



## New Mexico Public Education Commission (PEC)

### Separate Facilities Amendment Instructions

(NMSA 22-8B-4L)

**Purpose:** To request an amendment to the charter from the Public Education Commission (PEC) when the school is proposing to add a separate facility within the same school district pursuant to NMSA 22-8B-4L.

**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

The concise narrative should address how the proposed changes may affect: (1) staffing; (2) enrollment targets; (3) advertising and marketing; (4) the curriculum, assessment, and instruction; (5) resources and budget; (6) the community; and (7) the capacity of the separate facility. Identify the planning and capacity of the school governing board and school administration to provide oversight of the separate facility at a second location.

☒ 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.

### Separate Facility 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 ACES Technical Charter School, hereafter "the school," effective on July 1, 2020. The new 5-year contract will commence on July 1, 2025.

The school requests consideration from the PEC to change the terms of its contract as follows: ACES Technical Charter School is adding a second location.

Current location: 4501 Montgomery Blvd. NE. Ste. C1, Albuquerque, NM 87109

Identify the new separate facility building location and school district of the separate facility: 4020 Lomas Blvd. NE, Albuquerque, NM 87110

**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 the appropriate box and do not complete the concise narrative below.

☒ Narrative for the change (see instructions for "narrative"):

☐ Provided in the accompanying Grade Level Amendment request

☐ Provided in the accompanying Enrollment Cap Amendment request

Effective date: July 1, 2025 lease start for building preparation. August 4, 2025 first day of classes.

The school's contract amendment is hereby submitted by:

Signature of School Representative: Jeron T. Campbell Date: 6/16/2025

Signature of Governing Board Chair: Warren Wilhelm Date: 6/16/2025

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



June 6, 2025

## **A9 Separate Facility Amendment - Narrative**

### Staffing

The new location will facilitate the addition of a second class of each K-5 grade level. ACES Tech will hire a second set of elementary teachers for the new classes. This equates to 8 teachers and one EA. ACES Tech will also hire an elementary administrator to supervise the elementary staff and manage the day to day operations at the second location.

### Enrollment Targets

The new location will allow for enrollment growth of our elementary program. ACES Tech strives to have maximum class sizes of 20-22 as this is ideal practice based upon research. Our overall current capacity is  $6 \times 22 = 132$  students. With the second location, the capacity grows to  $12 \times 22 = 264$ . This overall capacity would only increase if in the future we decided to increase class sizes due to demand.

### Advertising and Marketing

ACES Tech has begun to inform elementary parents that we are looking to move the elementary program to a separate location. We have not updated our website or community mailers as we are waiting to sign the lease. Once signed, these media would be updated with the new location address.

### Curriculum, Assessment, and Instruction

ACES Tech has a strong academic program for elementary grades and this would not change. We have adopted Savvas MyView for ELA, Savvas enVision for math, Mystery Science for K-4 science, and Savvas for 5<sup>th</sup> grade humanities and science. All elementary students have music and physical education classes every day.

### Resources and Budget

The additional students will increase the amount of SEG and enrollment-based grant amounts that the school receives. The second location has monthly expenses for rent and utilities, to be paid from operational funds. We will purchase classroom and operational supplies for the building using capital outlay, operational, and grant funds. The additional staff costs are covered by anticipated SEG increases.

### Community

The school community will be split between two locations, elementary and secondary. Staff have indicated that this is preferable. Our school buses will run to both locations daily in support of families with children at both campuses.

### Capacity of the Separate Facility

The stated capacity is 737. Our smaller class size model ensures that we would not reach that.

### Oversight Plan

ACES Tech is still one K-12 school and will have one head administrator overseeing both locations. ACES Tech will hire a second administrator who will be assigned to the second location. This person will supervise the teachers and staff, as well as handle the day-to-day operational duties at the school.



**Governing Board Meeting Minutes**  
**Thursday, June 12, 2025 @ 5:30pm**

The Board will meet via the Zoom digital platform.  
Please email [jeron@acespublicschools.org](mailto:jeron@acespublicschools.org) to be invited to join.

- I. **Call to Order**--Warren Wilhelm called the meeting to order at 5:32pm.
  - A. **Roll Call--Attending:** Vic Berniklau, Jeff Blair, Ruth Bouldes, Jonathan Johnson, Judy Labovitz, Sam Lapin, Warren Wilhelm; Guests: Dr. Jeron Campbell, Dan Hill attorney, Sam Gonzales with DMH Law, Aaron Savoia with Vigil Group.
  - B. **Adoption of the June 12, 2025 Governing Board Meeting Agenda** - adopted by acclimation.
  - C. **Approval of May 8, 2025 minutes**-- J. Labovitz moved to approve, it was seconded and majority approved, R. Bouldes abstained.
- II. **Recognition of Students, Staff, and Community**—N/A
- III. **Public Forum (2 minutes per speaker)**—N/A
- IV. **Presentations**
  - ACES Tech Curriculum and Academic Results (J. Campbell)**—Dr Campbell provided highlights of the presentation, R. Bouldes will provide questions for the July GC meeting, there was discussion regarding the website NICHE.com vs VISTA data.
- V. **Action Items**
  - A. **Approve the following Charter Contract - PEC 2025-2030 contract documents**—R. Bouldes motioned to approve the following seven documents, it was seconded and unanimously approved.
    - 1. ACES Contract GC approval**
    - 2. ACES PF GC approval**
    - 3. ACES Mission Specific Goal GC approval**
    - 4. ACES Condition GC approval**
    - 5. Affirmation of Tribal Consultation for LEAs**
    - 6. Addendum**
    - 7. Resolution of Governing Board**
  - B. **Approve PEC Separate Facilities Amendment forms and Lease**—J. Labovitz motioned to approve the Facilities Amendment form pending edits, it was seconded and unanimously approved. S. Lapin moved to approve the Lease, it was seconded and unanimously approved.



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**VI. GC Initiatives**

- A. **PED Conference Discussion**—S. Lapin and Dr. Campbell to discuss data sharing with parents, R. Bouldes and J. Labovitz will prioritize the charter school conference notes and begin working on the issues.

**VII. Financials (J. Campbell and M. Vigil/Aaron Savoia)**

- A. **Budget Update**—V. Berniklau advised that the school is not as financially healthy as it was at this time last year, yet the situation is ok.
- B. **BARS Approval vote**—V. Berniklau motioned to approve the following BARS, it was seconded and unanimously approved:

579-000-2425-0026-M

579-000-2425-0032-T

579-000-2425-0033-I

579-000-2425-0034-I

579-000-2425-0037-M

- C. **Review budget to actual for previous year**—See attached.

**VIII. Principal's Report**

- A. **School Update**—Dr. Campbell worked on items presented by Dr. Brigitte Russell, the only outstanding item is the pending yearend data; ELL issues have been resolved; the Native American meeting has been scheduled for Friday June 20; the new lease rate is fair; lease assistance should be available for both buildings; IT expense coverage TBD; capital outlay can be used for furniture and fixtures; estimated 259 enrollment for upcoming school year; ACES is a summer reading program site.

- B. **Succession Planning**—The plan is to hire another principal for the second location.

**IX. Board President Report and Discussion**—W. Wilhelm reviewed the monthly calendar items.

- X. **Consideration for Approval of the ACES Tech Board to Convene in Closed Session Pursuant to the Open Meetings Act NMSA (10-15-1 (H) (2)) to discuss limited personnel matters** – J. Blair motioned to go into closed session, it





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was seconded and unanimously approved by role call vote. At 7:45pm it was stated that only the matters listed on the agenda were discussed and no other action was taken. The statement was affirmed by roll call vote.

- XI. **Approve Annual Budget**—Deferred until June 16, 2025 meeting.
- XII. **Announcement of Upcoming Board Meetings**
  - A. The next meeting will be held on Monday, June 16, 2025 at 5:30pm.
- XIII. **Adjournment**—meeting adjourned at 7:47pm.

**Submitted by R. Bouldes, Secretary**

# 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 4020 LOMAS BLVD NE Albuquerque, NM Zip 87110

Portion of Building Commercial – Change of Use / Occupancy

Use Classification Commercial Project Bldg. Permit No. BP-2025-00156

Occupancy Group E Type of Construction V-B Unsprinklered Land Use Zone N/A

Owner of Building Archdiocese of Santa Fe Catholic Schools Address 4000 St Josephs Pl NW, Albuquerque, NM 87120



By James Broomfield

Date April 30, 2025

Chief Building Official  
Building Safety Division

IBC Code 2021

**POST IN A CONSPICUOUS PLACE**

**MAXIMUM OCCUPANT LOAD 737**





Iris K. Romero | Executive Director  
Larry Tillotson | Deputy Director of Operations & Outreach

(505) 843-6272  
<https://www.nmpsfa.org/>

May 6<sup>th</sup>, 2025  
Dr. Jeron Campbell, Founder  
ACES Technical Charter School

**RE:** wNMCI for potential facility at 4020 Lomas Ave NE

**VIA E-MAIL**

Dr. Campbell,

Per your request, the Public School Facilities Authority (PSFA) assessed the potential facility located at 4020 Lomas Ave NE in Albuquerque on September 19, 2024. PSFA understands that ACES Technical Charter school plans to expand into the potential facility.

Following the assessment, the potential facility's weighted New Mexico Condition Index (wNMCI) score was calculated, pursuant to 22-8B-4.2 NMSA 1978 and 22-20-1(A) (2) NMSA 1978. The wNMCI represents the facility condition related to systems and adequate space for students.

The potential facility located at 4020 Lomas Ave NE has a current wNMCI score of **25.47%**. This score meets or exceeds the current wNMCI statewide average of 26.74%, as required by statute (lower is better). Therefore, this facility meets the requirements for a charter school to move into.

A certificate of E-Occupancy was provided.

Please update PSFA as the charter school moves forward with plans to move into this potential facility.

Respectfully,

*Andrew Martinez*

Andrew Martinez, Facilities Assessment Database Manager  
Public School Facilities Authority

June 6, 2025

## **A9 Separate Facility Amendment - Assurance**

### Assurance

ACES Tech will not occupy any space that does not meet the ownership and leasing requirements of Section 22-8B-4.2 NMSA 1978. The lease has been reviewed by ACES Tech's hired counsel, Attorney Dan Hill.