

## Enrollment Cap Amendment Request Form

The Charter Contract, was entered into by and between the New Mexico Public Education Commission, and **Middle College High School**, effective **1st of July, 2019**. **Middle College High School** was approved for a **five-year** Charter Contract.

**Middle College High School's** Charter Contract currently states:

**ENROLLMENT CAP:** The school is authorized to serve no more than 100 students.

**AUTHORIZED GRADE LEVELS:** The school is authorized to serve students in grades 10-12.

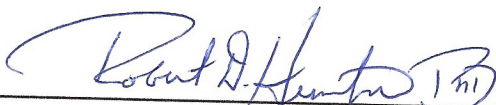
**[SCHOOL NAME]** requests consideration from the Public Education Commission (PEC) to change the terms of its Charter Contract, Section 4.3, as follows:

**PROPOSED ENROLLMENT CAP:** The school is authorized to serve no more than 120 students.

**ENROLLMENT CHANGE:** ☒ INCREASE ☐ DECREASE

**Middle College High School's** Enrollment Cap amendment request is hereby submitted by Dr. Robert Hunter, on **April 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

4/1/19

**Middle College High School's** Enrollment Cap amendment request was reviewed and voted upon by the Public Education Commission and is hereby:

☐ APPROVED

☐ DENIED

Chair, Public Education Commission

Date

## **Rationale for Enrollment Cap Increase**

Middle College High School (MCHS) formally requests an addition to the Contract that will enable the School to enroll an additional 20 students, beginning with the upcoming school year, 2019-2020. This request is responsive to community concern for an educational alternative to the current offerings of the local school district, with whom MCHS has twice attempted, unsuccessfully, to negotiate an enrollment increase (on May 1, 2017 and December 11, 2017). While historically the school has maintained an annual waiting list (varying between 18 students at its lowest; 43, at its highest), the applications that eventually comprise this list (following the June lottery) do not tend to arrive at the School until near the close of the academic year in May. This year, the School has already received enough applications to fill a quarter of its enrollment slots for the coming school year. Given this upsurge, the request to add 20 more students to Middle College High School is in direct response to increased community demand.

### Staffing Plan

Middle College High School presently staffs eight positions, including one full-time administrator, a business manager, five faculty members, and a registrar. Staff members serve additional roles, as well. For example, the School employs a licensed counselor who is counted among faculty because he is also a certified instructor with a half-time teaching load. Likewise, the Dean of School serves a three-quarter teaching load. The School is adding one instructor, credentialed to teach STEM courses, for the upcoming school year. Adding this instructor also positions the School to serve an additional grade, as each instructor teaches content across all grade levels, commensurate with their areas of certification. MCHS instructors are not only licensed through the PED, they are also qualified to teach college in their respective disciplines.

- **Recruitment:** MCHS has remained fully staffed since the 2015-2016 school year. Student recruitment has not been an issue, as the School continuously operates with a waiting list. There is a demand for growth and MCHS is in a position to accommodate that demand.
- **Hiring:** The school is adding one additional STEM instructor to begin next school year, 2019-2020. All finalists for this position are in possession of PED licensure with endorsements in science and mathematics, as well as credentials to teach at the college level.
- **Training:** Training requirements for any new instructor are thoroughly met through ongoing professional development, which includes the entire faculty on a weekly basis. Friday afternoons are reserved for professional development, which includes a range of salient topics, such as instructional

strategies, collaborative planning, and the implementation of various technologies.

### Enrollment Pattern

Middle College High School presently enrolls 100 students in grades 10-12. Consistent with past years, the junior and senior classes hold steady at approximately 40 students each. The sophomore class, which historically receives the most applicants, remains the smallest at 20 students. This distribution is a result of the School's enrollment cap. Each year, the graduating class of seniors creates approximately 40 openings for the upcoming school year. Because the school has a waiting list, many students who apply as sophomores are unable to enroll until their junior year. Students from this group join the previous year's sophomores, forming the subsequent junior class. This leaves room for only a limited number of sophomores, perpetuating the waiting list. While the size of this list varies from year to year, as some students opt to enroll elsewhere instead of reapplying, the number of students on the list has annually ranged from as little as eighteen to as many as forty-three. And while applications ordinarily do not begin to arrive until near the close of the school year in May, the School notes that this year they have begun to arrive as early as February.

- Given the consistency of the School's waitlist, as well as the recent upsurge in applications and calls from families, MCHS does not anticipate any difficulty meeting enrollment targets.
- To increase exposure and community awareness of the school, MCHS currently advertises in *The Navajo Times* and *The Gallup Independent*. Advertisements run on a weekly basis.
- As indicated above, the graduation of seniors annually creates approximately 40 openings. Returning students, matriculating from 10<sup>th</sup> and 11<sup>th</sup> grade, comprise approximately 60 seats. Once the 40 openings are filled, the School annually maintains between 18 and 43 additional applications, which comprise the school's waitlist. The addition of 20 more students would help to mitigate the waitlist by allowing more families an opportunity to enroll in the School.
- Following the School's trend patterns, MCHS anticipates being able to serve new students in primarily the 9<sup>th</sup> and 10<sup>th</sup> grades, as the School is simultaneously submitting an amendment for the consideration of adding 9<sup>th</sup> grade to its schedule.

### Additional Resources/Considerations

Middle College High School presently has capacity to serve additional students. The existing faculty-to-student ratio is 20:1. With the scheduled addition of another

STEM teacher for next year, commensurate with this request for a 20-student increase, the ratio would remain at 20:1. As the school has ample physical space and adequate staffing, no additional resources are deemed necessary.

### Credit/Course Requirements

Because this request for a 20-student increase is accompanied by a request to add a 9<sup>th</sup> grade, additions to the school schedule would be inclusive of courses that are taken during 9<sup>th</sup> grade. The School's proposed course offerings for grade-nine include both an introductory college-level science course and a formal study skills class. For the science offering, students would select from a physical science (SCI-101) or a life science/biology (BIO-110) option, dependent on initial career interests. Other scheduled courses to address 9<sup>th</sup> grade core include: English 9, New Mexico history, physical education, health, and algebra I (with an option to advance to geometry or algebra II, dependent on student course history and Accuplacer assessment scores).

As an early college high school, MCHS awards dual credit for courses taken through UNM-Gallup and Navajo Tech. All dual credit courses are articulated with the postsecondary institutions, such that each college course corresponds to a specific high school credit. For example, college algebra (MATH-121) corresponds to high school algebra II, and can be taken in lieu of the high school course. The caveat with college courses is that postsecondary credit is only awarded when students earn at least a C letter grade.

School policy states that credits transferred into the Middle College High School must be in accordance with the policies of the New Mexico Public Education Department. Acceptable credits include those that are received from an accredited school or state-registered home school.

Credits required for graduation adhere to the NM PED's course requirements, plus additional units as specified by the School. The following table identifies the School's course requirements:

<b>Middle College High School Required Courses for Graduation</b>
29 units to include: <ul style="list-style-type: none"><li>• 4 units English</li><li>• 4 units math (one unit = or &gt; than algebra II)</li><li>• 3 units science (2 w/lab)</li><li>• 3.5 units social science, to include:<ul style="list-style-type: none"><li>New Mexico history (.5 unit)</li><li>World history</li><li>United States history</li></ul></li></ul>

Government and economics

- 1 unit physical education
- .5 unit health education
- 1 unit career cluster, workplace readiness, or language other than English
- 1 unit Service learning
- .5 unit Job shadow
- 10.5 units of additional electives/college core

### Occupancy Details

Middle College High School is housed in the University of New Mexico's Gallup branch, from which the School leases space. While the majority of instruction occurs in college classrooms, some of which are leased for the School's exclusive use, MCHS also has classroom and administrative space that resides in two School-owned portable buildings. These buildings are located on the UNM-G campus, on land that is also leased from the university. A copy of the current E-Occupancy Certificate is attached, as well as a map identifying the spaces that are leased for exclusive use by the School. And because students have the ability to register for college courses that occur throughout the campus, instructional space is greatly expanded.

### Additional Considerations

Middle College High School's previous policy was to accept applications from students entering grades 10-12. On December 18, 2018, the School's Governing Council approved a revision to the enrollment policy, stating that the School would instead accept applications from students entering their 10<sup>th</sup> or 11<sup>th</sup> grade years, and that applications from 12<sup>th</sup> graders would be accepted contingent on the availability of enrollment space in the program. This was done to better reflect the practice at other early college high schools, where enrollment is focused on a specific number of students per grade level. This creates a better distribution between grade levels and mitigates some of the challenges faced by students who do not enroll until 12<sup>th</sup> grade, such as having too little time to complete a credential, or as noted in the table above, too little time to complete the School's diploma requirement of 29 credits (the state requirement is 24.5 credits, which is what most districts follow). As Middle College moves toward balancing enrollment across grade levels, it is understood that the upper grades will be larger than the lower grades in order to allow current students to complete their programs. Moving forward, the School will revise enrollment policies to phase in the anticipated grade level distribution.

A projected Enrollment Matrix and Staffing Chart are included below.

### Enrollment Matrix

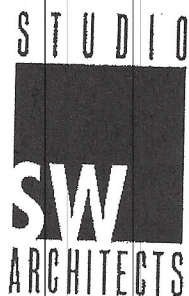
	2019-2020	2020-2021	2021-2022
9 <sup>th</sup> Grade	20	25	30
10 <sup>th</sup> Grade	20	25	30
11 <sup>th</sup> Grade	40	30	30
12 <sup>th</sup> Grade	40	40	30

Middle College High School presently staffs five faculty positions. As all instructors are also credentialed to teach college in their respective fields, some of the courses carry dual college credit (identified in the chart below by college prefix and course number). It should be noted that some courses carry multiple sections, such as Algebra 2 and the proposed Algebra I. It should also be noted that other courses are only offered one semester during the academic year, such as Financial Literacy and the proposed Study Skills.

### Staffing Chart

Current Staffing Pattern	Projected Staffing Pattern (2019-2022)
<p>Current faculty course loads:</p> <p><u>Instructor 1:</u></p> <ul style="list-style-type: none"> <li>English 10, 11, 12</li> </ul> <p><u>Instructor 2 (also Dean of Students):</u></p> <ul style="list-style-type: none"> <li>Algebra 2</li> <li>PHYC 102 (Intro to Physics)</li> <li>COMP 101 (Computer Science)</li> </ul> <p><u>Instructor 3 (also IEP Coordinator):</u></p> <ul style="list-style-type: none"> <li>Geometry, Financial Literacy</li> <li>ENVS 102 (Environmental Science)</li> </ul> <p><u>Instructor 4:</u></p> <ul style="list-style-type: none"> <li>World History, US History, Government and Econ</li> <li>Drivers Education</li> </ul> <p><u>Instructor 5 (also School Counselor):</u></p> <ul style="list-style-type: none"> <li>PSY 250 (Personality and Career Development)</li> </ul>	<p>Projected faculty course loads:</p> <p><u>Instructor 1:</u></p> <ul style="list-style-type: none"> <li>English 9, 10, 11, 12</li> <li>Study Skills</li> </ul> <p><u>Instructor 2 (also Dean of Students):</u></p> <ul style="list-style-type: none"> <li>Algebra 2</li> <li>Math 121 (College Algebra)</li> <li>COMP 101 (Computer Science)</li> </ul> <p><u>Instructor 3 (also IEP Coordinator):</u></p> <ul style="list-style-type: none"> <li>Geometry, Financial Literacy</li> <li>ENVS 102 (Environmental Science)</li> <li>BIOL 110 (Intro to Biology)</li> </ul> <p><u>Instructor 4:</u></p> <ul style="list-style-type: none"> <li>New Mexico History, World History, US History, Gov't &amp; Econ</li> <li>Drivers Education</li> </ul> <p><u>Instructor 5 (also School Counselor):</u></p> <ul style="list-style-type: none"> <li>PSY 250 (Personality and Career Development)</li> </ul>

<ul style="list-style-type: none"> <li>• NATV 255 (Navajo Government)</li> </ul>	<ul style="list-style-type: none"> <li>• NATV 255 (Navajo Government)</li> </ul> <p><u>Instructor 6:</u></p> <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• SCI 101 (Physical Science)</li> <li>• PHYC 102 (Intro to Physics)</li> </ul>
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Studio Southwest  
Architects Inc.

## Occupancy Classification Change Request

November 29, 2018

Richard Lucero  
Architectural Compliance Officer, Plans and Permitting Manager  
5500 San Antonio Drive NE Suite F  
Albuquerque, New Mexico 87109  
(505) 660-3752 Cell Phone

**RE: Gallup Middle College High School**

Mr. Lucero,  
Studio SW Architects is formally requesting an occupancy classification change on behalf of the Owner of the Gallup Middle College High School. The original permit for the building was #2009019314 and issued as a "B" occupancy. The new occupancy classification is "E", as the spaces are used for high school students grades 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>. The occupant load remains unchanged at 68.

The building name and location is as follows:

**Gallup Middle College High School  
Atten: Dr. Rob Hunter - Administrator  
705 Gurly Avenue  
Gallup New Mexico 87301**

Please let us know if any additional information is required.

Respectfully,

A handwritten signature in black ink, appearing to read "ABenson", with a long, sweeping horizontal stroke extending to the right.

**Andy Benson, AIA, LEED AP**  
Senior Architect

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**State of New Mexico**  
**Public School Facilities Authority**

*Jonathan Chamblin, Director; Martica Casias, Deputy Director*

**1312 Basehart Road, SE, Suite 200, Albuquerque, NM 87106**  
**(505) 843-6272 (Phone); (505) 843-9681 (Fax)**  
**Website: [www.nmpsfa.org](http://www.nmpsfa.org)**

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Dr. Rob Hunter  
Middle College High School  
Gallup, NM

April 1, 2019

Dear Dr. Hunter,

You inquired regarding the adequacy of your facility space to house more students. Attached is the Executive Summary of your Facility Assessment Database Report. Please reference Page 9 of the report and the data following "Insufficient General Classroom Square Footage". Your actual amount of General Classroom Square Footage is 3,998 sf. Per Statewide Adequacy Standards (6.27.30.13 NMAC) a high school is required 25 square feet per student. Therefore, given your existing classroom space you would be eligible to enroll up to 159 students.

Please contact me with any further questions.

Kind Regards,

Jo Eekhoff, MArch, LCSW  
Planning & Design Manager  
Public School Facilities Authority  
Office Phone: 505.468.0295  
Email: [jeekhoff@nmpsfa.org](mailto:jeekhoff@nmpsfa.org)

STATE OF NEW MEXICO  
REGULATION AND LICENSING DEPARTMENT  
CONSTRUCTION INDUSTRIES DIVISION  
GENERAL CONSTRUCTION BUREAU

23446

THIS BUILDING HAS BEEN OCCUPIED BEFORE A FINAL INSPECTION HAS BEEN CONDUCTED.  
✓ PERMANENT TEMPORARY, EXPIRATION DATE

~ CERTIFICATE OF OCCUPANCY ~

THE FOLLOWING BUILDING OR PORTION THEREOF HAS BEEN INSPECTED FOR COMPLIANCE WITH THE REQUIREMENTS OF  
OCCUPANCY GROUP "E" AS SPECIFIED BY THE NEW MEXICO BUILDING CODE.

705 GURLEY AVE. GALLUP, NM 87301

BUILDING ADDRESS

GALLUP MIDDLE COLLEGE HS 705 GURLEY AVE GALLUP, NM 87301

NAME AND ADDRESS OF OWNER

MURPHY BUILDERS, INC

NAME(S) OF LICENSED NEW MEXICO CONTRACTOR(S)

GENC-2018039061

BUILDING PERMIT NUMBER

ERNEST JOHNSON

INSPECTOR'S NAME

IF NO LICENSED CONTRACTOR, NAME(S) OF OWNER-BUILDER(S)

BUILDING "1" AND BUILDING "2"

PORTION OF BUILDING

12-06-2018

DATE

CHANGE IN OCC FROM OCCUPANCY B TO OCCUPANCY E

COMMENTS