CALL FOR PEER REVIEWERS
NEW MEXICO PUBLIC EDUCATION COMMISSION NEW CHARTER SCHOOL APPLICATIONS

CONTEXT: The New Mexico Public Education Department (PED), Charter Schools Division (CSD), in support of the Public Education Commission’s 2018 New Application process, is seeking individuals to serve as peer reviewers. The vision of the Charter Schools Division is to drive student success in New Mexico by supporting excellent authorizing practices and charter schools that provide innovative, quality education. The purpose of the New Application process is to ensure that only the highest quality applicants, who demonstrate the capacity to operate an effective and high-quality public school, are granted a charter.

The Charter Schools Act ... is enacted to enable individual schools to structure their educational curriculum to encourage the use of different and innovative teaching methods that are based on reliable research and effective practices or have been replicated successfully in schools with diverse characteristics; to allow the development of different and innovative forms of measuring student learning and achievement; to address the needs of all students, including those determined to be at risk; to create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site; to improve student achievement; to provide parents and students with an educational alternative to create new innovative and more flexible ways of educating children within the public school system; to site-based budgeting; and to hold charter schools accountable for meeting the department’s educational standards and fiscal requirements. (22-8B-3 NMSA 1978 et seg)

WHO: We are seeking peer reviewers from various professions and backgrounds, including but not limited to:
- former or current external charter school authorizer or authorizing staff, or high level education policy expert – who will act as the team lead
- highly effective or exemplary, licensed New Mexico teacher
- licensed New Mexico administrator
- licensed New Mexico business official

WHAT: Peer reviewers will independently read, score, and provide timely, well written comments, supported by the application submission, the rubric, and relevant laws and regulations. Reviewers must be available to meet virtually or in person to discuss their scoring and comments for the eligible new charter school applications submitted to the New Mexico Public Education Commission via Options for Parents and Families - Charter Schools Division. Peer reviewers must also be available to conduct in-person interviews of the applicant team in the Albuquerque, NM area to determine the team’s capacity to implement the charter school proposed in the application package.

Please note that there will be an additional stipend for the Team Lead (former or current external charter school authorizer or authorizing staff, or high level education policy expert) on each application. The Team Lead will be responsible for leading and organizing all team work, facilitating consensus discussions, and finalizing the team evaluation based on team member reviews and consensus discussion.

REQUIREMENTS: In addition to the skills, attributes and expertise highlighted above, peer reviewers must also meet the following requirements:
• **Availability:** Reviewers will need to dedicate between 40 - 60 hours to the review process. This general time estimate includes participation in an orientation session by conference call prior to evaluating the applications, time for reading, scoring, developing comments, and discussing assigned applications during the month of June. The time also includes in-person participation in capacity interviews during the first week of July in the Albuquerque, NM area. Exact dates for interviews will be finalized after all applications are received on June 1st.

• **Tools:** Each reviewer must have access to the Internet, a phone, a computer, a printer and have the ability to interact within the web environment.

• **Quality of review:** Each reviewer must provide detailed, objective, constructive, and timely, well written reviews for each assigned application. These reviews will be used to recommend applications for approval or denial. They will also be shared with each applicant and the comments regarding winning applicants will be made available to the general public following the reviews.

**IF INTERESTED:** To be considered as a peer reviewer, email your resume, a 1-2 page statement of interest, and a price quote to charter.schools@state.nm.us. The statement of interest should answer the following questions:

- What are the hallmarks of a high-quality charter school?
- Currently, how effective is New Mexico’s charter sector?
- How would you improve New Mexico’s charter sector?
- Why do you want to participate in the peer review process?

For the price quote, please provide the amount of compensation you request per application review. Please indicate the role you are seeking to fill on the team (teacher reviewer, business official reviewer, administrator reviewer, or team lead). The requested information must be provided by **5:00 p.m. Mountain Time, Wednesday, May 23, 2018.** Please do not exceed five-pages maximum for resumes.

Offers will be evaluated based on skill, knowledge, experience, writing/reasoning ability, and alignment to the Public Education Vision.

**CONFLICT OF INTEREST:** Please be aware that if you or an organization with which you are associated intends to apply for a new charter in the 2018 application cycle, you are not be eligible to serve as a reviewer.

You will **not be considered eligible** if:

- You did or will help prepare an application that will be considered in the 2018 PEC application cycle, regardless of financial interest in the success or failure of that application.
- You have agreed to serve, or you have been offered a position, as an employee, advisor, or consultant with any entity that is applying for a new charter with the PEC in the 2018 application cycle.
- Your personal financial interest will be affected by the outcome of the PEC’s 2018 new charter application cycle, which would include any family members, employees or associates of the entity applying for funding.
If you have any questions about the peer review process, please contact us by email: charter.schooels@state.nm.us.

NON-DISCRIMINATION: The NM PED solicits reviewers without regard to race, color, national origin, gender, age or disability. The NM PED will provide reasonable accommodations for a qualified individual with a disability so that individual might participate in the peer reviewer application process. If you require a reasonable accommodation to apply and participate in this review, please contact the CSD Charter Schools Authorizing Practices Team at charter.schools@state.nm.us no later than 5:00 p.m. Mountain Time, Wednesday, May 23, 2018 to ensure we can facilitate the application process.

PROGRAM INFORMATION: For more information about the New Mexico Charter Schools Program, please see the following:

- NM Public Education Department - Charter Schools: https://webnew.ped.state.nm.us/bureaus/charter-schools/
- NM Public Education Commission: https://webnew.ped.state.nm.us/bureaus/public-education-commission/
- Email charter.schooels@state.nm.us with any questions