



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:

X Fully completed form

X Approved board minutes or certification of the vote taken by the board

X 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

X 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

X 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 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

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Explore Academy (557-001), hereafter "the school," effective on July 1, 2024 (which was the second renewal as the school's first contract was effective July 1, 2014). Explore Academy- Albuquerque

The school requests consideration from the PEC to change the terms of its contract as follows:

Current square footage: 79,900

Explain the form the additional square footage will take: an addition to the current facility at 6600 Gulton Court of 20,858 square feet

- 12,113 square feet for gym and black box theater
- 8,745 square feet for classrooms and restroom bank

Certificate of Occupancy: check one

☒ A Certificate of Occupancy is submitted (classroom space)

☒ 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 (gym and black box theater)

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:** Though the school is also submitting an amendment request for an enrollment cap increase, the primary reason for the additional square footage expansion is to add a gym, black box theater, and additional classroom space, whether or not the enrollment cap increase is approved.

Effective date: July 1, 2025 for classroom space and projected November 1, 2025 for gym and black box theater, once construction has passed all inspections

The school's contract amendment is hereby submitted by:

Signature of School Representative:  Date: May 13, 2025

Signature of Governing Board Chair:  Date: May 13, 2025

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: _____

CERTIFICATION OF GOVERNING BOARD VOTE

EXPLORE ACADEMY

5100 Masthead (K-5) / 6600 Gulton (6-12)

Albuquerque, NM 87109



This document certifies that a meeting of the Governing Board of **Explore Academy**, a public state charter school authorized by the New Mexico Public Education Commission (PEC), was held on May 13, 2025 at 5:30 pm. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Board's members being present and voting, it was voted five (5) in favor and zero (0) opposed to approve the amendment request for additional square footage at Gulton, as presented.

It was also voted five (5) in favor and zero (0) opposed to approve the amendment request to increase the school's enrollment cap to 3,750, as presented.

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

A handwritten signature in black ink, appearing to read 'Patrick Molina', written over a horizontal line.

Patrick Molina, Board President

Certificate of Occupancy

City of Albuquerque
Planning Department
Building Safety Division

This certificate, issued pursuant to the requirements of Section 115.3 of the Albuquerque Uniform Administrative Code, certifies that at the time of issuance this structure was in compliance with the above code and other technical codes and city ordinances regulating building construction or use.

Building Address 5100 MASTHEAD ST NE, Albuquerque, NM Zip 87109

Portion of Building Commercial - Alterations Level II / Addition

Use Classification Commercial Project Bldg. Permit No. BP-2023-00913

Occupancy Group E Type of Construction II-B - Sprinklered Land Use Zone N/A

Owner of Building Explore Academy Address 5100 Masthead St NE, Albuquerque, NM 87109



By James Broomfield

Date March 18, 2024

Chief Building Official
Building Safety Division

IBC Code 2015

POST IN A CONSPICUOUS PLACE

MAXIMUM OCCUPANT LOAD 1214

Certificate of Occupancy

City of Albuquerque
Planning Department
Building Safety Division

This certificate, issued pursuant to the requirements of Section 115.3 of the Albuquerque Uniform Administrative Code, certifies that at the time of issuance this structure was in compliance with the above code and other technical codes and city ordinances regulating building construction or use.

Building Address 6600 GULTON CT NE, Albuquerque, NM Zip 87109

Portion of Building Commercial - Alterations Level II - Explore Academy

Use Classification Commercial Project Bldg. Permit No. BP-2022-31156

Occupancy Group E Type of Construction II-B Sprinklered Land Use Zone N/A

Owner of Building EXPLORE ACADEMY (ATTN JUSTIN BAIARDO) Address 5100 Masthead St NE, Albuquerque, NM 87109



By James Broomfield

Date August 29, 2024

Chief Building Official
Building Safety Division

IBC Code 2015

POST IN A CONSPICUOUS PLACE

MAXIMUM OCCUPANT LOAD 1477

Certificate of Occupancy

City of Albuquerque
Planning Department
Building Safety Division

This Certificate, issued pursuant to the requirements of Section 115.3 of the Albuquerque Uniform Administrative Code, certifies that at the time of issuance this structure was in compliance with the above code and other technical codes and city ordinances regulating building construction or use.

Building Address 6600 GULTON CT NE

Zip 87109

Portion of Building ALTERATIONS- LEVEL 3

Use Classification Commercial Project

Bldg. Permit No. 2020-54899

Occupancy Group E

Type of Construction II-B SPRINKLERED

Land Use Zone N/A

Owner of Building JUSTIN BAIARDO

Address: 5100 MASTHEAD ST NE, ALBUQUERQUE,
NM 87109



By: Cassandra Murillo

Date: August 5, 2021

V Land Clark
Chief Building Official

IBC Code Year:2015

POST IN A CONSPICUOUS PLACE

MAXIMUM OCCUPANT LOAD: 2,555

FACILITY ASSURANCES



EXPLORE ACADEMY

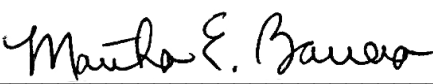
TO: Public Education Commission
FROM: Explore Academy Governing Board
DATE: May 13, 2025

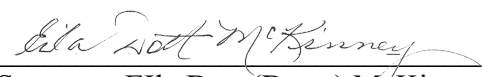
The Governing Board of Explore Academy hereby assures that the school will not occupy any space that does not meet ownership and leasing requirements of Section 22-8B-4.2 NMSA 1978. In addition, the school will not occupy any space until/unless the following conditions are met:

1. The school possesses a Certificate of Occupancy and provides same to the CSD within 30 days of occupancy; and
2. The school possesses a letter from PSFA stating that the facility meets the New Mexico Conditions Index (NMCI) and provides same to CSD within 30 days of occupancy.

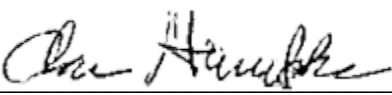
The undersigned officials certify that we have read and understand the obligations as described and that the school will comply with the aforementioned requirements.

1. 
Chair Patrick Molina

2. 
Vice Chair Martha Barrera

3. 
Secretary Eila Dott (Dotty) McKinney

4. 
Heather Anderson

5. 
Member Aaron Hamilton