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SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

April 4, 2019

MEMORANDUM

TO: School District Superintendents, Charter School Head Administrators, Licensed School Business Officials
FROM: Adan Delgado, Deputy Secretary of Finance and Operations
RE: K-5 Plus and Extended Learning Program Guidance

The NM Legislature has appropriated nearly half a billion dollars in new funding for public schools in the 2020 fiscal year. Governor Michelle Lujan Grisham signed HB5 and SB1 yesterday. These bills activate over \$180 Million to support K-5 Plus and Extended Learning programs, as well as nearly \$300 Million for teacher salaries and increased funding for at-risk students. The Public Education Department has worked diligently to balance legislative intent with requests for flexibility. Please see the attached Guidance Document which includes information on how to communicate any questions or clarifications. We have also attached two potential calendar considerations.

The only line item veto that was executed by the governor on HB5 and SB1 was the word "instructional" from the Extended Learning Program language. This change was not made to eliminate the requirement for additional time to be instructional, only to allow the department to equalize the challenge of implementing the program by districts and schools that have great variation in their current calendars. The Extended Learning Plan language in HB5 and SB1 includes a requirement that programs be "department-approved." The Public Education Department will not approve Extended Learning Educational Plans for 2019-2020 that do not add at least 10 instructional days above the 2018-2019 instructional day count. Educational Plans for both K-5 Plus and Extended Learning program must be approved by NMPED before programs are initiated.

There may still be other questions to consider. If you have additional questions, please submit them to Severo Martinez at Severo.Martinez@state.nm.us (K-5 Plus) or Katarina Sandoval at Katarina.Sandoval@state.nm.us (Extended learning Program). Questions will be compiled and we will have a superintendent/charter school leader call on Monday, April 8 at 9:00 AM – Call in information: 1-800-747-5150 Access Code: 2007361.

NMPED Guidance about K-5 Plus and Extended Learning

April 4, 2019

1. Will K-5 Plus and Extended Learning Plan programs require a plan submitted to NMPED? YES

Plans must be submitted by April 15, 2019. These applications will be processed by May 3, 2019 and the owners of approved plans will be notified by May 6, 2019. If requests are greater than funding allocated for these programs, then the applications will be evaluated using a prioritization process.

The prioritization process for K-5 Plus will include:

- (1) in which, eighty percent or more of the elementary school's students are eligible for free or reduced fee lunch;
- (2) that are low-performing elementary schools;
- (3) that participated in the 2018 K-3 plus or K-5 plus program; and
- (4) that meet criteria established by the Department.

The prioritization process for Extended Learning Program will include:

- (1) schools serving high percentages of students who qualify for free or reduced lunch;
- (2) schools designated as Targeted Support and Improvement (TSI) or Comprehensive Support and Improvement (CSI);
- (3) that meet criteria established by the Department.

2. Can a school do both K-5 Plus and Extended Learning? YES

There is specific language in the bill that allows schools to apply for both initiatives. The 10 extra days required for extended learning time can be met through 'equivalent hours' if a school has both programs. In HB2, this language is on page 35 and states:

With department approval, an elementary school that has an extended learning time program that qualifies for extended learning time program units pursuant to Subsection B or C of this section that also has a qualifying K-5 plus program pursuant to the K-5 Plus Act may structure the school year to provide the additional instructional time required pursuant to the applicable subsection of this section by extending existing instructional days.

In other words, the 10 extra days required by the extended learning program can be met with equivalent hours. **If a school is planning on doing both K-5 plus and Extended Learning, the plan must be approved by the NMPED.**

3. Is there additional funding to pay other staff members for these two initiatives?

It is up to the district/charter to use the funding allotted to best serve the needs of the students participating in the program. There are At-Risk, Title I and other funds that can be used to appropriately staff the programs as needed.

4. Does the 6% raise of employees and the new minimum salaries for teachers include extended learning or K-5 Plus in FY20? **YES**

The new minimum salaries and the 6% increases are required as of July 1, 2019. If a school/district is approved to participate in K-5 Plus or extended learning, teachers should earn additional pay for all time worked above and beyond their standard contract. Following are examples of how this may work:

POTENTIAL COMPENSATION FOR TEACHERS

Teacher Licensure	Regular Contract Year (183 days)	Daily Rate	10 day extended Learning	25 days (K-5) Plus	K-5 and Extended Learning
Level 1	\$ 41,000.00	\$ 224.04	\$ 43,240.44	\$ 46,601.09	\$ 48,841.53
Level 2	\$ 50,000.00	\$ 273.22	\$ 52,732.24	\$ 56,830.60	\$ 59,562.84
Level 3	\$ 60,000.00	\$ 327.87	\$ 63,278.69	\$ 68,196.72	\$ 71,475.41

GUIDANCE SPECIFICALLY FOR EXTENDED LEARNING

1. In order to qualify for Extended Learning, all of the following criteria have to be met:

1. The 2019-2020 school calendar must either meet or exceed 160 days (4-day week schools) or 190 days (5-day week schools) and;
2. An additional 10 instructional days must be added to the number of instructional days in the 2018-2019 school calendars and;
3. After-school program opportunities for academic learning or extracurricular enrichment to students that do not supplant federally funded programs and;

4. A minimum of eighty non-instructional hours per school year for professional development for instructional staff.

2. For example: Calendars must reflect the addition of 10 instructional days.

2018-2019 Instructional	2018-2019 Total	2019-2020 Instructional	2019-2020 Total
5-Day Week Schools			
173	182	183	At least 190
175	183	185	At least 190
180	187	190	At least 190
4-Day Week Schools			
150	155	160	At least 160
145	153	155	At least 160
160	167	170	At least 160

3. Which students count for Extended Learning Plan funding?

Only students participating in the additional instructional time required by the program are counted in the funding for the Extended Learning Program.

4. Can the professional development be done throughout the school year? YES

Yes, professional development can be done throughout the year, professional learning communities, after school and before school professional learning time or full professional development days. This time must be tracked in a method that can be verified by NMPED.

5. Do all students at a school need to participate in the Extended Learning Time program? NO

A school may develop a 190-day calendar for all students or for only the students participating in the Extra Learning Time Program. For example, a high school may develop a summer bridge program just for its incoming 9th graders. All 9th graders would participate and begin school on August 5th in the attached sample Extended Learning Time calendar. All other grades would then start school on August 26th. In this example, only the 9th grade students would be counted as participating in the Extra Learning Time Program and only they would generate additional units.

Questions about Extended Learning Plan program can be sent to Deputy Secretary, Katarina Sandoval at Katarina.Sandoval@state.nm.us

QUESTIONS SPECIFICALLY FOR K-5 PLUS

1. What if we can't guarantee that a student will be with the same teacher throughout the school year?

A district/charter must certify that they intend to keep student cohorts with K-5+ program teachers throughout the 2019-2020 school year. We understand that there are situations that would make it impossible for a district/school to guarantee that a student in K-5 Plus follows the teacher during the upcoming school year. Generally, these would be situations that are outside of the district/charter's control. If circumstances arise that are beyond the district/charter's control, please submit an explanation and any available supporting evidence to Severo Martinez at severo.martinez@state.nm.us.

2. Can an elementary school that is not K-5, apply for K-5 Plus? YES

There are many schools throughout the state that have different configurations. For example, in some communities there are K-2 schools, 3-5 schools, and K-6 schools, all of which are classified as ELEMENTARY schools. All of these schools are eligible to apply for K-5 Plus, provided they meet other eligibility criteria; however, 6th graders cannot be funded through K-5 Plus, they would have to be funded through other funding sources.

K-8 schools can serve the K-5 students with K-5 Plus funds because the 6th – 8th graders are considered middle school students in this setting. However, if these schools would like to add to the 25 extra days to the school calendar for all students, they can use operational funds, At-Risk funds, Title I funds, or the Extended Learning Program.

3. Are transportation costs covered for K-5 Plus and Extended Learning for FY20? YES

The legislature has allocated funding for transportation to support K-5 Plus (\$3.7M) and Extended Learning programs (\$2.7 M). This funding will be distributed using a mileage and ridership formula for participating students. Once approved programs have been determined, the available funds will be distributed to the approved programs.

4. Do all of the teachers at a school have to participate in K-5 Plus to be considered "school wide?" NO

The program has to be OFFERED to ALL STUDENTS in the school. Staffing can be determined based on the number of students who participate. There must be at least one teacher per grade level. If the regular school year configuration for the school includes multi-grade classrooms, then K-5 plus can also include multi-grade classrooms.

5. If we are a rural district/charter and a specific grade level does not have student enrollment for the upcoming school year, are we still eligible? YES

6. Can we combine sites for the K-5 Plus Program? YES

YES, but only if the teacher and cohort of students remain together for the remainder of the school year.

7. Is there a minimum number of days a student must attend in order to be eligible for funding? No minimum.

District/charters will need to provide data on K-5 plus attendance based on a snapshot day during the program – the snapshot date is set for July 17, 2019. However, there should be a concerted effort by the schools and district/charters to ensure regular attendance throughout the program in order to achieve maximum benefit for the students.

8. When will programs be informed of their awards? Early May---with enough time to recruit teachers and students.

9. Students in special programs whose teachers are not teaching K-5+. How do we address that? What do you recommend that we do for these situations?

District/charters will have to decide which special programs will be offered during the K-5 Plus program based on the needs of students in the program – no additional funds will be provided for these programs. Cohort requirement is only for primarily assigned class, not for pullout programs. If the teacher for a student's cohort is not available, then the school would not be eligible to participate.

10. Schools with low enrollment projections not able to generate enough money to offer the program.

Schools should not apply for K-5 Plus program unless they can provide a program meeting all provisions with the funds generated by the participants.

11. Is there a cut-off date as to when we have to stop accepting students into the program? No

There is no cut-off date for accepting students; however, only students present on the snapshot date of July 17, 2019 will be used to determine funding.

12. Schools without teachers willing to participate in the program.

If a school cannot assure student and cohort matching then the school is not eligible for participation in K-5 Plus.

NEW MEXICO EXTENDED LEARNING | 2019-2020 SAMPLE CALENDAR

190 Instructional Days (including PTC) – 6 hours/day – 1,140 hours

193 Teacher Work Days – 7.5 hrs/day 1,447 hours

4 Independence Day

0 Instructional Days

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20 M.L. King Day

6 PTC – no students

19 Instructional Days

30 August Holiday

26 Start of Reg. Calendar

20 Instructional Days

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17 Presidents' Day

19 Instructional Days

2 Labor Day

20 Instructional Days

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 Instructional Days

14 October Holiday

11 PTC – no students

22 Instructional Days

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 April Holiday

13 PTC – no students

20 Instructional Days

28 Thanksgiving Day

18 Instructional Days

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2020

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 Memorial Day

20 Instructional Days

25 Christmas Day

15 Instructional Days

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2020

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

0 Instructional Days

NM K5 PLUS & EXTENDED LEARNING | 2019-2020 SAMPLE CALENDAR

205 Instructional Days (including PTC) – 6 hours/day – 1,230 hours

208 Teacher Work Days – 7.5 hrs/day 1,568 hours

4 Independence Day

8 Instructional Days

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20 M.L. King Day

6 PTC – no students

19 Instructional Days

30 August Holiday

26 Start of Reg. Calendar

21 Instructional Days

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17 Presidents' Day

19 Instructional Days

2 Labor Day

20 Instructional Days

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 Instructional Days

14 October Holiday

11 PTC – no students

22 Instructional Days

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 April Holiday

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20 Instructional Days

28 Thanksgiving Day

18 Instructional Days

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 Memorial Day

19 Instructional Days

25 Christmas Day

15 Instructional Days

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2019

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5 Instructional Days