

**Application for Area Vocational High School**

Application for

Area Career Technical Education School

NEW MEXICO PUBLIC EDUCATION DEPARTMENT



 **Arsenio Romero, Ph.D.**

Secretary of Education

New Mexico Public Education Department

300 Don Gaspar Ave, Room 203

Santa Fe, New Mexico 87501

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# APPLICATION MANAGER

The agency has designated an application manager who is responsible for the conduct of this application. Completed applications as well as written inquiries or requests regarding this application should be addressed as follows:

**Breezy Gutierrez**

College and Career Readiness Bureau

New Mexico Public Education Department

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**APPLICATION**

The Public School Code ([Section 22-5-4.8 NMSA 1978](https://nmonesource.com/nmos/nmsa/en/item/4368/index.do#!b/22-5-4.7)) provides that the New Mexico Public Education Department (PED) may approve a local school board’s plan for an area vocational high school if the plan adequately provides for:

1. sufficient financing for the operation of the school, which may include an election for a special levy not to exceed one dollar ($1.00) for each one thousand dollars ($1,000) of net taxable value, and that may be in addition to levies authorized by the College District Tax Act;
2. a broad vocational and technical education program serving a sufficient number of students to achieve economic viability; and
3. compliance with the state plan for vocational education.

*Complete each of the following items and submit one complete packet to the PED’s Director of College and Career Readiness*. *From there, the application will be routed to appropriate divisions for review.*

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| 1. **Proposed School Name**
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| 1. **Proposed School Address**
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| 1. **District(s) of Students Served**
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| 1. **School Administrator Name (Name of applicant)**
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| 1. **School Administrator Email**
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| 1. **School Administrator Office Phone**
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| 1. **School Administrator Cell Phone**
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1. **Introduction**

Write a summary for each prompt below:

1. Describe a vision for the school, including how it is responsive to the community and school district needs.
2. Include a description of the design structure of the proposed school.
	* How is your school connected to other existing schools within the district or as part of other districts? How does your school design create efficiency in resources whether programmatic or otherwise? Will students from multiple campuses or school districts be invited to enroll? How will students meet all graduation requirements under the proposed model?
3. How will students be selected for enrollment? How will you ensure equitable access?
4. Describe expected student outcomes, especially how they differ from those available in CTE programs available at current high schools in the school district.
5. **Fiscal Requirements**

This plan must demonstrate sufficient financing for the operation of the school, which may include an election for a special levy not to exceed one dollar ($1.00) for each one thousand dollars ($1,000) of net taxable value, and that may be in addition to levies authorized by the College District Tax Act. The PED requires:

Projected funding needed to implement the program;

1. A break-down of funding source(s); and
2. Details about special levy, if applicable
3. **Program Requirements**

A broad career and technical education program of sufficient size, scope, and quality to achieve economic viability and compliance with the state plan for career technical education.

1. Complete a five-year projection for each expected program of study. Please include all the following:
	* A list of anticipated course sequence with NOVA course codes for each program, including expected student enrollment per course per year;
	* Details ensuring that planning will not take place more than two years;
	* Assurances that concentrators will be placed for each program of study by no later than year five of the education program;
	* Assurances that industry certifications will be offered for each program; and
	* Details ensuring that Dual Credit or other Capstone will be a requirement within the educational program.
2. Explain how each program of study was selected. Include the data sources accessed and analyzed in your selection process. For example, labor market projections, consultation with local industry, student enrollment, surveys, etc.
3. Describe how the school will incorporate each of the following elements:
	* Anticipated High Quality Instructional Materials, and whether it is evidence based, or based on proven outcomes;
	* Career Technical Student Organization(s) aligned to each Program of Study (POS); and
	* Identify the specific college and degree program to which the program(s) of study are aligned.
4. Identify the industry partnerships for each program of study, including, but not limited to:
	* Work based learning opportunities;
	* Input provided from industry related to academic, employability, and technical skills needed for the workplace;
	* Participation in advisory committees; and
	* Other possible supports
5. Highlight any other details you would consider relevant to your application. For example, do you have existing partnerships with colleges, tribes or other community partners?
6. **Tribal Consultation**

Please state whether the proposed school will be on tribal lands or otherwise requires tribal consultation to take place. If so, please detail what steps your district(s) has taken to conduct tribal consultation in the creation of the school. Please describe whether the school will be within an historically defined Indian impacted school district.

**Note Regarding Approvals**

Applicants should be aware that submission of complete applications does not result in automatic approval and may still receive a denial. NMSA 1978, Section 22-5-4.8 provides that the department may approve a plan for a Vocational Area High School. Applications will be reviewed, and the PED will work with districts that submit a plan. However, the PED may have additional questions or reservations to providing an approval despite its efforts to work with districts.