



## **Charter School FMP/Ed Specs Five-Year Renewal Program**

### **I. INTRODUCTION**

Per Section 22-24-5 NMSA 1978, school districts and state-chartered charter schools must have a five year facilities master plan (FMP) as a requirement for potential Public School Capital Outlay Council (PSCOC) awards to school districts and state-chartered charter schools. For charter schools, the FMP combines with educational specifications to form the FMP/Ed Specs document. The purpose of the FMP/Ed Specs for charter schools is two-fold:

- For schools not already in their current facilities, the ed specs component of the plan helps schools define their space needs in a facility based on their educational program, allowing them to seek out facilities in their communities that accommodates their needs.
- For charter schools already in their permanent facility and not looking to relocate, their focus will be on the FMP component in which they begin identifying facility standards based, systems based, security based, and broadband needs.

The purpose of the FMP/Ed Specs renewal program is to allow charters that meet certain criteria (outlined in Section III of this document) to provide updated information on their facilities capital and systems needs on their own and without having to go through the time and expense of the FMP/Ed specs process again.

### **II. UNIQUE ATTRIBUTES OF CHARTER SCHOOLS**

At the end of the FMP-Ed Specs time frame, the statute requires traditional school districts and charter school prepare a new FMP/Ed Specs document. However, because charter schools are unique in their facility needs and may not experience changes similar to traditional school districts, PSFA is allowing charter schools meeting certain criteria to re-new its existing FMP/Ed Specs document. The basis for this renewal program lies in the following findings:

- Charter schools typically comprise one building and not multiple buildings. They are smaller in scale and might not include larger spaces present in traditional school districts such as gyms, locker rooms, full kitchens, labs, and/or vocational space.
- PSFA allows variances for certain spaces under adequacy, meaning the school does not have to provide that space within a facility as long as they demonstrate they provide this

part of the curriculum in another manner. For example, if the school utilizes a local community center for a physical education, they do not need a facility with PE space.

- The charter school's cap and facility influences their enrollment and do not require a more robust demographic analysis typical of traditional school districts.
- Their charter governs their grade level configuration and they must wait until charter renewal process to adjust grade level configuration.
- While there are charters that consist of K-12<sup>th</sup> grades, the majority of charters limit their grade levels served, such as K-5, 6<sup>th</sup>-8<sup>th</sup>, or 9<sup>th</sup>-12<sup>th</sup> (or some combination thereof).
- They may not experience the same level of changes that school districts face such as sudden increases or decreases in enrollment.

### **III. ELIGIBILITY FOR CHARTER SCHOOL FMP/ED SPECS RENEWAL**

As a result of these findings, charter schools can renew their existing five-year facilities master plan/educational specifications by using the following renewal template as long as they meet the following criteria:

- The school already has a governing board and PSFA approved five-year facilities master plan/educational specifications document.
- The charter school owns its building, is in a lease to purchase arrangement, OR does not plan to move in the next five years.
- The charter school has not changed location since adopting its existing FMP/Ed Specs.
- The school has not changed its enrollment cap identified in the existing FMP/Ed Specs (growth to meet its cap is okay. This provision pertains to schools that have decided to change their cap since adoption of existing plan).
- The school is still employing the same educational model and curriculum delivery methods identified in the existing FMP/Ed Specs.
- The school has not completed any capital projects that have significantly altered its existing building with additions or reductions that increased or decreased square footage.
- The existing FMP/Ed Specs floor plans and site plans are still current and pertain to the existing facility.
- School must review PSFA Facilities Assessment Database.
- Governing Board must adopt the renewal.

Charter schools meeting the criteria can follow the checklist below to renew their existing FMP/Ed Specs for the next five years.

### **IV. UPDATED PLANNING PROGRAM – RENEWAL OF THE SCHOOL'S EXISTING FMP/ED SPECS**

This section updates the planning program in the Charter School Name facilities master plan/educational specifications dated Dates of Existing FMP/Ed Specs. Updating this section,

makes the existing facilities master plan good through **Next Five Year Time Frame**. Please note PSFA considers a facilities master plan expiration date December 31<sup>st</sup> of the fifth year. In order to consider renewal of the existing charter school FMP/Ed Specs document, PSFA requires the charter address the sections in the following checklist, as applicable. The checklist is the template for the FMP/Ed Specs five year renewal that a school can provide in its own without having to go through the time and expense of a full FMP/Ed Specs process.

The following procedures and information will provide PSFA enough information to renew the charter's existing FMP/Ed Specs.

**A. PSFA Facilities Assessment Database Review**

1. Contact PSFA to determine the date of the last school assessment
2. If PSFA conducted assessment within 4-years, print out school's Executive Summary from the PSFA Facilities Assessment Database.
3. Use this assessment data to help guide the school in some of its building needs, which could play a role in determining capital or systems priorities.

**B. Available Funding for Capital, Systems, Security, and Broadband/Technology Needs**

1. Identify current and future financial resources available (indicate years available) to meet capital, system, security, maintenance, and technology needs.
  - List sources of funds for maintenance
  - List sources of funds for capital needs
  - Lists source of funds for systems needs
  - List source of fund for security needs
  - List sources of fund for technology/broadband

**C. Planning Strategy (The school's building ownership status will guide this section).**

1. If the school owns the building or is in its permanent space, identify whether the school needs to complete projects in the following areas as applicable and identify those needs below:
  - Additions needed to accommodate enrollment or educational program
  - Renovation Projects
  - Systems Upgrades
  - Security/safety improvements
  - Broadband/Technology Needs
  - GSF reductions

2. If the school leases its building, identify

- Building ownership strategy or options
- Public building compliance

3. Discuss building maintenance needs, if not part of the lease agreement.

#### D. Planning Implementation

**Use this section to identify and prioritize the facility's needs. The school can base these needs projects the existing FMP/Ed Specs identify but not yet addressed as well as new needs found in the PSFA Facilities Assessment database and/or new needs school staff or the Governing Board want to implement.**

1. Address prioritization process and how school determined planning priorities for the next five years.
2. Provide priorities for **capital improvement standards** based projects for the next five years and identify sources of funding **(if applicable)**

**If the school desires increases in its gross square feet and classroom additions, it must fill out a utilization analysis on PSFA utilization forms found on the PSFA website at:**

<http://nmopsfa.org/?q=facility-planning>

**Fill out the appropriate form for elementary school or secondary school. In cases where the school serves grades K-12, fill out the elementary form for the pre-K-5<sup>th</sup> portion and the secondary for the 6<sup>th</sup>-12<sup>th</sup>. Feel free to modify the sheet to fit unique or special programs.**

3. Provide priorities for **systems based projects** for the next five years and identify anticipated sources of funding **(if applicable)**
4. Provide priorities for **security based projects** for the next five years and identify anticipated sources of funding **(if applicable)**
5. Provide priorities for **broadband and technology** projects for the next five years and anticipated sources of funding **(if applicable)**
6. Identify **maintenance issues**, including Major and Minor findings from the FMAR for the school to address and identify anticipated sources of funding **(if applicable)**

By identifying your buildings needs in this section, your FMP/Ed Specs will be renewed for another five years.

Please provide this update to PSFA in electronic format. You can email John Valdez at [jvaldez@nmppsfa.org](mailto:jvaldez@nmppsfa.org) to submit your update.

See example below for completing Section IV below.

## **EXAMPLE FOR FILLING OUT SECTION IV IN ORDER TO RENEW YOUR EXISTING FMP/ED SPECS**

This section updates the planning program in the **John Q. Public Charter School** facilities master plan/educational specifications dated **2015-2020**. Updating this section, makes the existing facilities master plan good through **2021-2026**. Please note PSFA considers a facilities master plan expiration date December 31<sup>st</sup> of the fifth year. In order to consider renewal of the existing charter school FMP/Ed Specs document, PSFS requires the charter address the sections in the following checklist, as applicable. The checklist is the template for the FMP/Ed Specs five year renewal.

### **A. PSFA Facilities Assessment Database Review**

1. Contact PSFA to determine the date of the last school assessment
2. If PSFA conducted assessment within 4-years, print out school's Executive Summary from the PSFA Facilities Assessment Database.
3. Use this assessment data to help guide the school in some of its building needs, which could play a role in determining capital or systems priorities.

### **B. Available Funding for Capital, Systems, Security, and Broadband/Technology Needs (if school has any new needs not already identified in existing FMP/Ed Specs document)**

1. Identify current and future financial resources available (indicate years available) to meet capital, system, security, maintenance, and technology needs.
  - List sources of funds for maintenance
    - Operating Budget
  - List sources of funds for capital needs - NA
  - Lists source of funds for systems needs
    - SB-9 Funds
  - List source of fund for security needs
    - SB-9 Funds
    - PSCOC Security Funds
  - List sources of fund for technology/broadband

### **C. Planning Strategy (The school's building ownership status will guide this section).**

1. If the school owns the building or is in its permanent space, identify whether the school's facilities needs in the following areas as applicable:

- Additions needed to accommodate enrollment or educational program - **NA**
- Renovation Projects – **NA**
- Systems Upgrades
  - HVAC Upgrades
  - Floor Finish Upgrades
- Security/safety improvements
  - Renovation of building entrance into a secure vestibule
- Broadband/Technology Needs - **NA**
- GSF reductions - **NA**

2. If the school leases its building, identify

- Building ownership strategy or options
  - We are in a lease to purchase arrangement with our foundation
- Public building compliance
  - Our lease to purchase arrangement satisfies the requirement for public building compliance and we expect this arrangement to be in place over the next five years.

3. Discuss building maintenance needs, if not part of the lease agreement.

We have an in-house maintenance person but we would like to engage PSFA maintenance and operations personnel to assist in developing a preventive maintenance plan for our school.

#### D. Planning Implementation

1. Address prioritization process and how school determined planning priorities.

Our Governing Council and Staff decided upon the facilities needs and prioritized them.

2. Provide priorities for **capital improvement standards** based projects for the next five years and identify sources of funding **(if applicable) - NA**

**If the school desires increases in its gross square feet and classroom additions, it must fill out a utilization analysis on PSFA utilization forms found on the PSFA website at:**

<http://nmopsfa.org/?q=facility-planning>

**Fill out the appropriate form for elementary school or secondary school. In cases where the school serves grades K-12, fill out the elementary form for the**

**pre-K-5<sup>th</sup> portion and the secondary for the 6<sup>th</sup>-12<sup>th</sup>. Feel free to modify the sheet to fit unique or special programs. -**

3. Provide priorities for **systems based projects** for the next five years and identify anticipated sources of funding **(if applicable)**

Priority One – HVAC Upgrades: replace roof top units with refrigerated air and central heating

Priority Two –Floor finish refurbishment throughout the building

4. Provide priorities for **security based projects** for the next five years and identify anticipated sources of funding **(if applicable)**

Priority One – Renovation of building entrance to include secure vestibule with electronic locks to keep visitors from accessing building without prior approval, bank teller window to separate receptionist from visitors, and electronic verification system.

5. Provide priorities for broadband projects and technology for the next five years and anticipated sources of funding **(if applicable) - NA**

6. Identify **maintenance issues**, including Major and Minor findings from the FMAR for the school to address and identify anticipated sources of funding **(if applicable)**

Small roof leak in multi-purpose space