**New Mexico Public Education Commission**

**and**

**Public Education Department**

**Options for Parents: Charter Schools Division**

***2014 State Charter Renewal Application Kit***



Effective Options for New Mexico’s

Families

**Charter Schools**





STATE OF NEW MEXICO

PUBLIC EDUCATION DEPARTMENT

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| HANNA SKANDERAsecretary of education |  SUSANA MARTINEZ Governor |

Dear State Charter School Renewal Applicants:

Welcome to the wonderful world of charter renewal. If this is your first time renewing your charter, congratulations, if it is your 2nd or 3rd time, more congratulations. Through charter schools, the Public Education Commission (PEC) as Authorizer, and the Charter Schools Division (CSD) in the New Mexico Public Education Department (PED) seek to provide families with effective, quality educational options. The CSD serves as staff to the PEC and will review your renewal application. The PEC makes the final determination regarding the renewal application after reading it, reading the CSD preliminary analysis and school’s response, and, finally, considering the information provided by the CSD in their final recommendations to renew, renew with conditions, or deny a school’s renewal application.

Renewing charter schools have the option to seek renewal from either their local chartering authority (district) or the PEC as the state chartering authority. All renewal applications must be submitted by **October 1, 2014**, to the charter school’s selected chartering authority. In accordance with Subsection A of 6.80.4.13 NMAC, the chartering authority must then rule in a public meeting on the renewal of the application no later than **January 1, 2014**.

The CSD developed this state charter renewal application kit to assist charter schools in the development of their renewal applications to the PEC. The template for the state renewal charter application kit will be posted on the CSD website at <http://www.ped.state.nm.us/charter/index.html>. CSD will provide technical assistance training that focuses on the state-authorization charter school renewal process. If you are intending to renew with a district authorizer, you should check with them on the forms that they require.

The enclosed renewal application is divided into three parts: **Part A: Your School’s Summary Data Report; Part B: Self-Report (or Looking Back), and Part C: Self-Study (and Looking Forward)**. **Part A** is provided by the CSD and PED for the school in the spring before Renewal, updated in July after the newest data is released, and then is provided as Part A or the coversheet to the School’s Renewal Application when the PEC receives it on October 1st. The School is asked to comment on the data provided in Part B of their application; however, the School does need to contribute anything to Part A.

**Part B** offers a School the opportunity to provide information regarding their successes outcomes over the term of their most current charter (we refer to this as “looking back”). As mentioned above, the school has a chance to respond in narrative form to the academic progress and data provided in Part A. For instance, the School will have an opportunity to discuss their School Grading Report and how the school’s performance has evolved over the past four years. The school will use Part B to capture and report on their unique charter goals and educational outcomes. Finally, Part B requires each School to provide assurances and some information regarding the organizational successes, adherence to all required policies and laws, and financial stability of the school over the charter term. The information provided in this section allows the PEC and CSD to ascertain what level of success was achieved over four years.

Finally, **Part C** offers schools an opportunity to reflect on the work they have done in the past four years, on the information they summarized in Part B, and to discuss what they envision for the school looking forward (we refer to this as “looking forward”). At the end of this section, the school is then asked to write two “mission-specific indicators/goals” as they would like them to appear in their first annual Performance Framework if approved. The CSD and PEC take the goals included in this section very seriously and use what is written to understand the School’s capacity to continue for another five years. Schools will have the opportunity to request to negotiate these mission-specific indicators/goals if approved; however, the indicators you present here will be considered as “first drafts” of the indicators to be negotiated. It is important that you spend some time creating these mission-specific indicators and that in your Self-Study you provide a general description of where you want the School to be over the next five years. In Part C, the School will also be asked to identify any amendments that they will request of the PEC as part of their new contract, if approved.

Once Parts A, B, and C are complete, the CSD will then write a preliminary analysis of the School’s Renewal Application and send a copy to the School as well as to the PEC. This analysis will include a preliminary recommendation. The School will have a chance to respond to the analysis provided. Once the CSD receives the School’s response, the CSD sends their final Director’s Recommendation.

New Mexico law, in subsection K of Section 22-8B-12 NMSA 1978, includes the four reasons for non-renewal of a school’s charter. It provides that

* a charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school…committed a material violation of any of the conditions, standards, or procedures set forth in the charter;
* a charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school… failed to meet or make substantial progress toward achievement of the department’s minimum educational standards or student performance standards identified in the charter application;
* a charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school…failed to meet generally accepted standards of fiscal management;
* a charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school…violated any provision of law from which the charter school was not specifically exempted.

Please contact me at Julia.Barnes@state.nm.us or (505) 827-6532 with any questions regarding the state charter renewal application kit.

I wish you well in your endeavors. Yes, the process is rigorous, and it should be. We envision our work cultivating communities of passionate educators who inspire educational excellence for all. I believe the process that we have produced to review and evaluate renewal applications will continue to validate the public’s trust in us.

Sincerely,

Julia Barnes

Interim Director

Options for Parents: Charter Schools Division

***Vision Statement: The Charter Schools Division supports and advances vibrant and innovative public schools of choice which are models of educational excellence and which cultivate a passion for learning and respect for the teaching profession. We envision our work cultivating communities of passionate learners and teachers who inspire educational excellence for all.***

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| Instructions: 2014 State Charter Renewal Application Process and Review Stages |
| **Form and****Point of Contact** | All submissions should be prepared utilizing the 2014 State Charter Renewal Application Kit. Brevity, specificity, and clarity are strongly encouraged. Any questions regarding the application and the review process must be directed to Julia Barnes at Julia.Barnes@state.nm.us or (505) 827-6532. During this process, applicants must first consult with Ms. Barnes about contacting other CSD or PED staff members for assistance and information.  |
| **Deadlines and Manner of Submission** | 2014 State Charter Renewal Application Kits must be submitted using your charter school account through Sharepoint File Transfer. You will learn more about using the Sharepoint File Transfer site at one of the Technical Assistance Workshops mentioned below. Also, please familiarize yourself with the “CSD Sharepoint File Transfer Guide,” which will be emailed to you by the end of this school year. This Guide and the in-person training will help you access, navigate, upload, and download files, in this case your completed Renewal Application Kit. If you have any questions or feedback after reviewing the guide, please contact Susan Coates at susan.coates@state.nm.us or Amy Chacon at Amy.Chacon@state.nm.us.Files must be submitted via your account on the Sharepoint File Transfer Site no later than 5:00 p.m. (mountain time) Tuesday, October 1, 2014. Note: Submission prior to October 1st, 2014 of the current year will not commence the deadlines for review. Early submissions are welcomed; however, they do not put applicants at an advantage. All applications are treated equally and fairly as long as they are submitted by the deadline above.  |
| **Technical Assistance Workshops****(April – September 2014)** | The CSD will provide technical assistance workshops for the charter renewal application process between May and September, 2014. The first training will take place on May 1st, at CES in Albuquerque. Details regarding this training and future trainings are forthcoming. Applicants will be notified of the dates, times, and locations. Continue to check the CSD website for further information and updates to this process. |
| **Renewal Application Review Period****(October 1–November 14)\*\*** | A CSD review team will analyze your Renewal Application Kit. The CSD staff will schedule your Renewal Site Visit prior to the completion of the CSD Renewal Analysis. This site visit is designed to verify the evidence and documentation supporting the renewal application kit.  |
| **CSD Preliminary Renewal Analysis** **(November 14)\*\*** | The CSD will send each renewal applicant and the PEC a Preliminary Renewal Analysis and Recommendation. This analysis will synthesize the strengths and weaknesses of the charter school as found by the CSD Review Team in their review of the application kit or in site visits during the term of the renewal. The charter school will have a time to respond to the analysis before it is sent to the PEC.  |
| **Response to Preliminary Renewal Analysis****(November 14- December 2)\*\*** | Renewal applicants may respond in writing to the information contained in the Renewal Analysis. These responses must be submitted using the Sharepoint File Transfer Site. Again, more training on using and maneuvering this site is forthcoming. |
| **CSD Director’s Recommendation** **(December 5)\*\*** | The CSD will send a Final Director’s Recommendation to the PEC to approve, approve with conditions, or deny the renewal application on **Friday, December 5, 2014**. Renewal applicants will receive a copy of the recommendation prior to the PEC acting on the application.  |
| **Final Authorization Meeting of PEC****(December 11–12)\*\*** | The PEC will hold a public decision-making meeting to approve, approve with conditions, or deny the renewal application on **December 11–12, 2014**.  |
| **Contract Negotiations** **(December, 2014–March, 2015)\*\*** | If approved, the chartering authority shall enter into a contract with the governing body of the applicant charter school within 30 days of approval of the renewal application. (The charter schools and PEC may agree to an extension of the 30**-**day deadline.) |

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| State Charter Renewal Application Evaluation Standards |

Based on the completed renewal application kit, the charter school Renewal Site Visit(s), the Renewal Analysis from the CSD staff, status reports provided by the PED’s divisions and bureaus, and, if applicable, the local school district, the CSD will make a recommendation to the PEC regarding renewal of a school’s charter. The following questions guide the CSD’s recommendation regarding renewal and are based upon the four reasons that a chartering authority must determine a charter school has violated in order to refuse to renew a charter pursuant to Subsection K of Section 22-8B-12 NMSA 1978*.*

**Has the school committed a material violation of any of the conditions, standards, or procedures set forth in the charter?**

The school’s charter defines the terms under which it proposes to operate and defines the measurable goals that the school agreed to meet. The CSD will analyze the evidence presented in the report from the school’s current chartering authority regarding their determination of whether the school has committed a material violation of its charter.

**Has the school failed to meet or make substantial progress toward achievement of the PED’s minimum educational standards or student performance standards identified in the charter application?**

The CSD will examine student achievement data on required state tests and on other measures set forth in the preliminary renewal analysis and reflected in Part A of the Renewal Application completed by the charter school.

**Has the school failed to meet generally accepted standards of fiscal management?**

The CSD will rely on documentary evidence based on the reports from the PED’s School Budget and Finance Analysis Bureau and the Audit and Accounting Bureau with regard to whether the school has met generally accepted standards of fiscal management.

**Has the school violated any provision of law from which the state-chartered charter school was not specifically exempted?**

The CSD will rely on documentary evidence gathered by the CSD or, if applicable, local district authorizer staff during the term of the school’s charter to determine if the school has compiled a record of substantial compliance with applicable state and federal laws and regulations.

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| Glossary of Terms |

**Amended Charter School Act:** In 2011, the New Mexico Legislature amended the Charter School Act (Act) in several ways. The purpose of the amended Act is to increase accountability of charter schools and authorizers. The primary changes to the Act were the addition of a separate “Performance Contract” (*§22-8B-9 NMSA 1978)* between the authorizer and the charter school and “Performance Frameworks” (*§22-8B-9.1 NMSA 1978)*.

**Assessment:** A method, tool, or system used to evaluate and demonstrate student progress toward—or mastery of—a particular learning standard or goal (e.g., a standardized test, short-cycle tests, teacher-developed tests, a portfolio-judging system, etc.).

**Contract Negotiation Process:** *(This process takes place after a success renewal process.)* The PEC and CSD have developed a process so that the PEC and the charter school can negotiate the terms of the Performance Contract and Performance Framework utilizing a Contract Negotiation Worksheet. Part of that worksheet is pre-populated for the School based on information from the renewal application including the mission-specific indicators/goals and amendments included in Part C of their Renewal Application Kit. Once the charter is renewed, representatives from the charter school and the CSD communicate to develop a working draft of the worksheet. The worksheet is then used to negotiate with the PEC Charter School Committee. If negotiations are successful, there will be a fully populated contract and frameworks that are presented to the governing body of the charter school and then the entire Commission for final approval. If the PEC and charter school fail to agree on terms during the contract negotiations, either party may appeal to the Secretary of Education.

**Contract Negotiation Worksheet (Worksheet):** *(This term is pertinent upon approval and not immediately relevant to the Renewal Application Kit.)* This document is used to assist renewing schools and the authorizer to populate the charter school Performance Contract required under the Charter School Act to improve authorizer and charter school accountability. The items in the Worksheet are intended to ultimately populate the blank sections of the Contract. This document is intended to make it easier to see all negotiated terms at one time in one relatively short document.

**Current Charter:** The current charter is the approved charter (or charter contract) with any amendments and/or changes that have been authorized for the current operational term.

**Material Term:** The PEC/PED will use the following definition used by the National Association of Charter School Authorizers (NACSA) for ***Material Terms*:**

The term *material* means that the authorizer deems the matter relevant to

1. The authorizer’s accountability decisions including but not limited to decisions about whether to renew or non-renew or revoke a charter; or
2. Information that a family would consider relevant to a decision to attend the charter school.

The material terms will be the provisions that the charter school will need to amend in order for the school to modify any of the terms of the contract. **Please note**: The material terms are those essential elements with which the charter school agrees to comply. These are **not** the only terms that could be breached in the contract and do not identify the only terms that could be subject to “material violations.” There could be a material violation of any term in the Performance Contract or as demonstrated by the results of the Performance Framework.

**Material Violation:** A material violation occurs when one party fails to perform their duties as specified in a contract. A contract may be violated by one or both parties. A material violation may result in the need for corrective action or other action as allowed by law to be taken by the Authorizer. There could be a material violation of any term in the Performance Contract or as demonstrated by the results of the Performance Framework.

**Mission-Specific Indicators/Goals:**  The Amended Charter School Act requires schools to identify at least two mission-specific indicators/goals in the renewal application that set targets for the implementation of the school mission. Mission-specific indicators/goals MUST BE provided within the renewal application. If the application is approved, these indicators/goals will be used as a “first draft” for discussion during the negotiations with the Authorizer.

For the purposes of this renewal application, the indicators/goals will show the capacity of the applicant to indentify appropriate indicators/goals aligned with the mission of the School moving forward. During the later contracting process after approval, the indicators/goals that are finally negotiated and put into the Performance Framework allow the school to demonstrate its achievements related to the school mission. The Performance Framework is assessed on an annual basis and the school-specific indicators may be revised yearly. Please note that renewing schools are encouraged to use their history of performance, including baseline data if available, when developing the two mission-specific indicators/goals and metrics.

Mission-specific indicators/goals put into the renewal application should:

(1) demonstrate the school’s ability to implement the school’s mission;

(2) be in format set forth below which is a SMART goal format (specific, measureable, attainable, rigorous, and time-bound—see below); and finally,

(3) include metrics and measures using the following criteria: “Exceeds standards,” “Meets standards,” “Does not meet standards,” and “Falls far below standards.”

If you define a cohort of students (i.e. 11th grade students that have attended the school for at least two semesters), you must identify how many students are in the cohort and how many are the larger category if no cohort were identified. The PEC is typically looking for a cohort to include at least 70% of all students in the larger category.

*SAMPLE. The following is a sample of a strong mission-specific indicator. You do NOT need to copy it. It is intended to give you a sample of what a complete SMART mission-specific indicator looks like.*

**Sample Mission Specific Indicator:** Track and improve graduation rates for two distinct cohorts.

**Cohort 1:** Students who begin their 9th grade year enrolled at the School and remain for the entirety of their high school career.

**Cohort 2:** Students who enrolled for less than their full high school career but are defined as part of a graduation cohort established by their enrollment into 9th grade.

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| 2.a Did the school meet its mission-specific indicator(s)?  |
| ***Exceeds Standard:*****🞏 The school surpasses the targets of this indicator if the following rates are met for each Cohort:****Cohort 1. 95% or more of Cohort 1 students graduate AND** **Cohort 2. 95% or more of Cohort 2 students graduate OR if it is less than 95%, there is an increase of 5 percentage points from the average of the previous three years for Cohort 2 students.** |
| ***Meets Standard:*****🞏 The school surpasses the targets of this indicator if the following rates are met for each Cohort:****Cohort 1. 90% or more of Cohort 1 students graduate AND** **Cohort 2. 90% or more of Cohort 2 students graduate OR if it is less than 90%, there is an increase of 5 percentage points from the average of the previous three years for Cohort 2 students.** |
| ***Does Not Meet Standard:*****🞏 The school does not surpass the targets of this indicator if the following rates are met for each Cohort:****Cohort 1. 80% or more of Cohort 1 students graduate AND** **Cohort 2. 80% or more of Cohort 2 students graduate OR if it is less than 80%, there is an increase of 5 percentage points from the average of the previous three years for Cohort 2 students.** |
| ***Falls Far Below Standard:*****🞏 The school falls far below the standard if it fails to meet any of the standards set forth above.** |

**New Mexico Condition Index (NMCI):** The PSFA ranks every school facility condition in the state based upon relative need from the greatest to the least. This metric is used to compare and prioritize schools for capital outlay funding.

**Performance Contract:** (*§22-8B-9 NMSA) (This term is pertinent upon approval and not immediately relevant to the Renewal Application Kit.)* The charter authorizer shall enter into a contract with the governing body of the applicant charter school within 30 days of approval of the charter application.  The charter contract shall be the final authorization for the charter school and shall be part of the charter.  If the chartering authority and the applicant charter school fail to agree upon the terms of or enter into a contract within 30 days of the approval of the charter application, either party may appeal to the secretary to finalize the terms of the contract, provided that such appeal must be provided in writing to the secretary within 45 days of the approval of the charter application. Please note: the charter school and PEC may agree to an extension of the 30**-**day deadline.

**Performance Frameworks:** [*§22-8B-9.1 NMSA] (This term is pertinent upon approval and not immediately relevant to the Renewal Application Kit.)* The charter contract will also include a performance framework tied to annual metrics and measures for:

(1) student academic performance;

(2) student academic growth;

(3) achievement gaps in proficiency and growth between student subgroups;

(4) attendance;

(5) recurrent enrollment from year to year;

(6) if the charter school is a high school, post-secondary readiness;

(7) if the charter school is a high school, graduation rate;

(8) financial performance and sustainability; and,

(9) governing body performance

**PSFA:** Public Schools Facilities Authority. The PSFA serves as the staff to the Public School Capital Outlay Council (PSCOC) to implement the New Mexico Condition Index (NMCI) as well as to approve and monitor lease assistance applications.

**Self-Study:** The Self-Study is a procedure where an education program describes, evaluates, and subsequently improves the quality of its efforts. Through the self-study process, a program conducts a systematic and thorough examination of all its components in light of its stated mission. Self study is a process that should be ongoing. Active and continuous involvement in self study reflects a commitment to the concept of providing students with a quality educational experience.

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| 2014 State Charter Renewal Application Process |

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| The Charter Renewal Application Process includes the following:1. **Part A—School’s Summary Data Report (provided by the CSD)**
2. **Part B—Self-Report or Looking Back**
3. **Part C—Self-Study and Looking Forward**

Please Note* Read the entire Renewal Application before you begin to prepare your written documents. Please complete the application thoroughly. In an effort to help you understand the requirements included in the Renewal Application, the CSD will hold a minimum of two technical assistance workshops (May–September). You will be notified of the dates, times, and locations of the workshops.
* Review your current charter, including any approved amendments, prior to completing the Renewal Application Kit.
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# Part A—School’s Summary Data Report

(CSD will provide pulling from information provided during the charter term.

The school will have an opportunity to comment on this information.)



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# Part B—Self-Report/Looking Back

(A Report on the Current Charter Term)

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| I. Self-Report—Looking BackThe Charter School Act requires that each school seeking to renew its charter must submit a report on the progress of the charter school in achieving the goals, objectives, student performance outcomes, state minimum educational standards, and other terms of the current charter, including the accountability requirements set forth in the Assessment and Accountability Act. |

### A. Academic Performance/Educational Plan

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| The Charter School Act provides as follows:A charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school… failed to meet or make substantial progress toward achievement of the department’s minimum educational standards or student performance standards identified in the charter contract at Paragraph 2 of Subsection K of 22-8B-12 NMSA 1978. |

#### New Mexico Educational Standards--School Grading Report

(As measured by the New Mexico Standards Based Assessment (SBA) results)

The PED and CSD have provided a School Summary Data Report in Part A regarding your school’s performance history in Math and English Proficiency. Please use Part A’s Report to **offer insight, explanation, and/or evidence to fully discuss your accomplishments and your School’s unique approach to any progression, stagnancy, and/or regression in the areas of English and Math as measured by the SBA**. The information provided in Part A is merely a snapshot of your school and we realize that the entire report card provides more detailed information.

Use this section to discuss, explain, and analyze the information provided regarding your School’s Grading Report Card over the past three years. Please feel free to expand the text box below if you need more room for your analysis.

**School Grading Report Over Three Years**

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| *Provide a statement of progress and additional information regarding your School’s Grading Report for the past three years (2011-12, 2012-13, and 2013-14).*      |

**Current Standing**

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| *Provide a statement of progress regarding your “Current Standing” over the past three years and offer any additional information regarding this measure.*       |

**School Growth**

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| *Provide a statement of progress regarding your “School Growth” over the past three years and offer any additional information regarding this measure.*       |

**Q3 (Highest Performing 75%) Growth**

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| *Provide a statement of progress regarding your “Q3 Growth” over the past three years and offer any additional information regarding this measure.*       |

**Q1 (Lowest Performing 25%) Growth**

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| *Provide a statement of progress regarding your “Q1 Growth” over the past three years and offer any additional information regarding this measure.*       |

**Opportunity to Learn**

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| *Provide a statement of progress regarding “Opportunity to Learn” over the past three years and offer any additional information regarding this measure.*       |

**Graduation—as applicable**

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| *Provide a statement of progress regarding your “Graduation” over the past three years and offer any additional information regarding this measure.*       |

**College and Career Readiness—as applicable**

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| *Provide a statement of progress regarding your “College and Career Readiness” over the past three years and offer any additional information regarding this measure.*       |

**Bonus Points**

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| *Provide a statement of progress regarding “Bonus Points” over the past three years.*       |

#### Mission Specific and/or Student Academic Performance Standards/Goals from your Current Charter

—as measured by the school’s selected short-cycle assessments and/or other standards-based instruments.

Please provide your goals and/or indicators regarding Academic Student Performance as they are written into your current charter, *as appropriate*. In the boxes below, include the results of short-cycle assessment(s), or other standards-based instrument(s) used to measure student progress, the average annual data obtained using those assessments, and the school’s statements and analysis of student progress towards the standards. *Please copy the box below based on the number of academic/performance goals/indicators you have in your current charter.*

Please note: If you have another means of representing the data requested below, you may insert that alternative representation (e.g., charts, graphs etc.).

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| Student Academic Performance Standard/Goal #1:      |
| Standardized Short-Cycle Assessment or other Standards-based Instrument(s) Used(Identify level of scores that indicate proficiency):      |
| **Data—Average Scores** |
| **Grade Level** | **Year 1****School Year 09–10** | **Year 2****School Year 10–11** | **Year 3****School Year 11–12** | **Year 4****School Year 12–13** |
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| *Provide a statement of progress and additional information regarding the above data:*      |

#### Other Student Performance Standards/Goals from your Current Charter—as applicable

Please provide your goals and/or indicators regarding other student performance measures as they are written into your current charter, *as appropriate*. Please provide the measure(s) used to assess student progress; the average annual data obtained using those measures, and the school’s statements and analysis of student progress towards the standard/goal. *Please copy the box below based on the number of other performance goals/indicators you have in your current charter.*

Please note: If you have another means of representing the data requested below, you may insert that alternative representation (e.g., charts, graphs etc.).

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| Student Performance Standard/Goal #1:       |
| Measure(s) Used:       |
| **Data—Average Annual Data** |
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| **Grade Level** | **Year 1****School Year 09–10** | **Year 2****School Year 10–11** | **Year 3****School Year 11–12** | **Year 4****School Year 12–13** |
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| *Provide a statement of progress and additional information regarding the above data:*   |

#### Other Organizational Performance Standards/School Goals from your Current Charter—as applicable

Please provide your goals and/or indicators regarding organizational performance measures as they are written into your current charter, *as appropriate*. Please describe the measure(s) used to assess progress; the data obtained using those measures, and the school’s statements of progress towards and analysis of the standard/goal(s). *Please copy the box below based on the number of organizational performance goals/indicators you have in your current charter.*

Please note: If you have another means of representing the data requested below, you may insert that alternative representation (e.g., charts, graphs etc.).

|  |
| --- |
| Organizational Performance Standard/School Goal #1:       |
| Measure(s) Used:       |
| Data:       |
| *Provide a statement of progress and additional information regarding the above data:*       |

### B. Financial Performance

|  |
| --- |
| The Charter School Act provides as follows:A charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school…failed to meet generally accepted standards of fiscal management at Paragraph 3 of Subsection K of 22-8B-12 NMSA 1978. |

#### Financial Performance Assurances

*With respect to findings for Financial Performance, there will be a presumption of compliance unless the five-year record includes evidence to the contrary.*

The school meets financial reporting and compliance requirements and submits all documentation related to the use of public funds including annual budgets, revised budgets, if any, and periodic financial reports as required.

[ ]  **Yes** [ ]  **No** Is the school meeting financial reporting and compliance requirements?

[ ]  **Yes** [ ]  **No** Is the School following generally accepted accounting principles?

*For any “no” answers please provide an explanation.*

Financial Statement

This statement should illustrate how the charter school is budgeting funding that easily understandable to the general public (e.g., pie graph outlining the distribution of funds related to administration, direct instruction, instructional materials, lease, etc.) Include as an Appendix A.

Audit Findings

The school follows Generally Accepted Accounting Principles by receiving an unqualified audit opinion, and an audit devoid of significant findings and conditions, material weaknesses, or significant internal control weaknesses, and the audits do not include an on-going concern disclosure in the audit report. Complete the following chart by providing any negative findings from independent audits for each fiscal year, and how the school responded.

**Audit Report Summary**

|  |
| --- |
| Identify information from the Component Unit Section of the Annual Audit specific to the Charter School |
| Year | Total # of Findings | Nature of Findings | School’s Response |
| Planning Year (if applicable) |       |       |       |
| 1 (09–10) |       |       |       |
| 2 (10–11) |       |       |       |
| 3 (11–12) |       |       |       |
| 4 (12–13) |       |       |       |

|  |
| --- |
| *Identify any changes made to fiscal management practices as a result of audit findings.*       |

### C. Organizational Performance

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| --- |
| The Charter School Act provides as follows:A charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school…committed a material violation of any of the conditions, standards, or procedures set forth in the charter…*and/or*…violated any provision of law from which the charter school was not specifically exempted at Paragraph 4 of Subsection K of 22-8B-12 NMSA 1978. |

#### Material Terms/Violations

Please provide assurances.

|  |  |  |
| --- | --- | --- |
| Questions | School’s Response |  |
| Is the school implementing the material terms of the approved charter application as defined in the charter contract? Areas include Mission, Educational Framework (e.g., Montessori vs. STEM), Educational Learning Model (e.g., blended learning model), grade levels, enrollment, graduation requirements, instructional days/hours, or other terms identified in the charter contract?*If “no” please provide details.* | [ ]  Yes      | [ ]  No      |  |
| Over the past four years were there any material terms of the school’s charter contract with which the chartering authority determined that the school was not in compliance and the chartering authority notified the school of the compliance violation?*If “yes” please provide details.* | [ ]  Yes      | [ ]  No      |  |

**Educational Requirements—Assurances**

* 1. [ ]  Yes [ ]  No The school complies with instructional days/hours requirements.
	2. [ ]  Yes [ ]  No The school complies with graduation requirements.
	3. [ ]  Yes [ ]  No The school complies with Promotion/Retention requirements.
	4. [ ] Yes [ ]  No Next-step plans are completed for applicable grades.
	5. [ ]  Yes [ ]  No The school has an approved EPSS Plan.
	6. [ ]  Yes [ ]  No The school demonstrates compliance with requirements relating to assessments.
	7. [ ]  Yes [ ]  No The school provides support and training to mentor beginning teachers (e.g., first-year mentorship program).
	8. [ ]  Yes [ ]  No The school’s curriculum is aligned to Common Core Standards.

|  |
| --- |
| *For any “no” answers please provide an explanation.*       |

*With respect to findings for Organizational Performance, there will be a presumption of compliance unless the five-year record includes evidence to the contrary.*

Please respond to each of the statements below regarding organizational the current charter term. If any statements result in a “no” response please add an explanation in the box below the appropriate assurance section.

**Civil Rights and Special Populations—Assurances**

1. [ ]  **Yes** [ ]  **No** The school demonstrates compliance with applicable laws, rules, and regulations relating to the rights of students by the following:
	1. [ ]  **Yes** [ ]  **No** Development and adherence to legally compliant policies related to admissions, lottery, waiting lists, fair and open recruitment, and enrollment, including rights to enroll or maintain enrollment.
	2. [ ] **Yes** [ ]  **No** Adherence to due process protections, privacy, civil rights and student liberties requirements, including restrictions prohibiting public schools from engaging in religious instruction.
	3. [ ]  **Yes** [ ]  **No** Development and adherence to legally compliant student discipline policies including discipline hearings, suspension and expulsion policies.
2. [ ]  **Yes** [ ]  **No** The school protects the rights of students with disabilities and demonstrates compliance with applicable laws, rules and regulations, including the Individuals with Disabilities Education Act, Section 504, relating to identification and referral of those suspected of having a disability and providing services for students with identified disabilities.
3. [ ] **Yes** [ ]  **No** The school protects the rights of English language learners and demonstrates compliance with applicable laws, rules, and regulations, including Title III of the the ESEA relating to English language learner requirements.
4. [ ]  **Yes** [ ]  **No** The school complies with applicable laws, rules, and regulations relating to compulsory school attendance.

|  |
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| *For any “no” answers please provide an explanation.*       |

**Employees—Assurances**

1. [ ]  **Yes** [ ]  **No** The school meets teacher and other staff credentialing requirements
2. [ ]  **Yes** [ ]  **No** The school demonstrates compliance with applicable laws, rules, and regulations relating to employment. Including adhering to legally compliant personnel policies and an employee handbook that outline disciplinary and grievance procedures.
3. [ ]  **Yes** [ ]  **No** The school demonstrates compliance with applicable laws, rules, and regulations relating to background checks of all individuals associated with the school, including staff and members of the community, where required.

|  |
| --- |
| *For any “no” answers please provide an explanation.*       |

**School Environment—Assurances**

1. [ ]  **Yes** [ ]  **No** The school maintained an Educational Occupancy (E-Occupancy) certificate for its facilities over the past four years? Include a copy of the E-Occupancy certificate as an appendix.
2. [ ]  **Yes** [ ]  **No** The school keeps records of fire inspections and other safety requirements.
3. [ ]  **Yes** [ ]  **No** The school meets transportation and nutrition requirements, if applicable.
4. [ ]  **Yes** [ ]  **No** The school complies with health and safety requirements.
5. [ ]  **Yes** [ ]  **No** The building, grounds, and facilities provide a safe and orderly environment.

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| *For any “no” answers please provide an explanation.*       |

**Appropriate Handling of Information—Assurances**

1. [ ]  **Yes** [ ]  **No** The school maintains required information in STARS and submits in a timely manner.
2. [ ]  **Yes** [ ]  **No** The school maintains the security of and provides access to student records under the Family Educational Rights and Privacy Act and other applicable authorities.
3. [ ]  **Yes** [ ]  **No** The school keep all records safe from fire and theft and stored in a retrievable manner.
4. [ ]  **Yes** [ ]  **No** All student records are retained and disposed of pursuant to state requirements.
5. [ ]  **Yes** [ ]  **No** The school properly and securely maintains testing materials.

|  |
| --- |
| *For any “no” answers please provide an explanation.*       |

**Governance—Assurances**

* 1. [ ]  Yes [ ]  No The school complies with governance requirements? Including:
	2. [ ]  Yes [ ]  No All required School Policies
	3. [ ]  Yes [ ]  No The Open Meetings Act
	4. [ ]  Yes [ ]  No Inspection of Public Records Act
	5. [ ]  Yes [ ]  No Conflict of Interest Policy
	6. [ ]  Yes [ ]  No Anti-Nepotism Policy
	7. [ ]  Yes [ ]  No Governing Body Organization and Membership Rules (i.e., Bylaws)
	8. [ ]  Yes [ ]  No Required Committees (Finance and Audit) and submission of appropriate documentation
	9. [ ]  Yes [ ]  No Governing Body Mandated Trainings
	10. [ ]  Yes [ ]  No Governing Body Evaluates Itself

[ ] **Yes** [ ]  **No** Is the school holding management accountable?

1. [ ]  **Yes** [ ]  **No** The governing body receives regular written reports from the school leadership in regards to key indicators of the school’s progress.
2. [ ]  **Yes** [ ]  **No**  The governing body provides a written annual evaluation of the head of school that holds the head of school accountable for performance expectations.

|  |
| --- |
| *For any “no” answers please provide an explanation.*       |

### D. Petition of Support from Employees

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| A certified petition in support of the charter school renewing its charter status signed by not less than 65 percent of the employees in the charter school at Subsection J of 22-8B-12 NMSA 1978. |
| Include, as **Appendix B**, a certified affidavit of the Employees’ Support Petition from not less than 65 percent of the employees of the charter school that indicates their support of the renewal of the charter.  |

Following is a suggested form to certify the petition. This form may be attached to the petition. You MUST have signatures.

|  |
| --- |
| I am the head administrator of the       Charter School and hereby certify that: the attached petition in support of the       Charter School renewing its charter was circulated to all employees of the       Charter School. There are       persons employed by the       Charter School. The petition contains the signatures of       employees which represents       percent of the employees employed by the       Charter School.STATE OF NEW MEXICO) ss.COUNTY OF      )I,      , being first duly sworn, upon oath state:That I have read the contents of the attached Petition, and my statements herein are true and accurate to the best of my knowledge and belief. |
|  |  |  |
|  |
| Subscribed and sworn to before me this       day of       2014. |
|  |
|  |  |  |
|  | Notary Public |  |
| My Commission Expires: |
|  |  |  |
|  |
|  |

### E. Petition of Support from Households

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| --- |
| A certified petition in support of the charter school renewing its charter status signed by not less than 75 percent of the households whose children were enrolled in the charter school at Subsection J of 22-8B-12 NMSA 1978.  |
| Include, as **Appendix C**, a certified affidavit of the household support petition of the charter school renewing its charter status from not less than 75 percent of the households whose children were enrolled in the charter school.  |

Following is a suggested form to certify the petition. This form may be attached to the petition. You MUST have signatures.

|  |
| --- |
| I am the head administrator of the       Charter School and certify that: the attached petition in support of the       Charter School renewing its charter was circulated to households whose children were enrolled in our charter school. It contains the signatures of       households which represents       percent of the households whose children were enrolled in the       Charter School.STATE OF NEW MEXICO) ss.COUNTY OF      )I,      , being first duly sworn, upon oath state:That I have read the contents of the attached petition, and my statements herein are true and accurate to the best of my knowledge and belief. |
|  |  |  |
|  |
| Subscribed and sworn to before me this       day of       2014. |
|  |
|  |  |  |
|  | Notary Public |  |
|  |
| My Commission Expires: |
|  |  |  |
|  |

### F. Facility

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| --- |
| A description of the charter school facilities and assurances that the facilities are in compliance with the requirements of Section 22-8B-4.2 NMSA 1978. |
| Provide a copy of the building E Occupancy certificate and/or a letter from the PSFA with your NMCI Score as **Appendix D**, indicating that the school facility meets the requirements at Subsection C of 22-8B-4.2 NMSA 1978. (If the charter school is relocating or expanding to accommodate more students.) Subsection C of 22-8B-4.2 NMSA 1978: On or after July 1, 2011, a new charter school shall not open and an existing charter school shall not relocate unless the facilities of the new or relocated charter school, as measured by the New Mexico condition index, receive a condition rating equal to or better than the average condition for all New Mexico public schools for that year or the charter school demonstrates, within 18 months of occupancy or relocation of the charter, the way in which the facilities will achieve a rating equal to or better than the average New Mexico condition index. |

### G. Term of Renewal

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| --- |
| A statement of the term of the renewal requested, if less than five years. If a Renewal Application does not include a statement of the term of the renewal, it will be assumed that renewal is sought for a term of five years. |
| *State the term of renewal requested if less than five years.*       |

II. Checklist

|  |  |  |
| --- | --- | --- |
| Appendix Number | Appendix Description (\* indicates required appendix) | Attached (Check if Yes) |
| Appendix A | Financial Statement | [ ]  |
| Appendix B | Petition of Support from Employees Affidavit | [ ]  |
| Appendix C | Petition of Support from Households Affidavit | [ ]  |
| Appendix D | E-Occupancy Certificate and/or Letter from the PSFA indicating that the school facility meets the requirements of Subsection C of Section 22-8B-4.2 NMSA 1978 | [ ]  |
| Other Attachment(s) | Describe:       | [ ]  |



# Part C—Self-Study/Looking Forward

(Reflection and Vision for the Next Five Years)

### A. Performance Self Study/Analysis-Key Questions

## II. Self-Report—Looking Forward

The Charter School Act requires that each school include two goals in their renewal application.

**Directions:** The following questions are to help you reflect on the whole of your school as you review the plethora of information provided in Part B above. You have dissected the parts of your School and now it is time to think about what those parts say about your school and learning community over the last four to five years. There is also room to discuss how the past will contribute to how you think about the future of your school if approved.

Based on your academic results from the past four years, discuss your School’s academic priorities over the next five years, if approved.

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|       |

What main strategies will be implemented to address these priorities?

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|       |

How has the data been used to modify systems and structures that the leadership team has put into place to support student achievement?

|  |
| --- |
|       |

Reflect on the academic performance of students your lowest-performing students (Q1s), students with special needs, English Language Learners, and students who are economically disadvantaged. What changes to your program will you make based on your analysis?

|  |
| --- |
|       |

Describe how your governing body has reflected on and addressed school performance data. Address both the school report card, short-cycle assessment data, and school goals. How is the school’s head administrator held accountable for school performance?

|  |
| --- |
|       |

### Mission-Specific Indicators/Goals

The Amended Charter School Act **requires schools to identify two mission-specific indicators/goals in the renewal application** that set targets for the implementation of the school mission, if approved. Mission-specific indicators/goals MUST BE provided within this section of the renewal application. If the renewal application is approved, these indicators/goals will be used as ”first draft” indicators during the negotiations with the Authorizer.

For the purposes of this renewal application, the indicators/goals will show the capacity of the applicant to indentify appropriate indicators/goals aligned with the mission of the School moving forward. During the later contracting process after approval, the indicators/goals that are finally negotiated and put into the Performance Framework allow the school to demonstrate its achievements related to the school mission. The Performance Framework is assessed on an annual basis and may be revised yearly. ***Please note****: renewing schools are encouraged to use their history of performance, including baseline data if available, when developing the two mission-specific indicators/goals and metrics.*

Mission-specific indicators/goals put into the application should:

(1) demonstrate the school’s ability to implement the school’s mission;

(2) be in the format set forth below, which is a SMART goal format (specific, measureable, attainable, rigorous, and time-bound—see below); and finally,

(3) include metrics and measures using the following criteria: “Exceeds standards,” “Meets standards,” “Does not meet standards,” and “Falls far below standards.”

For instance, if a school’s mission focuses on language acquisition, then a school may choose a mission-specific indicator/goal that measures student progress and performance in this special area. These indicators/goals are monitored on an annual basis and then potentially revised yearly.

If you define a cohort of students (i.e. 11th grade students that have attended the school for at least two semesters), you must identify how many students are in the cohort and how many are the larger category if no cohort were identified. The PEC is typically looking for a cohort to include at least 70% of all students in the larger category.

Again, please note that **these indicators/goals are subject to change through the negotiation process as the school works with their Authorizer in the contract negotiation process during the planning year**.

***Please note:*** *The criteria for SMART Format is as follows:*

* *Specific.  A well-defined goal must be specific, clearly and concisely stated, and easily understood. Educational goals should be tied to learning standards that specify what students should know and be able to do, for each subject or content area and for each grade, age, or other grouping level.*
* *Measurable. A goal should be tied to measurable results to be achieved.  Measurement is then simply an assessment of success or failure in achieving the goal.*
* *Ambitious and Attainable. A goal should be challenging yet attainable and realistic.*
* *Reflective of the School’s Mission. A goal should be a natural outgrowth of the school’s mission, reflecting the school’s values and aspirations.*
* *Time-Specific with Target Dates.  A well-conceived goal should specify a timeframe or target date for achievement.*

In the space below, provide at least two mission-specific goals/indicators. Include the following key elements:

* First, ensure that the annual goals/indicators provided show the implementation of the school’s mission.
* Second, for each indicator provided, use SMART format (specific, measureable, attainable, rigorous, and time-bound—see glossary). Your indicators should include all of these key SMART elements, be clear, comprehensive, and cohesive.
* Third, include measures and metrics in your mission-specific goals/indicators. Specifically, determine what percentage constitutes “exceeds standards,” what constitutes “meets standards,” what falls under “does not meet standards” and what it means to “fall far below standards.

NOTE: PLEASE SEE THE SAMPLE SET FORTH IN THE GLOSSARY ABOVE.

|  |
| --- |
| *Provide Two Mission-Specific Indicators/Goals.* |
| *Provide a detailed rationale for the indicators you have chosen. If there is data to support the goal, please provide it (i.e. short cycle assessment data supporting the target growth). If there is an applicable state standard set for your indicator, please provide it (i.e. state graduation standard.)* |

### Amendment Requests

Any revision or amendment to the terms of the charter shall be made only with the approval of the chartering authority and the governing body of the charter school.

In the space below, identify any amendments you need. *Recreate the box below if you have more than one amendment request.*

***\*An approved charter application is a contract between the charter school and the chartering authority.*** (22-8B-9 [A] NMSA 1978)

***\*Any revision or amendment to the terms of the charter shall be made only with the approval of the chartering authority and the governing body of the charter school.*** (22-8B-9 [E] NMSA 1978)

Name of State-Chartered School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current Charter Application****Section and Page** | **Current Charter Statement(s)** | **Proposed Revision/Amendment Statement(s)** | **Rationale for Revision/Amendment** | **Date of Governing Body Approval** |
|  |  |  |  |  |

Original Signature of Governing Council President or Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Governing Council President or Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Public Education Department use only**

Director/General Manager approves change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(No further action taken.)*

Public Education Commission Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  APPROVED [ ]  DENIED