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NEW MEXICO PUBLIC EDUCATION DEPARTMENT  
**OPTIONS FOR PARENTS AND FAMILIES**  
*Charter Schools Division*

TO: Application Review Teams  
CC: Applicant Teams  
FROM: Katie, Director of Options for Parents  
DATE: July 10, 2018  
RE: New Application Capacity Interviews

These instructions are intended to be an agenda and script for the team to follow when conducting the capacity interview. Please follow this agenda and script to ensure that each applicant is given an equal opportunity to respond to all questions.

CAPACITY INTERVIEW INSTRUCTIONS AND AGENDA

I. WELCOME & INTRODUCTIONS – *(5 – 10 minutes)*

- **Sign In Sheet:** Please keep a sign in sheet (sample attached) for each school and ask the application representatives to sign in, providing their names (signed and printed) and their relationship to the proposed school.
- **Introductions:** The Review Team & CSD Facilitator should introduce themselves with a short description of their professional backgrounds. **Each reviewer should prepare a short professional bio for this process prior to the interview (2-3 sentences).**

II. PROCESS AND EXPECTATIONS – *(5 minutes)*

*You were emailed your application analysis on July 2nd. The review team expects that you have read their analysis of your written application and understand the areas they have identified as strengths and areas they have identified as weaknesses.*

*The interview process will proceed as follows:*

- **Opening Statement – (10 minutes)**

*The applicant team will first have an opportunity to make an opening statement of up to 5 minutes. This statement should provide an overview of the proposed school, and the applicant team's capacity to implement a high-quality charter school using the plan described in the application.*

○ **Interview – (up to 210 minutes)**

*The next 210 minutes will be dedicated to the review team's questions and the applicant team's responses.*

○ **Closing – (10 minutes)**

*The applicant team will then be permitted to make concluding statements.*

*This process allocates approximately 4 hours for the entire capacity interview, up to 210 minutes of which will be dedicated to the applicant's answers to questions posed by the reviewers.*

*The questions are crafted to understand the strengths and weakness of the applicant's plan as written in the application and determine the capacity of the applicant team to implement a high-quality school utilizing the plan described in the application. Capacity is intended to mean the knowledge, and experience necessary to carry out the work required to successfully open and operate a high-quality school in accordance with the material terms of the charter application that will be incorporated into the charter contract.*

*Be assured that each member of the review team has completed a detailed review and analysis of your application, and the team has come to a consensus on the scoring of the application. The CSD and review team have worked together to develop questions to assist the review team in understanding the applicant team's capacity to implement a high-quality charter school using the plan provided in the application.*

*Because the applicant team's capacity to implement a high-quality charter school through the plan described in the charter application is an important part of the application review process, you will notice that the review team will be making notes as you speak, please do not think they are not listening or paying attention. If they need you to pause, they will ask you to do so.*

*Before we begin, do you have any questions about how this interview will be conducted?*

III. **OPENING STATEMENT – (10 minutes)**

*Please begin with the opening statement. You will be timed and informed when 1 minute remains. Your time will begin when you begin speaking.*

IV. **INTERVIEW – (up to 210 minutes)**

*Thank you for your opening statement.  
We will now begin with the questions.*

V. **CLOSING – (10 minutes)**

*Please begin your concluding statements. You will be timed and informed when 1 minute remains. Your time will begin when you begin speaking.*

## VI. NEXT STEPS- (5 minutes)

### ***Community Input Hearing***

You will receive the written evaluation of this interview at least 5 days prior to your community input hearing.

The PEC will have received the written application and the review team's evaluation of the written application and this interview. You should be prepared to be able to answer any concerns that were raised in either of these evaluations. You should also have resent individuals who can speak intelligently about every part of your application. Finally, you should have community members present who are able and willing to speak in support of your application.

### ***PED Recommendation***

On or before August 6<sup>th</sup>, you will receive the PED's recommendation regarding the approval or denial of the application. This recommendation will be based on the application and interview scoring, and any relevant information from the community input hearing.

### ***Applicant Response***

After the recommendation is release, you may submit a response to the recommendation if you would like to provide clarifying information. The PEC does not accept revised applications or new information at this time. This response should be provided no later than August 17<sup>th</sup>.

### ***PEC Decision- Making Meeting***

On August 23<sup>rd</sup> and/or August 24<sup>th</sup>, the PEC will hold a public decision-making meeting to either a) approve, b) approve with conditions, or c) deny the Applications. At this meeting, the applicants will have an additional opportunity, prior to the decision, to address the PEC and to answer questions from the PEC members.