



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 Horizon Academy West, hereafter "the school," effective on July 1, 2023

The school requests consideration from the PEC to change the terms of its contract as follows: The school shall serve no more than 521 students.

The Charter School Contract Enrollment Cap currently reads: The school shall serve no more than 500 students in grades K-5.

Current Enrollment and Demographics: We ended the year with 393 K-5 students. We have 500 students registered for the 24-25 school year with another 21 that are committed to register should you approve the request.

The amendment requests that the PEC approve Section 3.6 of the school's contract so that the Enrollment Cap reads: The school shall serve no more than 521 students in grades K-5.

The school is submitting an Additional Square Footage Amendment: Yes Not needed

Effective Date: August 5, 2024

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: At this time, we have 145 students on a wait list. Those on a waiting list are spread throughout each grade level K-5. We currently have 5 Kindergarten classrooms, 5 first grade classrooms, 4 second grade classrooms, 3 fourth grade classrooms, and 3 fifth grade classrooms. This would allow for each classroom to be appropriately balanced with students instead of one class with 18, one class with 20, and one class with 15. For example, Kindergarten can house 20 students each (5 classrooms). We currently have 98 students registered. This change would allow us to add 2 more students so all would have 20 students with a teacher and EA. This is also fiscally responsible. We have materials, equipment, desks, chairs, and this would not be a burden on our operating budget. We do not have to add additional staff.

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: We have been named a Spotlight school and perform above state standards in both Language Arts and Math. 67% of our students also achieved a 3 or better on Istation end of the year testing.

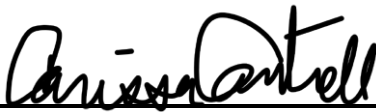
If requesting an increase of more than 20 seats or 20% of current enrollment cap, data demonstrating a need for the enrollment cap increase in the community: For the last 2 years, enrollment has increased in K-5 and we have a wait list at every grade level. We would like to


be able to serve as many students as possible on the West Side of Albuquerque. Parents call each day to check on the wait list status.

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”): Staffing is set and will not be affected adding just a few students to each grade level. This ensures that we truly “full” to capacity with our enrollment targets. This small change continues to excitement about our school in the community and allows us to advertise and market to the greater ABQ area. This will not change curriculum, assessment and instruction. Classes will be at capacity. Our resources and budget will not be affected. We have the materials for just a few more students at each grade level. We are not asking to add an entire classroom. This continues the strong tradition we have in our community and the “buzz” of operating at capacity is a great message for the community (people want to be here). The capacity of our facility will not be stretched at all. No additional square footage needed.

The school's contract amendment is hereby submitted by:

Signature of School Representative:  Date: 07/17/2024

Signature of Governing Board Chair: 
Storm Gonzalez (Jul 17, 2024 18:46 MDT) Date: Jul 17, 2024

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:** _____







A4-Enrollment-Cap-Amendment-6.16.23 (1)

Final Audit Report

2024-07-18

Created:	2024-07-17
By:	Carissa Cantrell (ccantrell@hawest.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXYSu3QRjKVGGBBy4K2qlv5E3hgg9wdNFa

"A4-Enrollment-Cap-Amendment-6.16.23 (1)" History

-  Document created by Carissa Cantrell (ccantrell@hawest.net)
2024-07-17 - 10:51:52 PM GMT
-  Document emailed to stormgonzalez@gmail.com for signature
2024-07-17 - 10:52:13 PM GMT
-  Email viewed by stormgonzalez@gmail.com
2024-07-18 - 0:45:14 AM GMT
-  Signer stormgonzalez@gmail.com entered name at signing as Storm Gonzalez
2024-07-18 - 0:46:13 AM GMT
-  Document e-signed by Storm Gonzalez (stormgonzalez@gmail.com)
Signature Date: 2024-07-18 - 0:46:15 AM GMT - Time Source: server
-  Agreement completed.
2024-07-18 - 0:46:15 AM GMT

Grade	Cap. total	Current	available seats	Classrooms
K	100	98	2	5@ 20each
1	105	101	4	5@ 21each
2	84	80	4	4@ 21each
3	88	88	0	4@ 22each
4	72	72	0	3@ 24each
5	72	70	2	3@ 24each
	521	509		

Horizon Academy West

This illustrates that this request is a minimal increase in students.

HORIZON ACADEMY WEST
GOVERNING COUNCIL MEETING MINUTES
July 16, 2024 **4:30 p.m.**



This meeting will be held in person in the conference room and virtually using the following link. To join virtually, click here <https://meet.google.com/sdq-ckdp-zwb> Otherwise, to join by phone, dial +1 209-779-0140 and enter this PIN: 985 346 320#

<p>Officers: Storm Gonzalez, President Christen Hagemann, Vice President</p>	<p>Members: Anthony Jaramillo, Member Donna Predika, Member Gabriel Valenzuela, Member</p>	<p>Guests: Carissa Cantrell, Director <input checked="" type="checkbox"/> Alice Duran, Business Manager <input checked="" type="checkbox"/> Andrea Gallegos, Assistant Principal <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Non-voting</p>
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1. CALL TO ORDER- Storm Gonzalez 4:32
 - a. ROLL CALL-Storm Gonzalez: members present: Christen Hagemann, Storm Gonzalez, Donna Predika; Gabriel Valenzuela; members absent: Anthony Jaramillo (Anthony joined via google meets at 4:40)
 - b. APPROVAL OF AGENDA*- Storm Gonzalez : Gabriel Valenzuela motioned to approve the Agenda as it stands; Christen Hagemann made 2nd motion. All in favor, unanimous approval.
 - c. Review/Approval of Minutes: June 12, 2024*-Storm Gonzalez: Donna Predika motioned to approve the June 12, 2024 Minutes as they stand; Christen Hagemann made 2nd motion. All in favor, unanimous
2. Public Comments (procedures printed at bottom of agenda)³ - no one present
3. Finance- Alice Duran
 - a. Bank Reconciliation*- Christen Hagemann motioned to approve the Bank Reconciliation as presented; Donna Predika made 2nd motion. All in favor, unanimous approval.
 - b. Voucher Listing*- Donna Predika motioned to approve the Voucher Listing as presented; Gabriel Valenzuela made 2nd motion. All in favor, unanimous approval.
 - c. BARs*- no BARs presented
4. New Business Matters- Carissa Cantrell
 - a. Open Meetings Act*- Tine of year to review Open Meetings Act. Will be posted on website. Signature from President
 - Gabriel Valenzuela motioned to approve the Open Meetings Act as presented; Donna Predika made 2nd motion. All in favor, unanimous approval.
 - b. IDEA B Application*- Alice and Carissa worked on application. Special education and At-risk funds. It was approved for funding.
 - Christen Hagemann motioned to approve the IDEA B Application as presented; Gabriel Valenzuela made 2nd motion. All in favor, unanimous approval.
 - c. NM Kitchen Infrastructure Improvement Grant- HAW received 235,000 to renovate kitchen. Working with SWEEP construction to determine best time for work to be done. Possibly December or March. Funds need to be spent by June 30, 2027. Estimated time frame is 6-12 weeks.
 - d. Charter School Enrollment Cap Amendment*- Currently the cap is 500 students. There is also a cap at every grade level, ex. 20 students for each kindergarten. HAW would like to sign an Enrollment Cap Amendment. Once the form is signed, it is submitted to the Public Education Department. Cap would be

521. Currently we have 509 students registered for 24-25 school year. Consider student scores, building capacity, and staffing. The rationale is we have many kids on a waitlist and we want to balance classes to meet cap per classroom. Last year HAW enrollment was 452.

- Donna Predika motioned to approve the Charter School Enrollment Cap Amendment as presented; Christen Hagemann made 2nd motion. All in favor, unanimous approval.

e. Director's Report-

Enrollment/Lottery/Registration

23-24 Exit Data

- 30 students not returning
 1. Moving out of state, homeschool, attending same school as sibling

24-25 Wait List of 143 various grade levels

24-25 Registration for Current Families

- 509 completed application

Staffing Update

SPED EA position open

Maintenance/Facilities/Security:

Building Update

- Waiting on Fire Marshal sign-off to move into building across the street
 1. Art, Music, Access to Library books, Business Office, Conference Room
- Contract with new cleaning company Clearly Clean

Assessment Data Spring 2024:

Achievement Data MSSA for Language Arts and Math grades 3, 4, 5- comprehension of state and previous years. HAW staff will do item analysis. We have more kids than the state at grade level or above but our statistics are holding steady. We would like to look at it and see what it will take to move the mark using trend data. Are there things HAW can do differently to move kids up? Data file will be on the website for community. Data will also be in newsletters.

Next Steps: item analysis grade level/school-wide, goals, data chats

School-Wide Goal: *Horizon Academy West Charter School (HAW) is committed to providing a rigorous, creative, and well-rounded education for all students through the integration of technology where all students will be challenged and encouraged to think critically and creatively to improve levels of achievement of state standards and benchmarks.*

70% of all students will score a minimum of a 3 on Istation as well as a 3 on technology rubric

- 2023-2024: Benchmark year 1: 67% (See Mission Goal Tracker Sheet)

Professional Goal: Performance Competency – Communications with all Shareholders (staff, students, council members, families, community members)

Enrollment CAP information:

		CAP	CURRENT
K	5 classrooms	100	98

1	5 classrooms	105	98
2	4 classrooms	84	81
3	4 classrooms	88	88
4	3 classrooms	72	74
5	3 classrooms	72	70
		521	509

Information from Charter Contract:

The School may request that the enrollment cap or grade levels be amended by submitting an amendment form. (Current PEC Procedure Form A.3 and A.4)

Enrollment Cap and Authorized Grade Levels.

The School shall serve no more than 500 students in grades K-5.

The School may make modifications as to the number of students in any particular grade and number of students within a class to accommodate staffing decisions that are consistent with the School’s programmatic needs.

3.7 Authorized Facility and Facility Occupancy Capacity.

[Check one]

The School will provide in-person instruction as described in 3.5 above at the Facility identified below:

School Name: Horizon Academy West

Street Address: 3021 Todos Santos St.

City, State Zip: Albuquerque, New Mexico, 87120

The School may not exceed the approved occupancy capacity of the Facility, which is 939. The School may move facilities by following the PEC procedure processes.

5. Council Trainings- Andrea Gallegos: As soon as 2024-2025 training schedule is received it will be shared with Council Members. New rule states returning members need to complete at least 5 hours and new members complete 10 hours.
6. Executive Closed Session: Section 10-15-1(H)(2) Limited Personnel Matters*-Storm Gonzalez
 - a. Reflection and discussion with Director of 23-24 SY
 - b. Presentation and discussion of Director’s 24-25 professional development plan/goals
 - c. No action or vote needed from above discussion items
 - Gabriel Valenzuela motioned to enter executive closed session for limited personnel matters in accordance to Section 10-15-1(H)(2); Donna Predika made 2nd motion. Christen-yes, Gabriel-yes, Anthony-yes, Donna-yes, and Storm- yes. 5:09
 - Closed session ended at 6:19. No motion for voting items occurred.
7. CONCLUDING BUSINESS
 - a. Announcements

- Next Regular Board Meeting, August 20, 2024 at 4:30 pm. Discussion held and it was decided that August meeting will be August 27, 2024 at 4:30

b. Adjournment- 6:25

- Anthony Jaramillo motioned to adjourn the meeting; Donna Predika made 2nd motion. All in favor, unanimous approval.

*ACTION ITEM

⌚TIMED ITEM

The Horizon Academy West Governing Council attempts to follow the order of items as listed; however, the order of specific items may vary from the printed Agenda. Any Public comments will be held at the time specified on the Agenda. If you would like to participate or address the Council in the hearing or meeting, please contact the Director at Horizon Academy West at least one week prior to the meeting. All public comments are at the discretion of the President and are limited to three minutes.

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend, please call the office. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Office at Horizon Academy West if a summary or other type of accessible format is needed.