



## 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 Albuquerque School of Excellence, hereafter "the school," effective on 6/12/2020.**

**The school requests consideration from the PEC to change the terms of its contract as follows:** The school respectfully requests PEC approval to amend the terms of its contract to include the construction of an additional K-12 school within APS geographic boundaries.

**Current square footage:** 101,000 square foot

**Explain the form the additional square footage will take:** ASE plans to remodel and reconstruct the former Desert Hills Center for Youth and Family at 5200 Sequoia Rd NW. This facility consists of three large buildings, a gym, and two smaller buildings, occupying a total of **111,000 square feet** of building space on **8.13 acres** of land. Additionally, the site includes **187 parking spaces**. Our plan is to optimize these existing structures to create a modern K-12 learning environment, expanding our capacity to serve more students and better meet the needs of our community.

**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.**

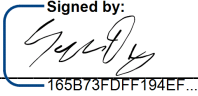
- N/A (provided in the accompanying Grade Level Amendment request)
- N/A (provided in the accompanying Enrollment Cap Amendment request)

**Rationale for the change:** Due to the consistent demand from families and the community, as well as our school's strong academic standing, we seek to expand our facilities. This additional square footage will allow us to accommodate more students and further extend our positive impact. By doing so, we can provide greater access to high-quality education and contribute to the academic improvement of our state, aligning with our mission to serve more students and meet the growing needs of our community.

**Effective date: 7/1/2026**

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

**Signature of School Representative:**  **Date:** 10/3/2024

**Signature of Governing Board Chair:**  **Date:** 10/3/2024

---

**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:** \_\_\_\_\_

## CERTIFICATE OF GOVERNING BODY VOTE

This document certifies that on Thursday, October 3, 2024, a meeting of the Governing Body of Albuquerque School of Excellence, a New Mexico public charter school, was held. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

With a quorum of the Governing Body's members present and voting, a motion to approve the Enrollment Cap and Additional Square Footage amendments was passed with 5 votes in favor and 0 opposed.

The members voting in favor were: **Sean Fry, Moriah MacCleod, Yunus Akbas, Necati Sahin, and Angela Lopez.**

The members voting in opposition were: NA

I, the undersigned, certify that this is a true copy.

A handwritten signature in black ink, appearing to read "Sean Fry", written in a cursive style.

Sean Fry,

Governing Council President



# ALBUQUERQUE SCHOOL OF EXCELLENCE

13201 Lomas Blvd. NE Albuquerque, NM 87112 ♦ Phone: 505.312.7711 ♦ Fax: 505.312.7712

Dear New Mexico Public Education Commission (PEC),

This letter provides the following assurances on behalf of Albuquerque School of Excellence:

1. **Certificate of Occupancy:** The school’s Director and Governing Council President assure that the school will not occupy any space until it possesses a valid Certificate of Occupancy. A copy of the Certificate of Occupancy will be provided to the Charter Schools Division (CSD) within 30 days of occupancy.
2. **New Mexico Conditions Index (NMCI):** The school’s Director and Governing Council President also assure that the school will not occupy any space until it possesses a letter from the Public School Facilities Authority (PSFA) confirming that the facility meets the requirements of the New Mexico Conditions Index (NMCI). A copy of this letter will be submitted to the CSD within 30 days of occupancy.

We are committed to complying with all necessary requirements and appreciate your attention to this matter.

Sincerely,

Sean Fry  
Governing Council President  
Albuquerque School of Excellence  
Date: 10/15/2025

Mustafa Ayik  
Executive Director  
Albuquerque School of Excellence  
Date: 10/4/2024

.

**Statement of Accessibility:** Agenda and Minutes are available on our website.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter or any other form of auxiliary aid or service to attend or participate in the meeting, please contact Meghan Diaz at (505) 312-7711 or md101@abqse.org at least three (3) days prior to the meeting or as soon as possible. Public documents, including the Agenda and Minutes, can be provided in various accessible formats. Please contact Meghan Diaz at the phone number or email address above if a summary or other type of accessible format is needed.