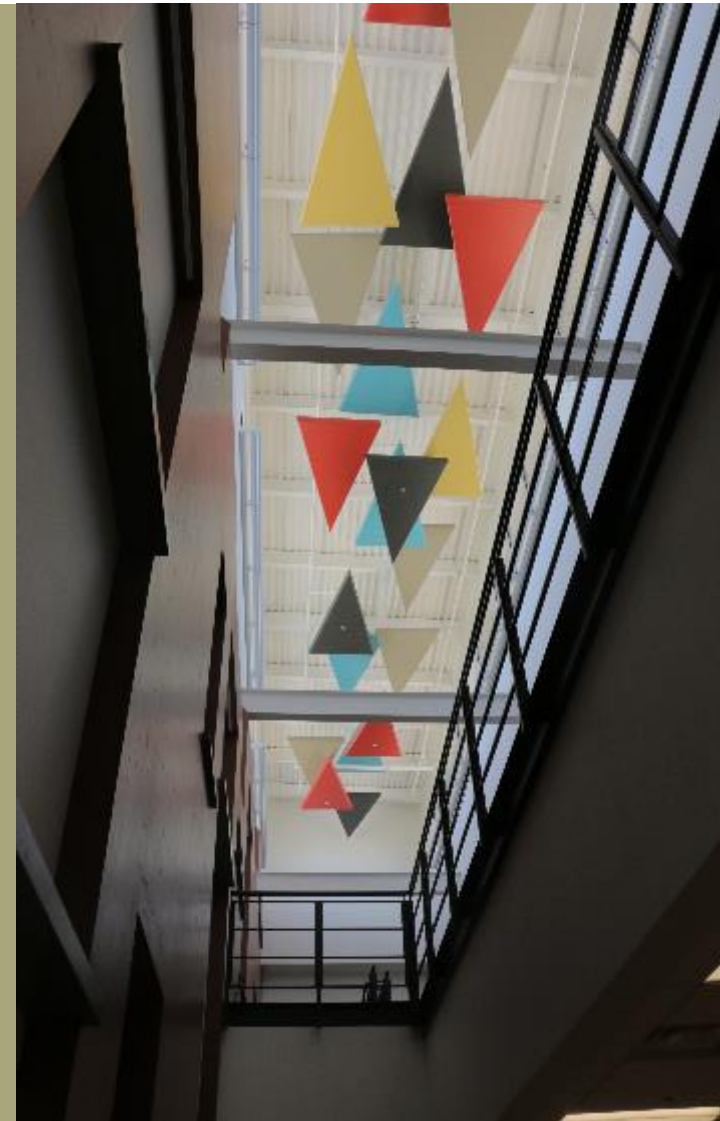




# Charter School Lease Assistance Workshop

Taos Academy, Taos

December 19, 2018



# Agenda

- Objectives
- Workshop and Process Schedule
- Public School Facilities Authority (PSFA) Assessments with Charter Schools
- Lease Assistance Application
- Lease Documents
- Lease Assistance Program History
- Lease Assistance in Statute
- Utilization of Spaces
- Facility Needs and Long-Term Solutions
- Next Steps

## Objectives

1. Ensure compliance with statutes related to charter schools
2. Improve and clarify the charter school lease assistance processes and procedures
3. Ensure equity and consistency for all applicant charter schools
4. Improve collaboration between PSFA, Public Education Department (PED), Public Education Commission (PEC), Public Charter Schools of New Mexico, and charter schools regarding facility needs and leases

# Charter School Lease Assistance Process Improvements Schedule

October 2018 - April 2019

Task / Process / Meeting	October				November				December				January				February				March				April												
	1-5	8-12	15-19	22-26	29-2	5-9	12-16	19-23	26-30	3-7	10-14	17-21	24-28	31-4	7-11	14-18	21-25	28-1	4-8	11-15	18-22	25-1	4-8	11-15	18-22	25-29	1-5	8-12	15-19	22-26							
Review Process, Policy Improvements with PSCOC	AMS	PSCOC			AMS	PSCOC				AMS	PSCOC																										
Presentation at Statewide Charter Conference (11/10/18)						Albuquerque																															
Present Proposed Statutory Revisions to PSCOOTF									PSCOOTF																												
Statewide Forums and Training for Charters						TBD		TBD	TBD	TBD	TBD																										
Online Survey for Charter Schools			Formulation					Survey Period																													
PSFA Assessments to Validate SF and Utilization			Preliminary					Acceptance								Appeals																					
Develop On-line Application for Lease Assistance			Development												Application				Testing																AMS	PSCOC	Release

## Statewide Charter School Workshops

- **November 10:** Statewide Charter Conference, Rankin Training Facility 720 Rankin Rd NE Albuquerque 87107
- **November 13:** Albuquerque 3:00 PM – 5:00 PM, Robert F Kennedy Charter School 4300 Blake Road SW Albuquerque 87121
- **November 29:** Las Cruces 3:00 PM – 5:00 PM, New America School 207 South Main St Las Cruces 88001
- **December 5:** Santa Fe 3:00 PM – 5:00 PM, Academy of Trades and the Classics 74 A Van Nu Po Road Santa Fe 87508
- **December 17:** Albuquerque 3:00 PM – 5:00 PM, Mark Armijo Academy 6800 Gonzales Rd Albuquerque 87121
- **December 19:** Taos 3:00 PM – 5:00 PM, Taos Academy 110 Paseo del Canon West Taos 87571

# PSFA Assessments

- November 2018 – January 2019: PSFA site visits to every applicant charter school to meet with school administrators and gather facility information regarding:
  - Classroom net square footage
  - Classroom utilization
  - Building gross square footage
  - How each charter uses their facility spaces
- Following each assessment, PSFA will send a letter to the school presenting gathered facility information and requesting validation for the FY 2020 application cycle



PSFA & Charter School  
Administrators Walk the  
Facility



PSFA Presents Facility  
Information to Charter School  
Administrators

## Application for Lease Assistance

PSFA is developing a web-based application for lease assistance:

- Streamlined process for applicants
- Improved quality control and consistency of key facility information
- Autofill facility information vetted and verified by the school and PSFA during the assessments
- Simplified process to upload required supporting documents

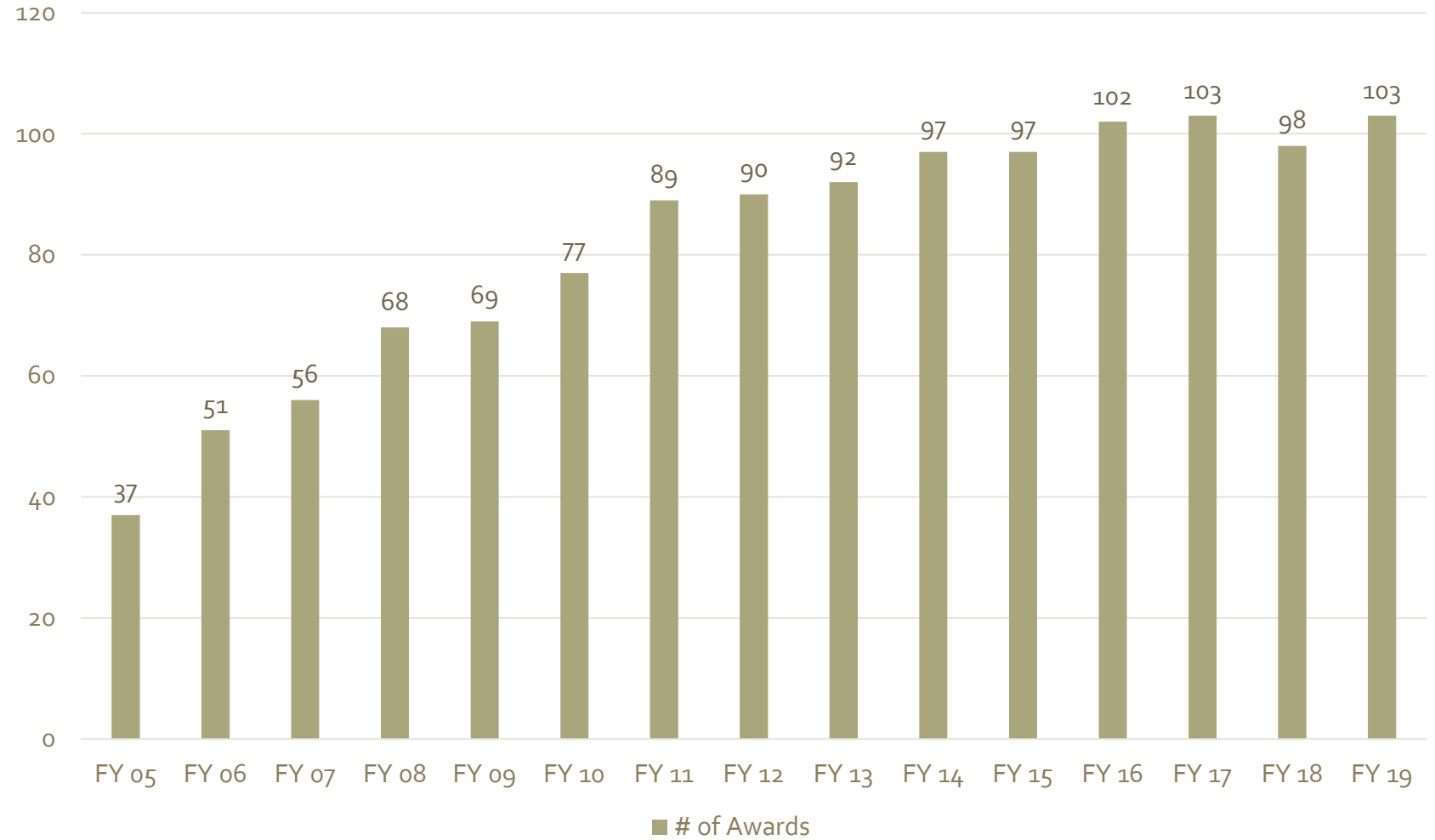
## Lease Documents

PSFA is working with charter schools to improve lease documents to benefit all parties

- Remove onerous provisions
- Ensure inclusion of all exhibits and execution of amendments by all parties
- Improve review process of lease purchase agreements, including PED/PSFA coordination, verification of E-occupancy
- Development of standardized leases

# Lease Assistance Program History

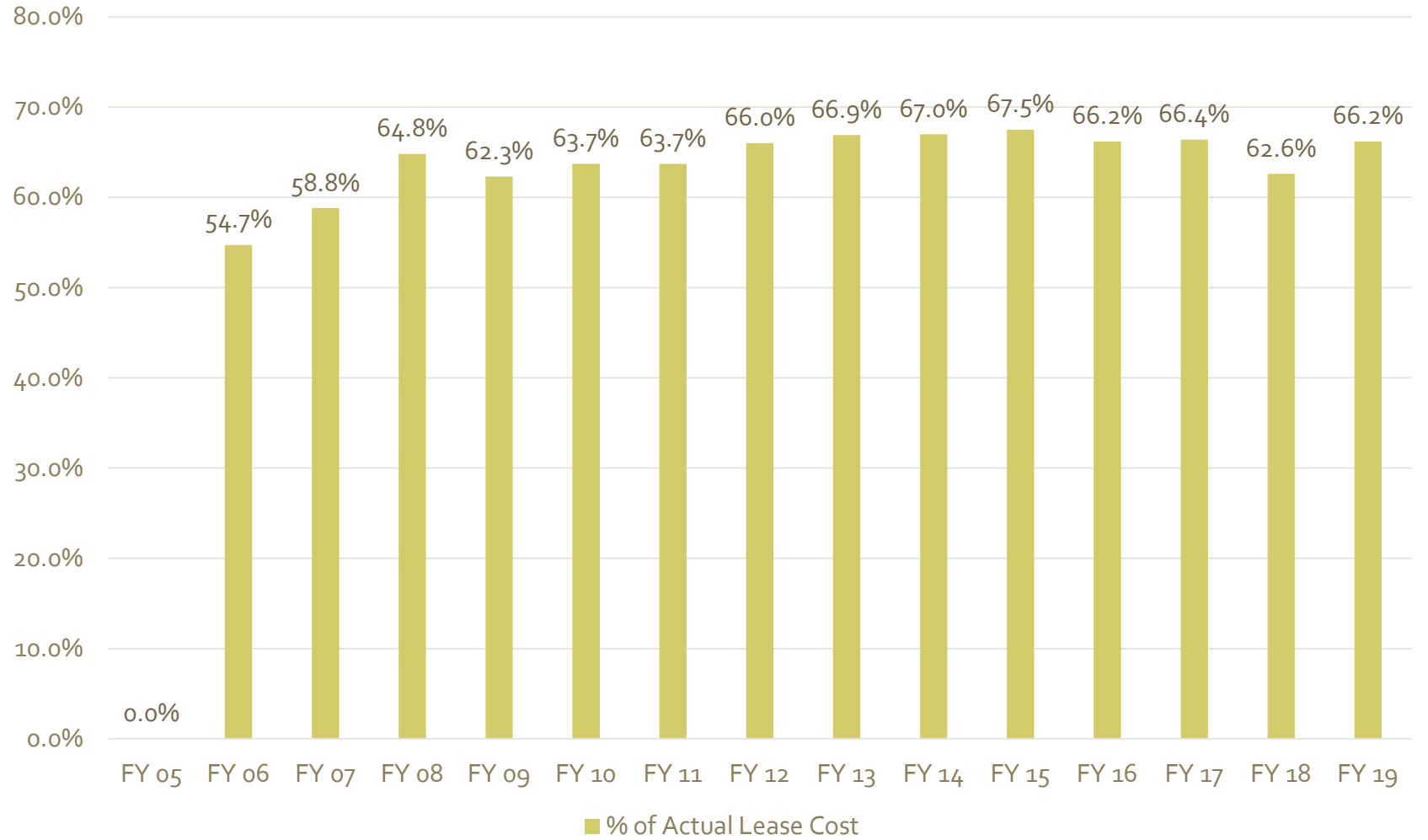
## Number of Lease Assistance Awards per Year





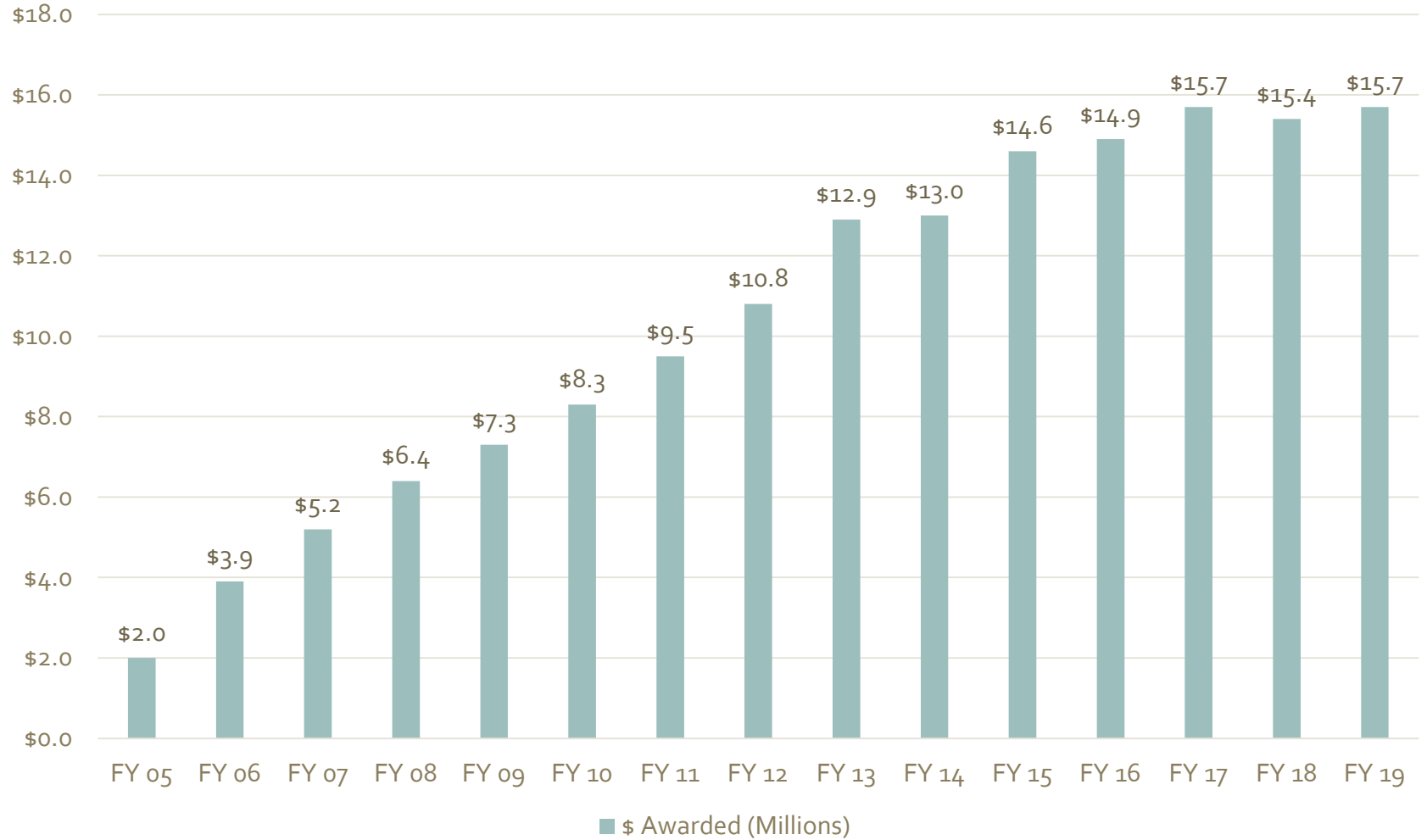
# Lease Assistance Program History

## Lease Assistance as Percentage of Actual Lease Costs



# Lease Assistance Program History

## Lease Assistance Dollars Awarded



# Lease Assistance in Statute

## 22-24-4 (l)(1)(a)(b)

- “The fund *may* be expended annually by the Council for grants to school districts for the purpose of making lease payments for classroom facilities, including facilities leased by charter schools. The grants shall be made upon application by the school districts and pursuant to rules adopted by the council. The following criteria shall apply to the grants.”
- “The amount of the grant shall not exceed:”
  - The actual annual lease payments
  - “or” -
  - \$\_\_\_ (annually adjusted rate) x MEM (80/120 enrollment)

# Eligible Square Footage in Statute

## 22-24-4 (l)(6)(b):

- “Classroom facilities” or “classroom space” includes the space needed, as determined by the minimum required under the statewide adequacy standards, for the direct administration of school activities
- The following areas are defined as classrooms (eligible spaces) in the Adequacy Standards:

Classroom Spaces Defined by the Adequacy Standards	Other Spaces (Non Classroom) Defined by the Adequacy Standards
General Education	Library
Science	Media Center
Art (including Performing Arts)	Cafeteria
Music	Kitchen
Special Education	Parent Room
Career Education MS and HS (Vocational)	Administration Spaces
Computer	Student Health
Physical Education (unless waived by PED)	Teacher Lounge
	General Storage
	Maintenance / Janitorial Spaces

# Lease Assistance Calculation

## The lesser of the following:

### MEM

- Enrollment ( 80/120) multiplied by the current dollars per student rate: \$736.25 (2018)

- or -

### Square Footage

- Result of classroom and direct administrative space calculation
- Calculation Summary:
  - Classroom NSF + Admin NSF + Tare = Total NSF (TNSF)
    - Admin NSF = 80/120 enrollment x 1.5 + 150
    - Classroom NSF = measured
    - Tare = \_\_\_% of building gross square feet
  - TNSF / Total Leased SF = \_\_\_%
  - \_\_\_% x annual lease payment = \$\_\_\_ lease assistance

# Lease Assistance Calculation Example

Typical Building Size,  
Average Enrollment  
167 leased SF per student

## School A

- 300 MEM (80/120 Enrollment)
- 50,000 total leased square feet (TLSF)
- \$350,000 annual lease payment

### MEM calculation

- $300 \times 736.25 = \$220,875$

### Square Feet Calculation

- 20,000 NSF classroom (measured)
- 600 NSF admin (calculated:  $\text{MEM} \times 1.5 + 150$ )
- 10,000 NSF Tare (calculated 20% of TLSF) \*
- $30,600 / 50,000 = 61.2\%$
- $61.2\% \times \$350,000 = \$214,200$

\* Tare includes restrooms, mechanical rooms, hallways, wall thickness, and other non-assignable space

lesser

# Utilization of Spaces

- Utilization for all schools is calculated by verifying the percentage of time per day a space is used for educational purposes
  - Ratio of unoccupied to occupied seats per classroom per period per day
- Utilization rates for traditional schools
  - 85 – 100% for elementary schools
  - 75 – 95% for middle and high schools
- Utilization is also verified by the number of full time educators assigned to the spaces and the frequency of the use of the space
- Utilization rates are an important factor in PSCOC awards

## Educational Program Need vs Overcrowding

- Charter schools use non-classroom spaces as classrooms for two basic reasons:
  - Educational program requirements
  - Overcrowding
- Use of non-classroom facility areas as classroom space needs to meet baseline requirements:
  - Code compliance (life safety, fire, etc)
  - Covered by insurance



## Charter Specific Definition of Classroom Space

- School's charter performance contract could be the basis to justify and define classroom space
  - Each school measured by their charter
- Examples:
  - School with an outdoor learning/camping component needs storage space for camping gear to support their educational program
  - School with a mock trial or debate program may need a courtroom or other specialized classroom space

Example of  
Unique  
Classroom Space



## Facility Needs and Long-Term Solutions

- Identify existing facility challenges
- Case studies of successful facility solutions to-date
- Formulate potential facility options for the future
  - Increased use of public buildings
  - Access to better financing
  - Evolution of space needs for charters
  - Move into permanent, owned, lease-purchase facilities

## Next Steps

- PSFA assessments of all applicant charter schools
- Statewide workshops with charter schools, PED, and PEC
- PSFA development of:
  - On-line application for lease assistance
  - Standardized lease templates
  - On-line survey of charter schools to support the statewide workshops

## Input and Comment

1. Classroom space definition and utilization standards
2. Future facility solutions and strategies
  - Financing options, funding strategies, public buildings, maintenance, IT infrastructure
3. Standardized template documents
4. Online application and survey contents and usability