NMPED
Public Education Department

Enrollment Cap Amendment Request Form

The Charter Contract, was entered into by and between the New Mexico Public Education Commission, and **South Valley Prepartory School**, effective **1** of **July**, **2015**. **South Valley Prepartory School** was approved for a **5-YEAR TERM** Charter Contract.

South Valley Prepartory School Charter Contract currently states:

ENROLLMENT CAP: 156

AUTHORIZED GRADE LEVELS: 6, 7, 8

South Valley Prepartory School requests consideration from the Public Education Commission (PEC) to change the terms of its Charter Contract, Section __8.01 (a) (i)_____, as follows:

PROPOSED ENROLLMENT CAP: 210

ENROLLMENT CHANGE: ☐ **INCREASE** ☐ **DECREASE**

South Valley Preparatory School (SVP) is requesting an increase in our enrollment cap from 156 students to 210 students. The enrollment cap increase will allow South Valley Prepartory School (SVP) to serve additional students based on both previous and current demand. Historically, South Valley Prepartory School has held a significant waitlist in all grades. SVP, in the past, has been unable to accommodate the increase due to facility restraints. However, the school's current move has provided us with the opportunity to address the demand.

The increase in the enrollment cap will serve to two goals. By increasing the number of students SVP serves through the implementation of a 3rd family strand, SVP would be able to decrease the number of students in each homeroom class. This would provide a higher quality learning and teaching environment for everyone. Secondly, the increase in enrollment and the resulting addition of the third family strand will allow SVP to better address the cultural and language needs of the families from the communities we serve.

The phased in third family strand will provide SVP more flexibility in staffing that will allow us to build a foundation to support high quality bilingual services. These programs will provide a continuum for the community we serve. SVP recently moved to the very edge of the South Valley and into the San Jose neighborhood. Both the South Valley and particularly the San Jose neighborhood are bilingual communities. SVP proposes to address a gap in quality language and cultural programming at the middle school level.

South Valley Prep has recently completed the lottery for incoming Sixth grade for the 2019-2020 school year. As a result of that lottery, all 6th grade spots based on our current enrollment cap have been filled. The school currently has 30 students on the 6th grade waitlist for the upcoming 2019-2020 year, exceeding the number of students needed to implement Family Strand C. In other words, South Valley Preparatory School will meet the enrollment target for the first year, adding 6th grade, with the students that are currently on the waiting list. In addition, there will still be students left on the waitlist after the 6th grade has been filled.

South Valley Preparatory School advertises once a year through a targeted mailing campaign. This last year, SVP targeted the San Jose neighborhood. We will continue to use the annual mailing campaign to help us meet our targeted enrollment.

SVP will be losing a total of 3 students from the 2018 -2019 to the 2019-2020 school year. South Valley Prep anticipates 101 of the 104 students to return for 7th and 8th grade next year. All 3 of the students unable to return will be entering the 8th grade next year. All 3 families are moving either out of the city, one to Las Cruces and one to Rio Rancho and the third family is moving from the South Valley to the far west side to the Volcano Vista High School district. SVP currently has 8 students on next year's 8th grade waitlist. SVP anticipates filling those spaces immediately.

Each year that a C family strand class is added, SVP will hire one new certified and highly qualified teacher. All teachers must hold an endorsement or be highly qualified to teach Language Arts as well as one of the following Core Content areas – Science, Social Studies, or Mathematics. In addition, SVP will work towards hiring teachers that are hold the required licensure and qualifications to support a language and cultural program that meets the requirement for the NM state Bilingual Seal. South Valley Preparatory School has already contacted several teacher candidates that fit our needs. These candidates have all expressed a desire to teach at SVP. If however these candidates do not work out, SVP will recruit staff via advertisements in a variety of media outlets. Staff training and orientation will be provided both during the summer as well as during the in-service days provided prior to classes starting.

Please see attached Enrollment and Staffing Matrix for more detailed information.

South Valley Prep is aware of the budget needs to support the additional strand as well as any stipends that will be paid for Bilingually endorsed staff that implement programming. In addition to those particular financial needs, the school will support use Title 2 funds to contract with organizations such as Dual Language New Mexico to help build a solid plan for language and cultural learning programs prior to implementation. In addition, SVP will work closely with the Language and Cultural Bureau at the PED for support in meeting all state mandates and regulations in regards to programming.

As previously noted, South Valley Preparatory recently moved into a new building at the beginning of the 2018-2019 school year. This building is 22,000 square feet. The PSFA has documented that the building we occupy has the capacity of 222 students. SVP has one classroom immediately available to provide the space for the new 6th grade class. With the addition of the 7th and 6th grade classes for Family Strand C, the second level of the building provides enough space to serve for 2 additional classrooms with minor construction. The school currently has capital outlay money available to complete the minor construction needed.

Please see the additional occupancy documentation attached.

South Valley Preparatory school made the final payment on the building on February 11, 2019. The school is currently working with legal counsel to complete the transfer of the title to the building to South Valley Prepartory School. This should be completed by the end of May 2019. SVP will use it's existing Capital Outlay, HB33 and SB 9 monies to pay for the necessary construction needed upstairs to convert the office spaces into classrooms. Other concrete resources that will be needed include curriculum books / textbooks for each year for each additional class as well as an additional set of classroom computers.

South Valley Prepartory School Enrollment Cap amendment request is hereby submitted by, **Charlotte Alderete-Trujillo**, on **February 1, 2019**, and affirms the school meets the following eligibility criteria:

☐ Received no lower than a "C" letter grade in any of the past three years, or in all of the past three years for which a Tier evaluation is available, have been identified as Tier 2 or better in the Academic Performance Framework; and

☐ Has not had its board of finance revoked within the last three years; and

☐ If the fiscal year has started or will start prior to the request being considered by the PEC, the amendment request will be effective only in the subsequent fiscal year; and

☐ The school's governing board is in compliance with all reporting requirements.

Charter School Representative Signature _____ Date 3/22/19

South Valley Preparatory School Enrollment Cap amendment request was reviewed and voted upon by the Public Education Commission and is hereby:

☐ APPROVED ☐ DENIED

Chair, Public Education Commission _____ Date _____

South Valley Preparatory School
Governing Council Meeting MINUTES

January 31, 2019~ 5:00 pm

South Valley Preparatory School Campus

2551 Karsten Court SE, Albuquerque, NM 87102 Conference Room

Type of meeting: Monthly **Chair:** Bernadette Frietze

Invited to Attend:
1. Bernadette Frietze - Present
2. Monica Aguilar - Present
3. Jess Wiltamuth - Absent
4. Michaela Trujillo – Present
5. Bill Reed - Present
6. Charlotte Trujillo – Present (non-voting)
7. Alfred Martinez - Present (non-voting)

Scheduled Guest(s): Jamie Munsey
Scheduled Absence: Jess Wiltamuth

----- Agenda -----

1. Call to Order, Roll Call (Quorum?/? voting members).. Chair. BFrietze calls the meeting to order at 5:05. 4 out of 5 members present. JWiltamuth absent. Quorum.
2. Welcome and Introductions..... Chair - All members introduce themselves as 2 parents have signed in for public comment. Public guests Nicole Gutierrez and Eddie Kenton Sr.
3. Approval of Agenda **ACTION ITEM***..... All – BFrietze presents the agenda for action. Calls for questions, corrections, etc. AMartinez notes that there are no BARS for approval. BFrietze asks for a motion to approve the agenda with Action Item 6b. BARS to be removed. BReed motions to approve the agenda with Action Item 6b. BARS removed. MAguilar 2nds. Motion carries 4-0.
4. Approval of Previous Meeting Minutes **ACTION ITEM*** All BFrietze presents the previous meeting minutes for action. Calls for questions, corrections, etc. Hearing none, BFrietze asks for a motion to approve the minutes from the 11.29.18 meeting noting that there was no GC meeting in December 2018. MTrujillo motions to approve the minutes from the 11.29.18 meeting. BReed 2nds. Motion carries 4-0.
5. Open Public Comment .....Open – ~~See attached statement read by Nicole Gutierrez~~ OK
6. Action Items.....
   a. Financial Reports*.....Alfred – AMartinez presents the budget summary for finances. AMartinez notes that the Finance Committee reviewed all Journal Entries, Budget summary, Budget vs Actuals chart, Balabnce sheet, Bank reconciliation for period ending 12/31/18. Budget summary and budget vs. actual presented to GC. BFrietze asks for questions, concerns. Hearing none, BFrietze call for a motion to approve the Financial reports for period ending 12/31/18. MAguilar motions to approve financial reports. BReed 2nds. Motion pases 4-0.
   ~~b. BARs* .....Alfred~~
   c. Enrollment Cap Increase Amendment* .....Charlotte – CTrujillo presents the enrollment cap increase amendment request to be submitted to the

Public Education Committee. CTrujillo reiterates the legislative actions that are moving to cut the small school size adjustment to small charter schools. CTrujillo discusses the increase will actually decrease the number of students in the homerooms to 23 (from 26 or 27) and no construction will be needed for the first year. BFrietze calls for questions, clarifications, concerns. Hearing none, BFrietze calls for a motion to approve the Enrollment Cap Increase amendment request. BReed motions to approve, MAguilar 2nds. Motion passes 4-0

d. Executive Session*.....Chair – MTrujillo makes motion to enter into executive session at 6:15. BReed 2nds. Motion carries 4-0 to enter into executive session @ 6:15 p.m. BReed motions to leave executive session at 6:37 p.m. MAguilar 2nds. Motion carries 4-0. SVP GC returns to regular session at 6:37 p.m.

7. Executive Director Report.....Charlotte

a. Facility Update - CTrujillo notes that herself, AMartinez, Consultant Richard Vigiliano and Sue Fox are working on info needed to acquire the lot from Duran Family Trust. In addition, all are working towards next steps after SVP makes the final payment on the building.

b. Non-profit update - none at this time

c. GC Training requirements – all GC members need to meet the 10 hour of training. No changes as of yet with new leadership

8. Announcements/Set Next Meeting..... Chair – BFrietze sets next meeting on Thursday, Feb 28, 2019 @ 5:00.

9. Adjourn..... Chair – Meeting adjourned at 6:52.

----- Statement of Non Discrimination ----

South Valley Preparatory School does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Persons requiring special accommodations should contact the administrative office at 222-5642 at least 24 hours prior to the meeting.

---- Additional Information ----

Regular monthly meetings @ 5:00 on the 4th Thursday of every month on the SVP Campus unless advertised otherwise.

Finance Committee – Bernadette Frietze, Monica Aguilar, Charlotte Trujillo, Alfred Martinez, Andrew Cavalier, Norm Colter
Facilities Committee – Bill Reed
Policy Committee – Jess Wiltamuth, Michaela Trujillo,
Audit Committee – Bernadette Frietze, Monica Aguilar, Andrew Cavalier, Charlotte Trujillo, Alfred Martinez , Norm Colter

Charlotte Alderete-Trujillo <charlotte.trujillo@southvalleyprep.org>

Capacity for 2551 Karsten Ct SE

Timothy Rybarczyk <trybarczyk@nmpsfa.org> Tue, Feb 20, 2018 at 2:47 PM
To: Charlotte Alderete-Trujillo <charlotte.trujillo@southvalleyprep.org>, Martica Casias <mcasias@nmpsfa.org>
Cc: Troy Levesque <tlevesque@nmpsfa.org>, "amartinez@atths.com" <amartinez@atths.com>

Mrs. Aderete-Trujillo,

I have done some analysis of the plans you provided and my findings are as follows:

Maximum number of students allowed is approximately 234 students (assuming rooms 20, 23, 24, 25, 27, 30, 48, 49, 50 are going to be utilized as classrooms). Calculated by 6578/28.

Maximum occupant load as calculated per the International Building Code regulations is approximately 570 people.

If you have any other questions please feel free to contact us.

Thanks,

Timothy Rybarczyk, RA, NCARB

Facilities Specialist

New Mexico Public School Facilities Authority

Office: 505-843-6272 ext. 1002

Direct: 505-468-0295

Email: trybarczyk@nmpsfa.org

Web: www.nmpsfa.org

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 2551 KARSTEN SE Zip 87102

Portion of Building REMODEL

Use Classification COMMERCIAL PROJECT Bldg. Permit No. 201192634

Occupancy Group E B Type of Construction IIB NON-SPRKD Land Use Zone SU2

Owner of Building ATT CHARTER SCHOOL Address 2551 Karsten SE, Albuquerque, NM 87102

By:

Anthony L Medley
Chief Building Official

Date: APRIL 3 2012

POST IN A CONSPICUOUS PLACE

South Valley Preparatory School

"Home of the Aztecs"

2551 Karsten Court SE Albuquerque, NM 87102
Phone: (505) 222-5642 Fax (505) 222-5647 • www.southvalleyprep.org

ENROLLMENT AND STAFFING MATRIX
Enrollment Increase Amendment Request

YEAR 1			
2019-2020	**Existing Family Strand A**	**Existing Family Strand B**	**Proposed Family Strand C**
Staffing	**Existing Staff**	**Existing Staff**	**1 new Hire HQ in Science and Lang Arts Preferably TESOL and Bilingually Endorsed**
# of students in each grade in each family strand	**6A - 23**	**6B - 23**	**6C - 23**
	7A – 27	**7B - 27**	
	8A – 27	**8B - 27**	
	Total A strand = 77	**Total B strand = 77**	**Total C strand = 23**
Total for All family strands in	**177 students**		
YEAR 2			
2020-2021	**Existing Family Strand A**	**Existing Family Strand B**	**Proposed Family Strand C**
Staffing	**Existing Staff**	**Existing Staff**	**1 New Hire 7th HQ in Social Studies and Lang Arts Preferably TESOL and Bilingually Endorsed**
# of students in each grade in each family strand	**6A - 23**	**6B – 23**	**6C – 23**
	7A – 23	**7B - 23**	**7C - 23**
	8A - 27	**8B - 27**	
	Total A strand = 73	**Total B strand = 73**	**Total C strand = 46**
Total for All family strands in 2020 - 2021	**192 students**		

The mission of South Valley Preparatory School is to provide a small, safe and unique family learning community where students are prepared for high school and beyond.

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YEAR 3			
2021-2022	Existing Family Strand A	Existing Family Strand B	Proposed Family Strand C
Staffing	Existing Staff	Existing Staff	1 New Hire 8th HQ in Math and Lang Arts Preferably TESOL and Bilingually Endorsed
# of students in each grade in each family strand	6A - 23	6B - 23	6C - 23
	7A - 23	7B - 23	7C - 23
	8A - 23	8B - 23	8C - 23
	Total A strand = 69	Total B strand = 69	Total C strand = 69
Total for all family strands in 2021-2022	207 students		