:** No seated lists have open seats with students on the waitlist.
- School:**
 - Hózhó Academy Elementary (124 Seats) | Seated (123) | Waitlist (143) | Next Level
 - Hózhó Academy Junior HS (22 Seats) | Seated (22) | Waitlist (20) | Next Level
 - Hózhó Academy HS (14 Seats) | Seated (14) | Waitlist (3) | Next Level

If the school has been in operation fewer than three years, justification for increase being requested at this time, an explanation for why it was not requested in the original application: N/A

Please describe how the proposed change will affect key aspects of the school (see instructions for "narrative"):

The school's contract amendment is hereby submitted by:

Signature of School Representative:  Date: 1/19/24

Signature of Governing Board Chair:  Date: 1/19/24

For PEC/CSD use only

PEC Meeting Date:

Agenda: Regular required

The school's contract amendment was: Approved Denied (see transcript)

Electronic signature of PEC Chair: _____ Date: _____

Narrative in Support of Hozho Academy's Request for Enrollment Cap Increase

Staffing

In the Gallup area, staffing can be a critical need. It is difficult to attract qualified candidates to come to the area, and to stay. However, we have had success through job fairs and word of mouth of current staff. We make extra efforts to ensure that our teachers and staff feel appreciated and valued. Our teacher retention rates are high year to year and with adding approximately 100 students or more per year since we opened, we have experience reaching out to qualified candidates and our wellness and school culture committees promote teacher satisfaction schoolwide. Even though we have students on a waitlist, we have not opened a class unless we have been sure that we have an excellent teacher. It is not our desire to have the highest enrollment possible. Our desire is to create a solid educational experience for each student enrolled. Our staff searches and teacher retention reflect the success of our approach to date.

Enrollment

Since our first year, we have always had more students apply than we could accommodate, and we have opened classes faster than we expected. Right now, our objective is to have 75 kindergarten students and 84 students in each grade level from first to 12th once we open 11 and 12. We believe we can meet these targets in k-8 but we will continue to develop our campus and offerings to attract more students to stay or enroll at the high school level.

Advertising

We have never advertised or marketed the school other than website or Facebook posts. We will continue to use those efforts to reach potential students and families. At some point, we may increase marketing efforts using local newspapers and other advertising means.

Curriculum and Assessment

We have consistent summertime training for new teachers. We have strong support and administrative structures in place to support our teachers. Additionally, we have

mentor teachers to support new teachers and new teachers to Hozho. Our DTC and Curriculum and Instruction staff are experts and are excellent at their jobs.

Budget

Katie Rarick, our business manager, is excellent at managing our school's finances and our board's finance committee continues to improve the efficiency and management of school funds. Adding additional students will not cause a strain on finances if we are careful about bringing teachers onboard once we are sure we will have the enrollment to cover the cost of the additional staff.

Community

Our community is a great support to our school. It is more detrimental to carry an extensive wait list than it is to meet the need by opening the classroom. When we have events, they are well attended by our family and community members.

Capacity and Facilities

We will have to increase the capacity of the school to meet the needs of an increased enrollment. We have been working with a number of individuals and entities to determine what the square footage needs we will have once we are fully enrolled. Paul Aguilar is working to develop a facilities master plan and we should have more specific details soon. Once we know the needs, we will apply for an amendment to the school's square footage.

Hozho Academy 2022-23 NWEA scores in Math in all grades compared to 2023-24 NWEA scores in Math

Hozho Academy

School Profile

Growth and Achievement Overview

Hozho Academy | Math K-12

Grade	Number of Students
All Grades	330

Category	63rd	18%	15%	14%	24%	29%
Growth Median and Distribution						

Category	25th	42%	31%	18%	6%	3	29th	38%	28%	18%	12%	4
Achievement Winter 2022-2023 Median and Distribution												
Achievement Winter 2023-2024 Median and Distribution												

Percentiles Key: ● 1st - 20th ● 21st - 40th ● 41st - 60th ● 61st - 80th ● >80th

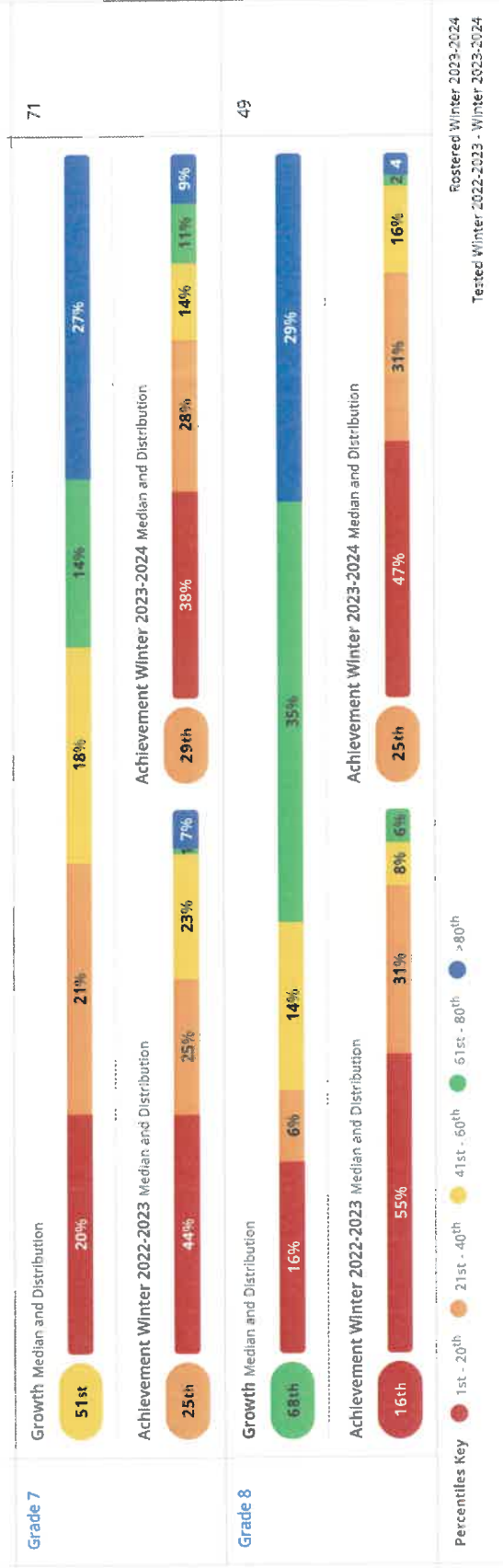
Rostered Winter 2023-2024
 Tested Winter 2022-2023 - Winter 2023-2024

[More information about this chart.](#)

Hozho Academy 2022-23 NWEA scores in Math in grades 3-6 compared to 2023-24 NWEA scores in Math

School Profile		Growth and Achievement by Grade		Hozho Academy Math K-12	
Grade ↑	Sort by	-- select an option --	Number of Students ↓		
Grade 3	Growth Median and Distribution		62nd	22%	54
	Achievement Winter 2022-2023 Median and Distribution		32nd	28%	54
	Achievement Winter 2023-2024 Median and Distribution		37th	24%	54
	Growth Median and Distribution		68th	19%	54
Grade 4	Growth Median and Distribution		30th	35%	52
	Achievement Winter 2022-2023 Median and Distribution		34th	31%	52
	Achievement Winter 2023-2024 Median and Distribution		37th	24%	52
	Growth Median and Distribution		68th	19%	52
Grade 5	Growth Median and Distribution		50th	19%	57
	Achievement Winter 2022-2023 Median and Distribution		23rd	44%	57
	Achievement Winter 2023-2024 Median and Distribution		25th	43%	57
	Growth Median and Distribution		75th	6%	57
Grade 6	Growth Median and Distribution		18th	51%	47
	Achievement Winter 2022-2023 Median and Distribution		25th	43%	47
	Achievement Winter 2023-2024 Median and Distribution		23rd	44%	47
	Growth Median and Distribution		75th	6%	47

Hozho Academy 2022-23 NWEA scores in Math in grades 7 and 8 compared to 2023-24 NWEA scores in Math



Rostered Winter 2023-2024
Tested Winter 2022-2023 - Winter 2023-2024

Hozho Academy 2022-23 NWEA scores in reading in grades 9 and 10 compared to 2023-24 NWEA scores in reading



Hozho Academy NWEA 2022-23 winter reading scores for all grades in comparison to NWEA scores in reading winter 2023-24

Hozho Academy

School Profile

Growth and Achievement Overview

Hozho Academy | Reading

Grade	Number of Students
All Grades	329

Metric	1st - 20th	21st - 40th	41st - 60th	61st - 80th	>80th
Growth Median and Distribution	53rd	26%	14%	17%	23%
Achievement Winter 2022-2023 Median and Distribution	22nd	49%	17%	20%	6%
Achievement Winter 2023-2024 Median and Distribution	28th	41%	23%	17%	5%

Percentiles Key: ● 1st - 20th ● 21st - 40th ● 41st - 60th ● 61st - 80th ● >80th

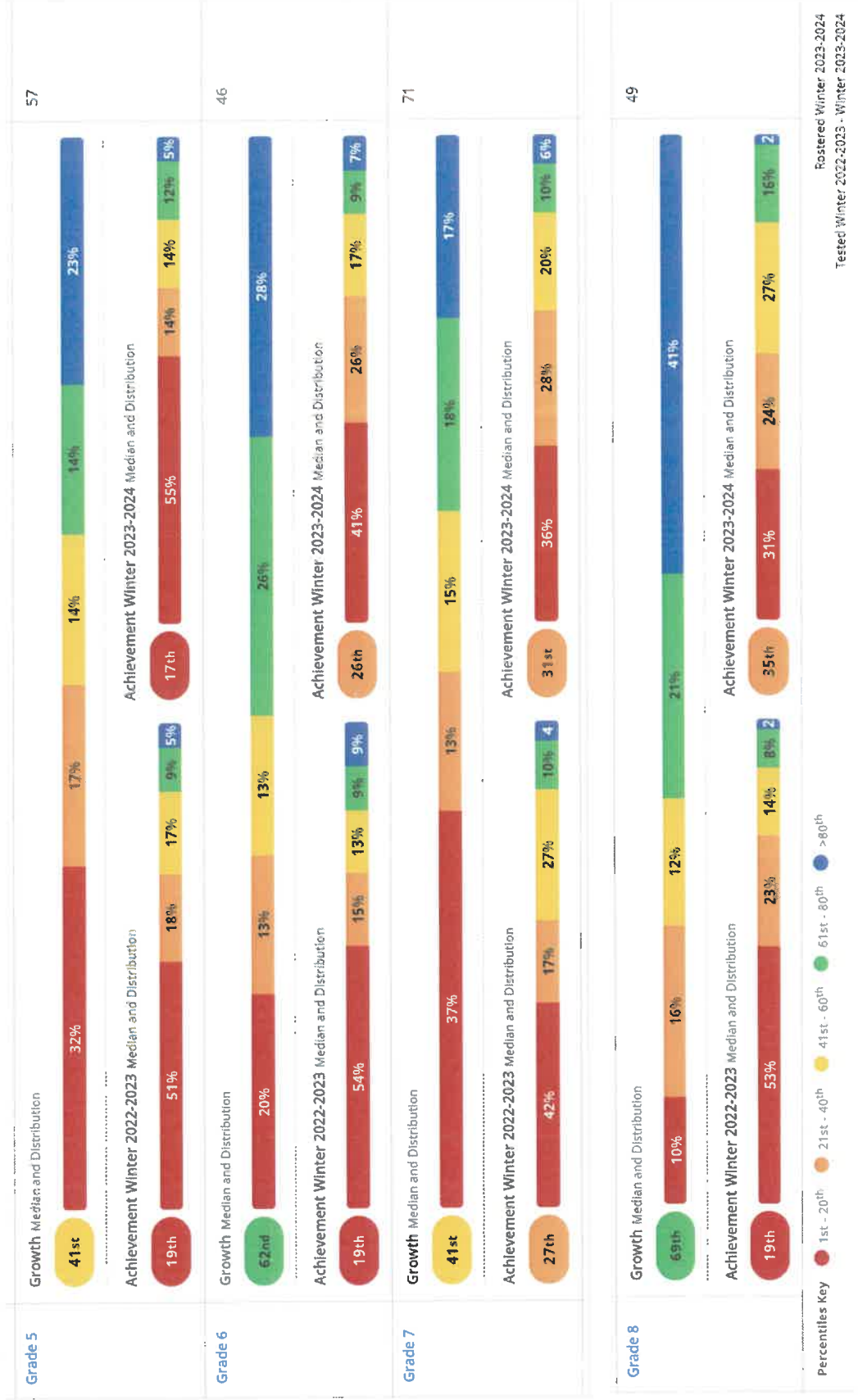
More Information about this chart

Rostered Winter 2023-2024
Tested Winter 2022-2023 - Winter 2023-2024

Hozho Academy NWEA 2022-23 winter reading scores for grades 3-4 in comparison to NWEA scores in reading winter 2023-24

School Profile		Sort by		Number of Students
Growth and Achievement by Grade Hozho Academy Reading		-- select an option --		54
Grade 3	<p>Growth Median and Distribution</p> <p>54th</p> <p>Achievement Winter 2022-2023 Median and Distribution</p> <p>18th</p> <p>Achievement Winter 2023-2024 Median and Distribution</p> <p>32nd</p>			
Grade 4	<p>Growth Median and Distribution</p> <p>50th</p> <p>Achievement Winter 2022-2023 Median and Distribution</p> <p>30th</p> <p>Achievement Winter 2023-2024 Median and Distribution</p> <p>24th</p>			52

Hozho Academy NWEA 2022-23 winter reading scores for grades 5-8 in comparison to NWEA scores in reading winter 2023-24



Hozho Academy NWEA 2022-23 winter reading scores for grades 9-10 in comparison to NWEA scores in reading winter 2023-24



Agenda / Minutes of Hózhó Academy Governing Council

Date: December 19, 2023

Time: 5:15 PM

Zoom: <https://us06web.zoom.us/j/84054670459>

Meeting Type: Regular Special Proposed Approved

I. Meeting was brought to order at

II. Pledge of Allegiance led by

III. Roll Call

[SECRETARY]

Members:	Present	Absent
Jeremy Boucher	<input type="checkbox"/>	<input type="checkbox"/>
Erin Montano	<input type="checkbox"/>	<input type="checkbox"/>
Lucas Babycos	<input type="checkbox"/>	<input type="checkbox"/>
Brinn King	<input type="checkbox"/>	<input type="checkbox"/>
Eric James	<input type="checkbox"/>	<input type="checkbox"/>
Rebecca Boucher	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Other Attendees: Juliane Hillock, Laura Green, Dan Hill

IV. Approval of Agenda:

[CHAIRPERSON]

Action Requested: Approve agenda

Motion: no additions or corrections so deemed approved

Second: [BLANK]

Amendments: [BLANK]

Unanimous or **Ayes:** **Nays:**

V. Approval of Consent Agenda Items:

[CHAIRPERSON]

Action Requested: Approval of minutes from meetings on November 28, 2023

Motion: no additions or corrections so deemed approved

Second: [BLANK]

No correction or objection: [BLANK]

A copy of the meeting minutes are available for public inspection at Hózhó Academy within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes. Hózhó Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Jeremy Boucher (board@hozhoacademy.org) 5 business days prior to the meeting.

Unanimous or Ayes: Nays:

VI. Action Items:

Action Requested: Approve October 2023 Bank Rec and Check Register

Motion:

Second:

Amendments: [BLANK]

Unanimous or Ayes: Nays:

Action Requested: Approval BARs

Motion: [BLANK]

Second: [BLANK]

Amendments: [BLANK]

Unanimous or Ayes: Nays:

Action Requested: Approval of enrollment increase

Motion: [BLANK]

Second: [BLANK]

Amendments: [BLANK]

Unanimous or Ayes: Nays:

- VII. Comments from the community: If you wish to submit a comment, please send an email to president@hozhoacademy.org no later than noon on Tuesday December 19, 2023.**

VIII. Adjourn

Motion: [Blank]

Second: [Blank]

Discussion: [Blank]

Unanimous or Ayes: Nays:

Meeting adjourned at

A copy of the meeting minutes are available for public inspection at Hózhó Academy within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes. Hózhó Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Jeremy Boucher (board@hozhoacademy.org) 5 business days prior to the meeting.

Agenda/xx Minutes of Hózhó Academy Governing Council

Date: December 19, 2023

Time: 5:15 PM

Zoom: <https://us06web.zoom.us/j/84054670459>

Meeting Type: Regular Special Proposed Approved

I. Meeting was brought to order at 5:20

II. Pledge of Allegiance led by Juliane Hillock

III. Roll Call

[SECRETARY]

Members:	Present	Absent
Jeremy Boucher	x <input type="checkbox"/>	<input type="checkbox"/>
Erin Montano	x <input type="checkbox"/>	<input type="checkbox"/>
Brinn King	<input type="checkbox"/>	x <input type="checkbox"/>
Eric James	<input type="checkbox"/>	x <input type="checkbox"/>
Rebecca Boucher	x <input type="checkbox"/>	<input type="checkbox"/>

Other Attendees: Juliane Hillock, Laura Green, Dan Hill

IV. Approval of Agenda:

[CHAIRPERSON]

Action Requested: Approve agenda

Motion: no additions or corrections so deemed approved

Second: [BLANK]

Amendments: [BLANK]

Unanimous or Ayes: Nays:

V. Approval of Consent Agenda Items:

[CHAIRPERSON]

Action Requested: Approval of minutes from meetings on November 28, 2023

Motion: no additions or corrections so deemed approved

Second: [BLANK]

No correction or objection: [BLANK]

A copy of the meeting minutes are available for public inspection at Hózhó Academy within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes. Hózhó Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Jeremy Boucher (board@hozhoacademy.org) 5 business days prior to the meeting.

(school based would be run by Hozho) at some point after fully built out (which would be 1100 students) but could set a yearly amount cap lower. 1200 would give us more flexibility- especially with the 3 sections of kindergarten going forward. Will also help with going forward for funding for new building- sustainable funding model.

Motion: motion to resolve to approve Juliane and her staff to apply for enrollment cap increase from current enrollment to 1200 students by J. Boucher

Second: Montano

Amendments: [BLANK]

<input type="checkbox"/> Unanimous	or	Ayes:	Nays:
		J. Boucher	x
		Montano	x
		R. Boucher	x

VII. Comments from the community: If you wish to submit a comment, please send an email to president@hozhoacademy.org no later than noon on Tuesday December 19, 2023.

VIII. Adjourn

Motion: [Blank]

Second: [Blank]

Discussion: [Blank]

<input type="checkbox"/> Unanimous	or	Ayes:	Nays:
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Meeting adjourned at 5:50 pm

Agenda/xx Minutes of Hózhó Academy Governing Council

Date: December 19, 2023

Time: 5:15 PM

Zoom: <https://us06web.zoom.us/j/84054670459>

Meeting Type: x Regular Special Proposed Approved

- I. Meeting was brought to order at 5:20
- II. Pledge of Allegiance led by Juliane Hillock
- III. Roll Call

[SECRETARY]

Members:	Present	Absent
Jeremy Boucher	x <input type="checkbox"/>	<input type="checkbox"/>
Erin Montano	x <input type="checkbox"/>	<input type="checkbox"/>
Brinn King	<input type="checkbox"/>	x <input type="checkbox"/>
Eric James	<input type="checkbox"/>	x <input type="checkbox"/>
Rebecca Boucher	x <input type="checkbox"/>	<input type="checkbox"/>

Other Attendees: Juliane Hillock, Laura Green, Dan Hill

- IV. Approval of Agenda: [CHAIRPERSON]

Action Requested: Approve agenda
Motion: no additions or corrections so deemed approved
Second: [BLANK]
Amendments: [BLANK]
 Unanimous or Ayes: Nays:

- V. Approval of Consent Agenda Items: [CHAIRPERSON]

Action Requested: Approval of minutes from meetings on November 28, 2023
Motion: no additions or corrections so deemed approved
Second: [BLANK]
No correction or objection: [BLANK]

A copy of the meeting minutes are available for public inspection at Hózhó Academy within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes. Hózhó Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Jeremy Boucher (board@hozhoacademy.org) 5 business days prior to the meeting.

Unanimous or Ayes: Nays:

VI. Action Items:

Action Requested: Approve October 2023 Bank Rec and Check Register

Motion: motion to approve October 2023 Bank Rec and Check Register by Montano

Second: R. Boucher

Reimbursements are coming in still waiting on 200k to submit.

Amendments: [BLANK]

Unanimous or Ayes: Nays:

J. Boucher x

Montano x

R. Boucher x

Action Requested: Approval BARs

Transfer Bar- can spend down on EAs 0009-T

Lease Assistance Bar for \$500k and went in last week as soon as we got the letter. 0010-IB (initial budget)

State allocated money to supplement federal fund for food but they have already run out of money in November. Could be all money we receive- unclear if will be funded further in the future 0011-IB

Motion: motion to approve all 3 BARS by R. Boucher

Second: Montano

Amendments: [BLANK]

Unanimous or Ayes: Nays:

J. Boucher x

Montano x

R. Boucher x

Action Requested: Approval of enrollment increase

One time increase or incremental increase of enrollment and go back to PEC later.

We don't have to demonstrate that we can meet the needs of the new cap until we are K-12. Does the bond we need meet the number of students? Dan recommends requesting total number first, contingent on us having space. Enrollment policy should have amount of enrollment to keep it at per year and utilize lottery if need be- number would be based on size of building and what would be capacity. Need to have it defined prior to running lottery in July. Juliane suggests asking PEC for 1200 to account for possible pre-K program

(school based would be run by Hozho) at some point after fully built out (which would be 1100 students) but could set a yearly amount cap lower. 1200 would give us more flexibility- especially with the 3 sections of kindergarten going forward. Will also help with going forward for funding for new building- sustainable funding model.

Motion: motion to resolve to approve Juliane and her staff to apply for enrollment cap increase from current enrollment to 1200 students by J. Boucher

Second: Montano

Amendments: [BLANK]

<input type="checkbox"/> Unanimous	or	Ayes:	Nays:
J. Boucher		x	
Montano		x	
R. Boucher		x	

VII. Comments from the community: If you wish to submit a comment, please send an email to president@hozhoacademy.org no later than noon on Tuesday December 19, 2023.

VIII. Adjourn

Motion: [Blank]

Second: [Blank]

Discussion: [Blank]

<input type="checkbox"/> Unanimous	or	Ayes:	Nays:
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Meeting adjourned at 5:50 pm

