



## 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 cannot be 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.

**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
- 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](mailto:charter.schools@ped.nm.gov) with questions about completing or submitting documents.

## Additional Square Footage Amendment Request Form

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and 2018 renewed in 2022, hereafter "the school," effective on 7/1/2023.

HOZHO Academy

The school requests consideration from the PEC to change the terms of its contract as follows: Add square footage of 2 portables

**Current square footage:** Current square footage of high school is 27,449 and the elementary school is 31,513 square feet. The two new portables would add 3,640 feet.

**Explain the form the additional square footage will take:** 2 portable structures – total sq ft of 3,640

**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 and do not complete the rationale section below.**

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

N/A (provided in the accompanying Enrollment Cap Amendment request)

**Rationale for the change:** The enrollment cap was previously approved at the February, 2024 PEC meeting. Also, attached is a request to add a Pre-K program.

**Effective date:** 9/17/2024


**The school's contract amendment is hereby submitted by:**

**Signature of School Representative:**



**Date:** 7-30-24

**Signature of Governing Board Chair:**



**Date:** 7-30-24

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**For PEC/CSD use only**

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**PEC Meeting Date:**

**Agenda:**  Regular required

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

**Electronic signature of PEC Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Agenda/x  Minutes of Hózhó Academy Governing Council

**Date: August 1, 2023**

**Time: 5:15 PM**

**Location:**

**Hozho Academy Join Zoom Meeting**

**Meeting Type:** x  Regular     Special     Proposed     Approved

**I. Meeting was brought to order at 5:20 pm**

**II. Pledge of Allegiance led by**

**III. Roll Call**

**[SECRETARY]**

| <b>Members:</b> | <b>Present</b>             | <b>Absent</b>              |
|-----------------|----------------------------|----------------------------|
| Jeremy Boucher  | x <input type="checkbox"/> | <input type="checkbox"/>   |
| Erin Montano    | x <input type="checkbox"/> | <input type="checkbox"/>   |
| Lucas Babycos   | <input type="checkbox"/>   | x <input type="checkbox"/> |
| Brinn King      | x <input type="checkbox"/> | <input type="checkbox"/>   |
| Eric James      | x <input type="checkbox"/> | <input type="checkbox"/>   |
| Rebecca Boucher | x <input type="checkbox"/> | <input type="checkbox"/>   |
| Mariah Barnes   | <input type="checkbox"/>   | x <input type="checkbox"/> |

**Other Attendees:** Juliane Hillock, Laura Green

**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 June 27, 2023**

**Motion: no additions or corrections so deemed approved**

**Second: [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](mailto:board@hozhoacademy.org)) 5 business days prior to the meeting.

No correction or objection: [BLANK]

Unanimous or Ayes: Nays:

**VI. Administrator's Report**

a. Enrollment target is 700, 130 students on waitlist. 9<sup>th</sup> and 10<sup>th</sup> have openings but both have 50 students each. Early days started 8/1/23- 120 enrolled for early days. David Ramsey financial planning classes started for high school students- sponsored by several local businesses. Will offer later in the year and possibly as an elective in the future. 120 staff members- new high school teachers. Continued support being provided to staff members who have lost children or family members.

**VII. Finance Report**

**VIII. Action Items:**

**Action Requested: Approve June 2023 Bank Rec and Check Register**

**Motion: motion to approve June 2023 Bank Rec and Check Register by R. Boucher**

**Second: James**

**Amendments: [BLANK]**

Unanimous or Ayes: Nays:

J. Boucher x

Montano x

King x

R. Boucher x

James x

**Action Requested: Approval Additional BARs**

**No additional BARs**

**Motion: [BLANK]**

**Second: [BLANK]**

**Amendments: [BLANK]**

Unanimous or Ayes: Nays:

**Action Requested: Approval of Transportation Routes**

**6 of 8 buses are ready for use. 25 mile radius provided in routes. 8 routes have been established. Orientation for drivers have begun today. They are practicing**

driving routes and are being trained on recognizing pictures of registered sex offenders. Making a waiver for parents to sign if they have a registered sex offender living in their house. 2 routes will need to be staggered time wise after school due to waiting on 2 buses to be delivered. Every parent will be given a safety analysis of their bus stop by the bus drivers. Interest rate per state regulation 6.15 %- bus company is high 6%/7%. Will approve on actual routes at a later date- will be ready possibly later this week.

**Motion:** [BLANK]

**Second:** [BLANK]

**Amendments:** [BLANK]

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

**Action Requested: Approval of Transportation Policies and Procedures**

**Based off of Gallup-McKinley transportation department policies and procedures.**

**Minimum age to be dropped off unaccompanied is 5<sup>th</sup> grade- up to discussion if board disagrees. Waiver will be provided for parents to sign if they would like an older child (older than 5<sup>th</sup> grade) sibling to walk younger sibling to house from bus stop. If a student has to be driven more than 2 miles to a bus stop/hub, parents are eligible for reimbursement for difference in drive between house and bus stop according to Gallup-McKinley/state websites. In Hozho policies will have language saying that Hozho will not reimburse difference of distance from student's house to bus hub/stop if over 2 miles. Do we need in policy to not cross bridges that are in disrepair- question by James- Bill Lee says they are posted on County website- at this time Gallup McKinley buses do not cross. Will need to be added to routes to have bridges marked if they are in disrepair- some are on county and some are on Indian route roads.**

**Motion:** motion to approve transportation policies and procedures as presented by King

**Second:** R. Boucher

**Amendments:** [BLANK]

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

**J. Boucher**    **x**

**Montano**    **x**

**King**    **x**

**R. Boucher**     **x**

**James**     **x**

**Action Requested: Ratification for use of the Boardman Facility**

All students arrive on main campus for assembly. 7<sup>th</sup> grade stays for gym and 8<sup>th</sup> grade transported to Boardman. Last period of the day 8<sup>th</sup> grade will be transported back to main campus for gym class. 7<sup>th</sup> grade will be transported back for dismissal. Will have administrator answering phone at Boardman Facility. Adrian Garcia, Tommy Campos, SPED teacher, and 7<sup>th</sup>/8<sup>th</sup> grade teachers will be at Boardman campus. Will be offering typing classes and other computer bases electives for this semester. Once back at main campus will have other elective options. Multipurpose room will have cafeteria and lunch room. Once we know when we will receive new portables we will establish when the 7<sup>th</sup> and 8<sup>th</sup> grade will return to main campus.

**Motion:** motion to approve ratification for use of the Boardman Facility by James

**Second:** Montano

**Amendments:** [BLANK]

|                                    |    |              |              |
|------------------------------------|----|--------------|--------------|
| <input type="checkbox"/> Unanimous | or | <b>Ayes:</b> | <b>Nays:</b> |
| J. Boucher                         |    | x            |              |
| Montano                            |    | x            |              |
| King                               |    | x            |              |
| R. Boucher                         |    | x            |              |
| James                              |    | x            |              |

**Action Requested: Approval to accept and purchase portables**

Central District is giving us 6 double portables- will be \$7-9k. Waiting on purchase order. Either have swamp coolers or AC units and all have a bathroom. This would allow all staff to have their own designated space. Will be looking to see if there are more available as well as an activity bus. Saving money in this way will try to use excess funds to start purchasing land to help get state funding to build new structures on campus. Will have appraisal for land on campus at next meeting. Will also be looking at lease to purchase Boardman property from Aequetas to be used as bus depot- will be submitting to the state for \$1.8 million.

**Motion:** motion to approve accepting and purchasing portables by Montano

**Second:** King

**Amendments:** [BLANK]

|                                    |    |              |              |
|------------------------------------|----|--------------|--------------|
| <input type="checkbox"/> Unanimous | or | <b>Ayes:</b> | <b>Nays:</b> |
| J. Boucher                         |    | x            |              |
| Montano                            |    | x            |              |
| King                               |    | x            |              |
| R. Boucher                         |    | x            |              |
| James                              |    | x            |              |

**IX. Comments from the community: If you wish to submit a comment, please send an email to [president@hozhoacademy.org](mailto:president@hozhoacademy.org) no later than noon on Tuesday, July 25, 2023.**

**X. Adjourn**

**Motion:** [Blank]

**Second:** [Blank]

**Discussion:** [Blank]

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

**Meeting adjourned at 7:07 pm**