



New Mexico Public Education Commission (PEC)

Additional Square Footage Separate Facilities Amendment Instructions

Purpose: To ~~notify~~request an amendment to the charter from the Public Education Commission (PEC) when the school is ~~adding square footage to the existing~~proposing to add a separate facility or adding another building, including portable buildings, on or adjacent to the current site. This amendment cannot be used to add a second site or school with its own administration that serves, or will serve, within the same grades as the first (primary) site. school district pursuant to NMSA 22-8B-4 9 L.

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.

Information provided by the school:

- Fully completed form

The concise narrative should address 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 separate facility. Identify the planning and capacity of the school governing board and school administration to provide oversight of the second facility at a second location.

- Approved board minutes or certification of the vote taken by the board
- 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 30 days of occupancy
- Letter from PSFA stating that the facility meets the New Mexico Conditions Index (NMCI); OR an assurance that the school will not occupy any space until the school possesses a letter from PSFA stating that the facility meets the New Mexico Conditions Index NMCI and an assurance that a copy of the letter will be provided to the CSD within a 30 days of occupancy
- 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

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

Additional Square Footage Separate Facility 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 [Click or tap here to enter text.](#), hereafter "the school," effective on [Click or tap to enter the start date of the current charter contract term.](#)

The school requests consideration from the PEC to change the terms of its contract as follows: [Click or tap here to enter text.](#)

Current ~~square footage~~location: [Click or tap here to enter text.](#)

Explain/Identify the form the additional square footage will take/new separate building location and school district of separate location: [Click or tap here to enter text.](#)

Certificate of Occupancy: check one

- A Certificate of Occupancy is submitted
- The school representative and governing board chair provide assurances 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 30 days of occupancy

New Mexico Conditions Index (NMCI): check one

- A letter from PSFA stating that the facility meets the NMCI is submitted
- The school representative and governing board chair provide assurances that the school will not occupy any space until the school possesses a letter from PSFA stating that the facility meets the New Mexico Conditions Index NMCI and an assurance that a copy of the letter will be provided to the CSD within 30 days of occupancy.

The school representative and governing board chair provide assurances 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. Yes No

If the school is also submitting a Grade Level Change Amendment Request and/or Enrollment Cap Amendment Request and the information below is provided there, check ~~N/A~~the appropriate box and do not complete the ~~rationale section~~concise narrative below.

- ~~N/A (provided~~ Narrative for the change (see instructions for "narrative"): [Click or tap here to enter text.](#)
- Provided in the accompanying Grade Level Amendment request)
- ~~N/A (provided~~ Provided in the accompanying Enrollment Cap Amendment request)
- ~~Rationale for the change: [Click or tap here to enter text.](#)~~

Effective date: [Click or tap to enter a date.](#)

The school's contract amendment is hereby submitted by:

Signature of School Representative: _____ **Date:** _____

Signature of Governing Board Chair: _____ **Date:** _____

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:** _____