Membership (MEM) Projections New Program MEM Projections

School Budget Bureau

Investing for tomorrow, delivering today.



New OBMS Modules

- PED is being very mindful of your time! One stop shop in OBMS!
 - Membership (MEM) Projections
 - ✓ LIVE in OBMS (previously a SharePoint site)
 - Manager (BM) and Superintendent/Charter Rep (SP) role has access to enter the information for all items above. PED understands that the BM may not be the person with the information.
 - Please <u>do not</u> add non-Business Managers or non-Superintendents to the BM and SP roles.
 - Consider using the templates to send to the person responsible for entering membership projections. Have them return the completed templates to the BM or SP for uploading (pg 26)
 - When utilizing templates, Special Education Projections do not have a template and must be manually data entered
 - SBB will prepare you with the tools to make this transition as smooth as possible.

MEM Projections – Information

- MEM projections are due October 15, 2024
 - data should consist of anticipated membership projections for the 2025-2026 40D
 - will be utilized on the 2025-2026 preliminary 910B5
 - ✓ to determine preliminary growth units
 - ✓ to determine preliminary K-12+ new program units
 - ✓ (new charters only) preliminary early childhood and basic MEM units.
 - Statute 22-8-6.1 NMSA 1978 Charter School Budgets; maximum MEM.
- All 2025-2026 projections will be reconciled with the 2025-2026 actual 40D MEM

MEM Projections – 910B5

• preliminary growth units



• Preliminary new K-12+ program units on calendar data tab

K-12+ Calendar Data							
EXI	EXISTING PROGRAM			OGRAM			
24-25	24-25	24-25	25-26	24-25			
80D	120D	80D & 120D	Projected 40D	Actual 40D			
· •	•	AVG 👻	MEM 🔽	MEM			
		0.00					
		0.00					
80-120-40	80-120-40 Calendar Data 910B5 Reporting Dates +						

MEM Projections – Statute

Statutory reference

22-8-12.1. Membership projections and budget requests.

- Each local school board or governing body of a state-chartered charter school shall submit annually, on or before October 15, to the department:
 - 1) an estimate for the succeeding fiscal year of:
 - a) the membership of qualified students to be enrolled in the basic program;
 - b) the full-time-equivalent membership of students to be enrolled in approved early childhood education programs; and
 - c) the membership of students to be enrolled in approved special education programs;

MEM Projections – Pre Kindergarten (PK)

- The State Equalization Guarantee (SEG) ONLY supports developmentally disabled 3-yearolds and 4-year-olds (3Y DD and 4Y DD) at a 0.5
 - However, when completing MEM projections, include the full projected membership count of 3Y DD and 4Y DD
 - ✓ i.e. projecting one developmentally disabled 3-year-old; enter 1 in the OBMS module for PK-3Y-DD Mem
 - The module will divide the sum of 3Y DD and 4Y DD by 2 to arrive at the 0.5



MEM Projections – PK Statute

Statutory reference

22-8-19. Early childhood education program units.

B. For the purpose of calculating early childhood education program units, developmentally disabled three- and four-year-old students shall be counted in early childhood education membership. No developmentally disabled three- or four-year-old student shall be counted for more than 0.5 early childhood education MEM.

MEM Projections – Growth

WARNING

Around November/December 2024, School Budget Bureau will begin the certification process for **2024-2025 40D** membership reports If your projected 2025-2026 FTE MEM is greater than 2024-2025 40D FTE MEM (snapshot date 10/8/2025), your assigned budget analyst will reach out to confirm if you wish to keep your projections or change the number If you choose to keep your projections: The district/charter fully understands that if the projected membership does not meet or exceed the actual 2025-2026 40D FTE MEM, all or part of the budgeted growth units may not be funded, potentially leading to a REDUCTION in State Equalization **Guarantee funding**. 2025-2026 PRELIMINARY STATE EQUALIZATION GUARANTEE (SEG) 910B-5 TOOL Is this a Charter School? Please enter Y or N Select... Second Reporting Period (80D) 12/2/202 Third Reporting Period (1205 2/12/2025 Is this for the 40D Adjustment? Please enter Y or N. g Period (40D) 10/8/2025 Growth: 24-25 Projected 25-26 Units Actual 40D FTE MEM 40D FTE MEM 0.000 8

MEM Projections – Growth Statute

Statutory reference

22-8-23.1. Enrollment growth program units.

A. A school district or charter school with an increase in MEM equal to or greater than one percent, when compared with the immediately preceding year, is eligible for additional program units. The increase in MEM shall be calculated as follows:

(Current Year MEM - Previous Year MEM) / Previous Year MEM x 100 = Percent Increase.

The number of additional program units shall be calculated as follows:

((Current Year MEM - Previous Year MEM) - (Current Year MEM x .01)) x 1.5 = Units.

B. In addition to the units calculated in Subsection A of this section, a school district or charter school with an increase in MEM equal to or greater than one percent, when compared with the immediately preceding year, is eligible for additional program units. The increase in MEM shall be calculated in the following manner:

(Current Year MEM - Previous Year MEM) / Previous Year MEM x 100 = Percent Increase.

The number of additional program units to which an eligible school district or charter school is entitled under this subsection is the number of units computed in the following manner:

(Current Year MEM - Previous Year MEM) x .50 = Units.

C. As used in this section:

- 1) "current year MEM" means MEM on the first reporting date of the current year;
- 2) "MEM" means the total school district or charter school membership, including early childhood education full-time-equivalent membership and special education membership, but excluding full-day kindergarten membership for the first year that full-day kindergarten is implemented in a school pursuant to Subsection D of Section 22-13-3.2 NMSA 1978; and
- 3) "previous year MEM" means MEM on the first reporting date of the previous year.

MEM Projections – Reorganization

• IMPORTANT

- Ensure school listing and grade levels are up to date with NMPED.
 - ✓ This impacts many bureaus within NMPED and reporting requirements.
- The MEM projections module will utilize the most up to date school listing data on file
 - ✓ If you find a discrepancy, please complete the waiver form "School Establishment or Closure Application" found here <u>https://webnew.ped.state.nm.us/waivers/</u>
 - ✓ Grade levels are not locked into the OBMS modules yet so if you are unsure what is on file, please reach out to your assigned budget analyst.
 - Future upgrade will only allow data entry for grade levels on file with NMPED

MEM Projections – Reorg NMAC

New Mexico Administrative Code (NMAC) reference

6.29.1.9 PROCEDURAL REQUIREMENTS:

G. Organization of grade levels and establishing/ closing schools. Any change in a school district or charter school's organizational pattern, including the establishment or closing of a school, shall have the secretary's approval prior to implementation. Requests for change shall be submitted using the department's organization of grade levels and establishing/closing school waiver request form. This form shall include: name of superintendent; district/school; mailing address; phone; fax; email address; name of a secondary contact person including the same information; date of submission; local board policy requirement and approval, if required; date of board approval; statement of applicable district or charter school policy and rationale for request. The waiver request shall outline the expected educational benefits

New Program MEM Projections – Information

- DO NOT include existing program membership counts. Existing programs are funded on the prior year 80D/120D averages.
- A new Program is:
 - a district/charter that does not currently participate in the program
 - a district that plans to expand the existing program to more school locations.
 - a charter phasing in a new grade level (does not apply to Bilingual Program).
- Work closely with your Program Manager on new program membership projections as it should align as close as possible to the anticipated application submittal for these programs. New program membership projections are subject to department approval through the application process defined for the specific program and are subject to change based on this application.
- New Program MEM projections are due October 15, 2024
 - data should consist of anticipated membership projections for the 2025-2026 40D
 - will be utilized on the 2025-2026 preliminary 910B5
- All 2025-2026 projections will be reconciled with the 2025-2026 actual 40D MEM

New Program MEM Projections- 910B5

- preliminary new Bilingual Multicultural Education program units
- preliminary new Fine Arts Education program units

	2025	-2026 PRELIMINARY STATE	EOUALIZATION GUARANTEE (SEG) 910B-5	TOOL		
ERROR, SELECT IF CHARTER BELOW School District Geographical Location			0			PED NO
Is this a Charter School? Please e	enter Y or N	Select	Second Reporting Period (80D) Third Reporting Period (120D)	12/2/2024		
Is this for the 40D Adjustment? Pl	ease enter Y or N.	N	First Reporting Period (40D)	10/8/2025		
Bilingual Program: HOURS 1 (FTE = MEM/6) 2 (FTE = MEM/3) 3 (FTE = MEM/2) Total	Existing 24-25 80D/120D AVG FTE MEM 0.00 0.00 0.00 0.00	Projected 25-26 40D NEW FTE MEM 0.00 0.00 0.00 0.00	Actual 25-26 40D New FTE MEM 0.00 0.00 0.00 0.00	TOTAL FTE MEM 0.00 0.00 0.00 0.00	<i>Factor</i> 0.500 0.500 0.500 0.500	Units 0.000 0.000 0.000 0.000
Elementary Fine Arts Program:	Existing 24-25 80D/120D AVG MEM 0.00	Projected 25-26 40D New MEM 0.00	Actual 25-26 40D NEW MEM 0.00	<i>TOTAL MEM</i> 0.00	<i>Factor</i> 0.055	Units 0.000

New Program MEM Projections – Statute

Statutory reference

22-8-23.12. New program funding.

A. For the first year of programs operating pursuant to the K-5 Plus Act, the Bilingual Multicultural Education Act, the Fine Arts Education Act or for extended learning time programs, a school district or charter school shall generate the applicable program units. A school district's or charter school's budget shall be based on the projected number of program units for the program's first year of operation and shall be adjusted using the qualified MEM on the first reporting date of the current school year.

OBMS Navigation to Modules

Roles: Business Manager (BM) Superintendent/Charter Rep (SP)



Navigation



Navigation



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OBMS Steps

MEM and New Program MEM Projections

Roles: Business Manager (BM) Superintendent/Charter Rep (SP)



BM MANUAL ENTRY - Selections



BM MANUAL ENTRY - Special Ed

`	N/A BM Submit to SP	N/A	N/A	0
ship Projections 🗸 🗸				
ership Entry	Special Ed Projections	3		
	Ancillary Full-Time Equiv	alent A/	B Membership	
ogram List	(1)		19	
ls	Reset Projections	Save Projections		
Cost Index				
Board Certifications	O New Progam Me	embership		
	K-12+ Program	n	Fine Arts E	Education Pro
	Will this budget ent	ity continue this program for FY	Will this budge	t entity continue th
	2026?		2026?	

BM MANUAL ENTRY - New Program Navigate

New Frogam Membership					
(-12+ Program		Fine Arts Education F	Program	Bilingual Multicultur	al Education
Vill this budget entity continue this	s program for FY	Will this budget entity continu	ue this program for FY	Program 1 Hour	
Select	~	Select	~	Will this budget entity contin 2026?	nue this program for FY
				Select	
	COMPLETE		COMPLETE		COMPLE
ilingual Multicultural Ed Program 2 Hour	COMPLETE	Bilingual Multicultura Program 2 Hour	COMPLETE		COMPLE
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BM MANUAL ENTRY - New Program Questions



BM MANUAL ENTRY - New Program Save

Reset Projections Save Projections

BM MANUAL ENTRY - Mem School Selection and Entry



BM MANUAL ENTRY - MEM Save

MEM and New Program MEM Projections



Once data entry is complete, click "Save Projections." Districts only: Repeat steps 8 and 9 for all schools.



BM UPLOAD ENTRY – Navigate and Selection

MEM and New Program MEM Projections



Click "Membership Projections" then "Uploads" from the left-hand toolbar. Select fiscal year "2024-2025" and entity name from the dropdowns. Click the "Program Template" and the "Locations Template."



BM UPLOAD ENTRY - Template



BM UPLOAD ENTRY – Upload

MEM and New Program MEM Projections



Drag and drop files from file explorer, then click "Upload."



Click the "Upload File" wording and select the file from the file explorer and click "Open." Then click "Upload."



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BM UPLOAD ENTRY – Navigate

MEM and New Program MEM Projections



Click "Membership Entry" from the left-hand toolbar. Select fiscal year "2024-2025" and entity name from the dropdowns. Click "Retrieve."



BM UPLOAD ENTRY - Special Ed

^ ^	N/A	N/A	N/A 0
ship Projections 🗸 🗸	BM Submit to SP		
rship Entry	Special Ed Projections		
rogram List	Ancillary Full-Time Equival	ent A/B	Membership
s	Reset Projections	Save Projections	
Cost Index		<u> </u>	
Board Certifications	O New Progam Mer	nbership	
	K-12+ Program		Fine Arts Education Pro
	Will this budget entity 2026?	continue this program for FY	Will this budget entity continue th 2026?

BM Submit to Superintendent/Head Admin (SP)

🤧 Membership Projections 🗸 🗸	Hondo Valley S	chools		
Aembership Entry	K-12+ Program	Fine Arts Education Program	Bilingual Multicultural Education Program 1 Hour	Bilingual Multicultural Education Program 2 Hou
E Teacher Cost Index	N/A	N/A	N/A	1
National Board Certifications	BM Submit to SP	Note: Cu access to	irrently only o this buttor	[,] BM role h n. This ma
) BAR		change i	n the future	to add SF
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	1		19	
RfR				

BM Submit to SP

Membership (MEM) and New Program MEM Projections



Reports MEM and New Program MEM Projections

Roles: Business Manager (BM) Superintendent/Charter Rep (SP)



Reports Navigate



Reports Selection

MEM and New Program MEM Projections



Data Feed

OBMS Steps

MEM and New Program MEM Projections

Roles: Superintendent/Charter Rep (SP)



SP Selection



SP Review

\bigcirc	<u>Review all data in ALL sections to ensure accuracy</u> . To review the "Membership Projections" data either run the report or select a school name (if applicable) from the dropdown and repeat for all schools.
	Membership Projections
	Select a school Select an entity or location to see projections.
	Membership Event History
	2024 © RESPEC - v1.2-0.0 Demonstration - 2024-08-13

SP Disapprove



SP Disapprove Submit to BM

K-12+ Program	Fine Arts Education Program	Multicultural Education Program 1 Hour	Multicultural Education Program 2 Hour	Multicultural Education Program 2 Ho
N/A	N/A	N/A	1	N/A
Comment				
Special Ed Projection	ons			
Ancillary Full-Time Eq	uivalent	A/B Memb	ership	

SP Approve

MEM and New Program MEM Projections



If no discrepancies are identified. Click "Submit to PED."



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SP Submit to PED

MEM and New Program MEM Projections

Click the "I certify that the projected membership data contained in this report is complete and accurate and fulfills NMSA 22-8-12.1 and the new program membership data contained in this report is complete and accurate and fulfills NMSA 22-8-23.12" field. A comment isn't required but allowed. Click "Submit "Submit to PED""



