



## New Mexico Public Education Commission

### 2018 New Charter School Application Kit Part D. Capacity Interview Questions



**Scoring** – All responses will be scored using the following rubric:

<p><b>Meets the Criteria</b></p> <p><b>4 points</b></p>	<ul style="list-style-type: none"> <li>• The applicant’s response completely addresses the question posed</li> <li>• The applicant’s response aligns with and enhances the related information presented in the written application</li> <li>• The applicant understands the information in the written application and the work that will be necessary to successfully implement the proposal</li> <li>• The applicant demonstrates the ability to appropriately respond to contingencies and challenges that will be faced when implementing the proposal</li> <li>• The applicant demonstrates a strong capacity to successfully operate a high-quality, effective school by implementing the proposal in the written application</li> </ul>
<p><b>Approaches the Criteria</b></p> <p><b>2 points</b></p>	<ul style="list-style-type: none"> <li>• The applicant’s response does not meet all of the criteria required to be evaluated “Meets the Criteria”</li> <li>• The applicant’s response addresses the question posed, but may not do so fully</li> <li>• The applicant’s response mostly aligns with the related information presented in the written application</li> <li>• The applicant partially understands the work that will be necessary to successfully implement the proposal in the written application</li> <li>• The applicant demonstrates limited capacity to appropriately respond to contingencies and challenges that will be faced when implementing the proposal</li> <li>• The applicant demonstrates some capacity to operate a functional school by implementing the proposal in the written application</li> </ul>
<p><b>Falls Far Below the Criteria</b></p> <p><b>0 points</b></p>	<ul style="list-style-type: none"> <li>• The applicant’s response does not meet all of the criteria required to be evaluated “Approaches the Criteria”</li> <li>• The applicant’s response does not address the question posed</li> <li>• The applicant’s response does not align with the related information presented in the written application</li> <li>• The applicant does not understand the work that will be necessary to successfully implement the proposal in the written application</li> <li>• The applicant demonstrates no capacity to respond to contingencies and challenges that will be faced when implementing the proposal</li> <li>• The applicant does not demonstrate the capacity to operate a functional school by implementing the proposal in the written application</li> </ul>

Capacity Interview Questions			
<b>Educational Plan: Mission</b>		1. How is the mission, as described in the application, essential to the success of the proposed school?	
<b>Score</b>		<b>Review Team Comments:</b>	
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.
<b>Educational Plan: Innovation</b>		2. What is the most important contribution your proposed school will bring to public education in the community in which you propose to operate? How will this contribution be essential to the success of the proposed school?	
<b>Score</b>		<b>Review Team Comments:</b>	
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.
<b>Educational Plan: Mission Implementation</b>		3. How will you evaluate whether your mission and implementation of it are working?	
<b>Score</b>		<b>Review Team Comments:</b>	
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.
<b>Leadership &amp; Governance</b>		4. What role does a governing body play in the success of a charter school? Describe your strategic process for identifying and selecting members. How will this process support the success of your proposed school?	
<b>Score</b>		<b>Review Team Comments:</b>	
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.
<b>Leadership &amp; Governance</b>		5. What role does the school leader play in the success of a charter school? Describe your strategic process for identifying and selecting her/him. How will this process support the success of your proposed school?	
<b>Score</b>		<b>Review Team Comments:</b>	
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.

<b>Leadership &amp; Governance</b>			6. How does a high quality process to evaluate the effectiveness of the governing body and the school contribute to the success of a charter school? Describe your strategic process for conducting these evaluations. How will these processes support the success of your proposed school?
<b>Score</b>			<b>Review Team Comments:</b>
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.
<b>Leadership &amp; Governance</b>			7. Please explain the delineated roles and responsibilities of, and the relationships between, the founders, the governing body, and the proposed school's administration during the transitional period between the planning year and the first year of operations. Describe how those relationships evolve to ensure the success of the charter school.
<b>Score</b>			<b>Review Team Comments:</b>
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.
<b>Leadership &amp; Governance</b>			8. Explain the importance of by-laws and policies to the success of a charter school. Describe the strategic processes the proposed school will use to establishing and implementing them and how these will contribute to the success of the proposed school.
<b>Score</b>			<b>Review Team Comments:</b>
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.
<b>Leadership &amp; Governance</b>			9. How will the proposed school ensure that policies and procedures are not only compliant, but also well implemented, current, and effective? How will the proposed school determine when they are in need of change and how will it react?
<b>Score</b>			<b>Review Team Comments:</b>
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.
<b>Facility</b>			10. Describe your plan for acquiring a facility and ensuring that the facility meets educational occupancy standards required by applicable New Mexico construction codes and the weighted New Mexico Condition Index. Whose responsibility will it be to carry out this major piece of opening a charter school? <b>Please include details about locating, securing, and funding the facility.</b>
<b>Score</b>			<b>Review Team Comments:</b>
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.

<b>Facility</b>			11. If you cannot find a building that meets the need of the plan described in the PSFA (Public School Facilities Authority) approval, what is your next steps plan?
<b>Score</b>			<b>Review Team Comments:</b>
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.
<b>Finance</b>			12. How are you going to open your proposed school without federal start-up funds? Does the proposed school have a plan to supplement its budget in some way? Does the proposed school have a plan to acquire funding necessary to accomplish planning year requirements (setting up a bank account, acquiring furniture, having software systems in place to interface with PED's OBMS system, etc.)?
<b>Score</b>			<b>Review Team Comments:</b>
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.
<b>Finance</b>			13. In detail describe how you will make enrollment projections to establish and submit your first budget to PED? How will you ensure these enrollment projections are reasonable and align closely to your actual 40 day count?
<b>Score</b>			<b>Review Team Comments:</b>
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.
<b>Finance</b>			14. Suppose your actual enrollment on the first day is 50% below your pre-opening "enrollments" and 70% below your projections used to submit your budget. What are the implications for your budget/business plan and what are your next steps? Describe in detail what actions you would take and when you would take them to address this situation.
<b>Score</b>			<b>Review Team Comments:</b>
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.
<b>Planning Year</b>			15. Describe the organizational steps the proposed school will take during the planning year to be ready for opening?
<b>Score</b>			<b>Review Team Comments:</b>
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	Click here to enter text.

<b>Review Team's Individualized Questions</b>			16. Questions to be developed by review team. Review team may develop as many questions as are needed.
<b>Score</b>			<b>Review Team Comments:</b> Click here to enter text.
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	
<b>Review Team's Individualized Questions</b>			17. Questions to be developed by review team. Review team may develop as many questions as are needed.
<b>Score</b>			<b>Review Team Comments:</b> Click here to enter text.
4 <input type="checkbox"/>	2 <input type="checkbox"/>	0 <input type="checkbox"/>	