



## New Mexico Public Education Commission

School Year **2019-2020**

### IMPLEMENTATION YEAR CHECKLIST

Condition for Approval of all Charter Schools  
Authorized by the Public Education Commission



## PART I. NAME OF SCHOOL & CONTACT INFORMATION

### School Information:

Name Of Charter School:

School Address (if known):

School Location (City/Town):

School District Within Which The Proposed School Will Be Located:

Grades To Be Served:

Requested Enrollment Cap:

### Founder Contact Information:

Primary Contact Person:

Address:

City:  State:  Zip:

Daytime Tel:  Fax:

Alternate Tel:  E-Mail:

**Secondary Contact Person:**

Address:

City:  State:  Zip:

Daytime Tel:  Fax:

Alternate Tel:  E-Mail:

### Foundation / Sponsoring Organization Information:

Foundation / Sponsoring Organization Name (if applicable):

Principal Officer:

Mailing Address:

City:  State:  Zip:

Daytime Tel:  Fax:

Alternate Tel:  E-Mail:

## Part II. Introduction

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.

### A. Implementation Year Checklist Authority and Purpose

The *Public Education Commission Implementation Year Checklist* serves as a guide and tool for a charter school to develop and produce all necessary materials to demonstrate compliance with all applicable laws, rules, and charter provisions necessary to demonstrate readiness to operate a public school.

The *Public Education Commission Implementation Year Checklist* also provides an opportunity for a charter school to demonstrate it has the capacity to both operate and function as a place of education and learning. The legal, regulatory, and policy requirements of an authorized school are significant. Successful school operators need to both demonstrate an understanding and a capability to institute and implement a program consistent with the requirements presented within this document.

The PEC holds charter schools accountable to all applicable laws, rules, and charter provisions, by routinely making the *Public Education Commission Implementation Year Checklist* a required condition for charter authorization. Prior to the end of the implementation year, a school must apply to the PEC for authorization to commence full operations. (NMAC § 6.80.4.11[E]). The “Implementation Year Checklist Condition” imposed by the PEC, requires a school to complete and resolve any findings, issues, or concerns identified in the *Public Education Commission Implementation Year Checklist*.

The PEC makes the final determination regarding commencement of operations, and any conditions of charter approval, after considering the review and recommendations made by the PED in completing the *Public Education Commission Implementation Year Checklist*. The PEC is not limited by these reviews and recommendations and may request any additional documentation, information, or input that the PEC deems appropriate.

### B. Development of the Implementation Year Checklist

The items identified in the *Public Education Commission Implementation Year Checklist* template are those designed to address local, state, and federal, laws, rules and regulations, charter contract provisions, charter best practices, and PEC directives. Each year, the CSD reviews any changes to the aforementioned laws, rules and regulations, charter contract provisions, charter best practices, and PEC directives and prepares a revised draft *Public Education Commission Implementation Year Checklist* template.

This draft template along with any CSD recommendations is presented to the PEC at a regularly scheduled meeting. The PEC reviews and makes the final determination regarding the draft template and these CSD recommendations. The PEC is not limited by these recommendations and may add, remove, or revise any language presented in the draft template.

Annually, the PEC votes to approve and makes available online on its website a copy of the most recently approved *Public Education Commission Implementation Year Checklist* template.

Each school will have an individual *Public Education Commission Implementation Year Checklist* that may be tailored to the individual needs of the school. The PEC may impose any conditions it deems appropriate and these conditions will be incorporated into the school's individual planning year checklist. As a result, the template may differ substantially from the document provided to an individual school.

### C. Directions

1. The items on the *Public Education Commission Implementation Year Checklist* and any additional conditions of charter approval **MUST** be completed on or before May 15th, 2020 to receive a recommendation for commencement of operations.
2. The school must attend all implementation year training and technical assistance sessions hosted by the CSD.
3. All submissions and all documentation must be submitted to the CSD for review **on or before** the deadlines indicated. Documentation should be submitted electronically via method provided by the CSD.
4. The CSD provides staff support to the PEC and will review all submissions. This review will provide the basis for any recommendation to the PEC. All documentation re-submitted for additional review and/or revision shall be saved in Word or PDF format with the track changes function enabled, to maintain all changes made to the document until the final draft is reviewed and approved by the CSD.
5. The CSD will provide three summary reports to the School which will detail a summary of all findings, issues, and concerns identified by CSD. The School is required to arrange a phone conference or in-person conference with CSD within 10 days of receipt of these summary reports. The purpose of this conference will be to discuss the issues and concerns identified by CSD.
6. Following receipt of a summary report, the school is required to address and resolve all findings, issues, and concerns 14 days from the date of the phone or in-person conference.
7. Key Terms:
  - a. An **"Indicator"** is a stated compliance objective that **MUST** be addressed and completed by the school. These objectives may be legal, regulatory, charter contract provisions, charter school best practices, or PEC directives.
  - b. **"Documentation"** requires a school to submit copies of all policies, procedures, forms, protocols, spreadsheets, documents, or any other material that will provide evidence that the school has addressed or completed the relevant indicator and compliance objective.
  - c. **"Date of Completion"** is the date that CSD certifies that documentation addressed or completed the relevant indicator. This field will be left blank until such time as CSD has received sufficient documentation to certify that a relevant indicator was completed.

- d. **“Findings”** are those CSD comments and notes which identify deficiencies in the “documentation” provided by the school and which details the reasons why CSD was unable to certify documentation as having addressed or completed the relevant indicator.
8. When an “Indicator” or “Documentation” names a statute, rule, or regulation, this is an indication that specific materials are required by statute, rule, or regulation. The school **MUST** address each element or provision that is required in the statute, rule, or regulation.
9. Some “Indicators” may require the school to consult, update, and receive approval from different agencies, departments, or divisions within the PED. The school must provide evidence of these consultations where indicated and provide copies to CSD of any materials provided to these different agencies, departments, or divisions.
10. Additional elements may be added to the *Public Education Commission Implementation Year Checklist* based on changes to legislation, statute, regulation, or due to PEC direction or condition.
11. The PEC makes the final determination regarding the *Public Education Commission Implementation Year Checklist* and any conditions of charter approval after considering the review and recommendations provided by the CSD. The PEC is not limited by these reviews and recommendations and may request any additional documentation, information, or input that the PEC deems appropriate.

## D. Review Process

Acting as staff support to the PEC, the CSD will review all school submissions and provide a summary report and any findings **within 30 days of a submission** deadline.

Generally, the CSD review process is as follows:

- 1) The school sends all policies, procedures and documents related to an indicator or documentation requirement on or prior to the indicated submission date.
- 2) CSD consults any applicable laws, regulations, charter contract provisions, written PEC policies, or written guidance manuals applicable to the indicator or documentation required.
- 3) CSD analyzes the school documentation to determine whether all required elements of the applicable laws, regulations, charter contract provisions, written PEC policies, or written guidance manuals were addressed and satisfied.
- 4) Should all elements be addressed and satisfied, CSD then reviews the school documentation for completeness. CSD also considers implementation of the documentation to determine the feasibility of the documentation, and whether the described program is possible, consistent, and reasonable.
- 5) Finally, CSD reviews implementation and consistency in relationship to all other policies and procedures provided by the school.

- 6) In the case of PEC imposed conditions or application deficiencies, CSD consults the specific named deficiencies in the application and the specific condition imposed by the PEC.
- 7) CSD analyzes the school documentation to determine whether any PEC-imposed conditions were corrected, addressed, or satisfied.
- 8) All documentation re-submitted for additional review and/or revision shall be saved in Word or PDF format with the track changes function enabled, to maintain all changes made to the document until the final draft is reviewed and approved by the PED. All submitted documents must be submitted electronically via the method provided by CSD.
- 9) Two Weeks Prior to Opening Review – The CSD will review for completeness all required indicators. If the school fails to submit and/or provide any items due two weeks prior to opening date, the CSD will inform the PEC.

### Part III. Implementation Year Checklist

INDICATORS	DOCUMENTATION	Date Complete	FINDINGS/COMMENTS
<b>ITEMS DUE BY NOVEMBER 15<sup>th</sup></b>			
11-15.1.Governing Board established and operating according to bylaws and in accordance with the Open Meetings Act.	<input type="checkbox"/> Provide list of governing body members. Include the governing body positions to be held, either a place of residence or work, and contact information.		
<i>NMSA § 22-8b-4;</i> <i>NMSA § 22-8-12.3;</i> <i>NMSA § 10-15-1;</i> <i>NMSA § 14-2-1, et seq.</i> <i>New Charter Contract Section 4.(5)</i>	<input type="checkbox"/> Names of any sponsoring organizations or foundations. (This includes prospective organizations that will be established upon completion of the planning year), name of the principal officers, and their contact information.		
-	<input type="checkbox"/> School bylaws.		

	<input type="checkbox"/> Bylaws – Provision for replacing and removing members.		
	<input type="checkbox"/> Bylaws – Provision for creating required audit and finance committees.  <i>NMSA § 22-8-12.3</i>		
	<input type="checkbox"/> Audit and Finance Committee – Provide evidence that committees have been formed, have scheduled meetings, and list of committee membership.  <i>NMSA § 22-8-12.3</i>		
	<input type="checkbox"/> Provide evidence that public notice of Governing Body meetings is being posted. Additionally, if a website is being used to post notice then provide website address.		
	<input type="checkbox"/> Provide meeting agendas that comply with state law.  <i>NMSA § 10-15-1, et seq.</i>		
	<input type="checkbox"/> School IPRA policy and procedures that comply with state law.  <i>NMSA § 14-2-1, et seq.</i>		

<p>11-15.2.Initial Basic Operating Policies and Procedures have been developed and approved by Governing Body.</p>	<p><input type="checkbox"/> School conflict of interest policy and procedures. <i>NMSA § 22-8B-5.2.</i></p>		
<p><i>New Charter Contract Section 6</i></p>	<p><input type="checkbox"/> Anti-nepotism policy and procedures. <i>NMSA § 22-8B-10.</i></p>		
	<p><input type="checkbox"/> Background check policy and procedures. <i>NMSA § 22-10A-5.</i></p>		
	<p><input type="checkbox"/> School FERPA policy and procedures. <i>20 U.S.C. § 1232g.</i></p>		
	<p><input type="checkbox"/> School Complaint and Grievance Policy including a process for receiving and resolving community, parental, and other public complaints.</p>		
	<p><input type="checkbox"/> Volunteer policies and procedures. <i>NMAC § 6.50.18.8.</i></p>		
<p>11-15.3.Budget Approval. <i>NMAC § 6.20.2.9.</i></p>	<p><input type="checkbox"/> An identified date for a scheduled Governing Body Meeting when the Governing Body plans to review and approve the Budget at an open meeting.  <i>(Should be after the May 15<sup>th</sup> final enrollment adjustments, but must be before the June 20<sup>th</sup> regulatory deadline.).</i></p>		

<p>11-15.4. School is established as a formal public school entity in the state of New Mexico with all necessary tax identification numbers, bank accounts, etc.</p> <p>NMAC 6.20.2.14</p>	<input type="checkbox"/> Bank records or other evidence that shows a public entity account has been established at a NM banking institution.		
	<input type="checkbox"/> Tax ID numbers (Federal and State).  <input type="checkbox"/> NTTC: NonTaxable Transaction Certificates <a href="http://tax.newmexico.gov/Businesses/non-taxable-transaction-certificates.aspx">http://tax.newmexico.gov/Businesses/non-taxable-transaction-certificates.aspx</a>  <input type="checkbox"/> DUNS number registration required to receive federal funding <a href="http://www.dnb.com/duns-number/what-is-duns.html">http://www.dnb.com/duns-number/what-is-duns.html</a>		
	<input type="checkbox"/> W-9 Substitute Form (submitted to DFA through PED).		
<p>11-15.5.School Development Plans.</p> <p>NMAC § 6.29.1.</p>	<input type="checkbox"/> Written curriculum development plan.  Includes 1) timeline, 2) success benchmarks, and 3) responsible parties to ensure development of entire curriculum that was identified in the application and aligned to school mission and goals, NMCCSS, and NM Content Standards prior to May 15 <sup>th</sup> .		
	<input type="checkbox"/> Written Special Population Services development plan, to ensure development of plans, policies, and		

	procedures to serve special education, ELL, and 504 Plans.		
11-15.6.Detailed Staffing Plan. <i>NMAC § 6.29.1.</i>	<input type="checkbox"/> Written process and plan that details how the governing body will identify, recruit, and hire a prospective head administrator.  (Note: A narrative may have already been included in the charter application. This documentation requirement is for the school to review the school’s process and plan and provide a current, up-to date plan that includes responsible parties, timelines, and action steps that the school plans on implementing.)		
	<input type="checkbox"/> The school administration, school mission, and legal criteria that will be used to evaluate candidates for head administrator position.		
<i>NMAC § 6.29.2.18</i>	<input type="checkbox"/> A detailed timeline for recruiting, interviewing, selection, conducting background checks, and signing of a contract for the head administrator that must be completed prior to May 15 <sup>th</sup> .		
	<input type="checkbox"/> A list of all prospective staff positions and a description of the required licensure for each position.		

**SUMMARY REPORT - ITEMS DUE BY NOVEMBER 15<sup>th</sup>.**

<b>SUMMARY REPORT - ITEMS DUE BY NOVEMBER 15<sup>th</sup>.</b>			
11-15.7. Attend all planning year conferences to discuss issues, concerns, and findings identified in the Implementation Year Checklist.	<input type="checkbox"/> School scheduled with CSD within 10 days of receiving the November 15 <sup>th</sup> Summary Report.		
<b>INDICATORS</b>	<b>DOCUMENTATION</b>	<b>Date Complete</b>	<b>FINDINGS/COMMENTS</b>
<b>ITEMS DUE BY MARCH 1<sup>st</sup>.</b>			
3-1.1. Resolve all findings with the Implementation Year Checklist.	<input type="checkbox"/> Revised policies and provided additional documentation to address and resolve all findings, issues, and concerns identified in the November 15 <sup>th</sup> review or discussed during the November 15 <sup>th</sup> conference.		
3-1.2. Governing Board established and complying with PEC notification requirements.  <i>PEC Policy, Charter School Governing Body Changes.</i>	<input type="checkbox"/> Review the PEC Policy, Charter School Governing Body Changes document and provide notice regarding any changes to the Governing Body which have occurred since November 15 <sup>th</sup> .		
3-1.3. Membership Projections.  <i>NMSA § 22-8-12.1.</i>	<input type="checkbox"/> Provide the projected student membership for the upcoming school year to the CSD. Projections should indicate number		

	<p>of projected students by grade level. Membership projections <b>must</b> also detail what evidence and basis there is for this projection.</p> <p>(Please be aware, if insufficient evidence or basis is provided then the School Budget Bureau may elect to reduce the projected enrollment)</p>		
	<p><input type="checkbox"/> The school's current number of lottery forms received, presented as a percentage of membership projections on file with the School Budget Bureau. A copy must be sent to the CSD.</p>		
<p>3-1.4. Budget Approval. NMAC § 6.20.2.9</p>	<p><input type="checkbox"/> An identified date for a scheduled Governing Body Meeting when the Governing Body plans to review and approve the Budget at an open meeting.</p> <p><i>(Should be after the May 15<sup>th</sup> final enrollment adjustments, but must be before the June 20<sup>th</sup> regulatory deadline.).</i></p>		
<p>3-1.5. Enrollment processes and policies that comply with state and federal requirements.</p>	<p><input type="checkbox"/> Detailed enrollment, admission, and lottery policy.</p> <p>See CSD FAQ: Lottery</p>		

<p><i>NMSA § 22-8B-4.1;</i> <i>NMAC § 6.80.4.19;</i> <i>NMAC § 6.80.4.13;</i> <i>New Charter Contract Section 5.(3)</i></p>	<p><input type="checkbox"/> All necessary forms for enrollment, admission, and lottery, including admission application and lottery forms.</p>		
	<p><input type="checkbox"/> Evidence that school is advertising with newspapers, bulletin boards, and other methods.</p>		
<p>3-1.6. Status report on the development and acquisition of facilities that meet E-Occupancy, NMCI requirements, and ownership/lease requirements.</p> <p><i>NMSA § 22-8B-4.2.</i></p>	<p><input type="checkbox"/> Provide status report of all actions the school has taken to identify an appropriate facility.</p> <p>If the school has identified such a facility, please provide the following details:</p> <ol style="list-style-type: none"> <li>1) Expected date of receiving E-Occupancy certificate.</li> <li>2) Any current outstanding construction items that must be completed before E-Occupancy can occur.</li> <li>3) NMCI score OR expected date of receiving NMCI score.</li> <li>4) Approval from PSFA regarding ownership/lease requirements OR identify outstanding items that must be completed before PSFA approval can be secured.</li> </ol> <p>If the school has not identified an appropriate</p>		

	facility, please submit detailed planned actions, with timelines.		
	<input type="checkbox"/> Provide evidence that contact has been made with PSFA regarding the facilities plan and that contact has been made within the last 30 days.		
3-1.7. Financial Control.	<input type="checkbox"/> Acquire fully integrated accounting system to record and report all financial transactions; meeting the requirements stipulated per NMAC 6.20.2, the Public School Code, Chapter 22, NMSA, 1978 Compilation and Generally Accepted Accounting Principles (GAAP), and federal laws and regulations.		
	<input type="checkbox"/> Provide adequate Internal Control Procedures  <i>NMAC § 6.20.2.11 – 6.20.2.18.</i>		
	<input type="checkbox"/> Establish and implement written procurement procedures consistent with state and federal law and regulations.  <i>NMAC § 6.20.2.17; 34 CFR 74.44.</i>		
3-1.8. Mandatory operational policies and procedures have been developed.	<input type="checkbox"/> Attendance policies and procedures. <i>NMSA § 22-12-2 et seq.</i>		

<i>New Charter Contract Section 5.(3)</i>	<input type="checkbox"/> Compulsory school attendance policies and procedures – Provision to conduct early intervention for students who have accumulated five (5) and ten (10) unexcused absences.  <i>NMSA § 22-12-9.</i>		
	<input type="checkbox"/> Tobacco, alcohol, and drug-free policies and procedures.  <i>NMAC § 6.12.4.</i>		
	<input type="checkbox"/> Bullying (including hazing) prevention policies and procedures.  <i>NMAC § 6.12.7.</i>		
	<input type="checkbox"/> Dual credit policies and procedures.  <i>NMAC § 6.30.7.8.</i>		
	<input type="checkbox"/> Distance learning policies and procedures.  <i>NMAC § 6.30.8.</i>		
	<input type="checkbox"/> Grade change policies and procedures.  <i>NMAC § 6.30.10</i>		
	<input type="checkbox"/> Policies, procedures, and any forms for ensuring parental access to information regarding professional qualifications of teachers, instructional support providers, and principals. <i>NMSA § 22-10A-16.</i>		

	<input type="checkbox"/> Student information system security policies and procedures.  <i>NMAC § 6.19.5.8.</i>		
	<input type="checkbox"/> Staff discipline policies and procedures.  <i>NMAC § 6.69.2.8.</i>		
	<input type="checkbox"/> Policy, process, or plan to disseminate “Code of Ethics” and “Code of Professional Conduct” to all licensed employees.  <i>NMAC § 6.60.9.81., 6.60.9.9.</i>		
	<input type="checkbox"/> Policies and procedures for detention, suspension, or expulsion.  <i>NMAC § 6.11.2.12.</i>		
	<input type="checkbox"/> Student discipline policies and procedures.  <i>NMSA § 22-5-4.3.</i> <i>NMAC § 6.11.2.1, et seq.</i>		
	<input type="checkbox"/> Student Handbook.		
	<input type="checkbox"/> Staff Handbook.		
	<input type="checkbox"/> Status report on implementation of curriculum development plan.		
3-1.9. Curriculum plan.  <i>NMAC 6.29.1.9.</i>	<input type="checkbox"/> Status report on implementation of Special Population Development Plans.		

<p>3-1.10. Protocols and Policies for Implementation of RTI and SAT processes.</p> <p><i>NMAC § 6.29.1.9; Rtl State Guidance Manual.</i></p>	<p><input type="checkbox"/> RTI &amp; SAT policies and procedures.</p>		
<p>3.1.11. Serving Special Populations <i>IDEA 2004; 29 U.S.C. § 701 (otherwise known as Section 504 of the Rehabilitation Act of 1973); NMSA § 22-13-5 -- 22-13-8; NMSA 22-13-5 -- 22-13-8); NMAC 6.29.1.9; NMAC § 6.29.5.1, et seq.; NMAC § 6.31.2, et seq; NMAC § 6.10.8.9; New Charter Contract Section5.(3)</i></p>	<p><input type="checkbox"/> ELL services. --Provide an assurance the school has consulted with the Language Culture Bureau or reviewed the relevant technical assistance manuals from the Bureau’s webpage.</p>		
	<p><input type="checkbox"/> Special Education and 504 Services. --Provide an assurance the school has consulted with the Special Education Bureau or reviewed information from the Bureau’s website, specifically meeting all IDEA and 504 requirements.</p>		
	<p><input type="checkbox"/> Indian Education – Provide an assurance the school has consulted with the Indian Education Division to determine the need for and if necessary, to develop any needed Native American policies, procedures, and memorandums.</p> <p>(This is required regardless of whether a school will be seeking to provide a culturally-relevant or maintenance</p>		

	and revitalization program.)  NMSA § 22-23A (Indian Education Act). NMAC § 6.10.8.9. NMAC § 6.35.2		
--	--	--	--

**SUMMARY REPORT - ITEMS DUE BY MARCH 1<sup>st</sup>**

--	--	--	--

3-1.11. Conference, discussion, and review of any findings, issues, or concerns.			
--	--	--	--

INDICATORS	DOCUMENTATION	Date Complete	FINDINGS/COMMENTS
------------	---------------	---------------	-------------------

**ITEMS DUE BY MAY 15<sup>th</sup>.**

5-15.1.Resolve all findings with the Implementation Year Checklist.	<input type="checkbox"/> Revised policies and additional documentation to address and resolve all findings, issues, and concerns identified in the March 1 <sup>st</sup> review or discussed during the March 1 <sup>st</sup> conference.		
---	---	--	--

5-15.2.Director / Principal /Administrator in place and holds administrative license.	<input type="checkbox"/> Copy of administrator’s license(s) or plan for obtaining licensure within 90 days of contract effective date.		
---	--	--	--

<p>NMSA § 22-10A-3; NMSA § 22-8B-10.</p>	<p><input type="checkbox"/> Signed contract with position description.</p>		
<p>5-15.3.Membership Projections &amp; Enrollment.  NMSA § 22-8-12.1.</p>	<p><input type="checkbox"/> Provide an update on lottery form submissions or current enrollment by grade level and as a percentage of the March 1<sup>st</sup> projected enrollment.</p>		
<p>5-15.4.First Year Operating Budget in place.  NMSA § 22-8-11.</p>	<p><input type="checkbox"/> A Charter School Operating Budget (form 901BCS-10) on file that aligns with current enrollment and that has been submitted to the CSD.</p>		
<p>5-15.5. Access to OBMS.  NMAC § 6.20.2.10.</p>	<p><input type="checkbox"/> OBMS User Form on file to allow access to OBMS (BAR submissions, approvals, etc.). Evidence must be provided to CSD.</p>		
<p>5-15.6.An electronic system for management of financial data has been implemented and meets all requirements stipulated in NMAC 6.20.2, the Public School Code, Chapter 22, NMSA 1978 Compilation, and Generally Accepted Accounting Principles (GAAP) and federal laws and regulations.</p>	<p><input type="checkbox"/> Provide name of software the school plans on using and name of entity that publishes, manages, or operates the software.</p>		
	<p><input type="checkbox"/> Provide evidence software includes encumbrance tracking.  NMAC 6.20.2.9 (F)</p>		
<p>5-15.7.An electronic system for management of student data has been implemented</p>	<p><input type="checkbox"/> Provide name of software the school plans on using and name of entity that publishes, manages, or operates the software.</p>		

<p>and is compatible with STARS. <i>NMSA § 22-10A-19.2.</i></p>	<p><input type="checkbox"/> Provide evidence software is compatible with STARS.</p>		
<p>5-15.8.Assessment Plan Developed. <i>NMAC § 6.80.4.9(E).</i></p>	<p><input type="checkbox"/> Should the school wish to provide Interim assessments the school must provide evidence that interim assessments have been identified and budgeted, and that there has been contact with an identified assessment company.</p>		
	<p><input type="checkbox"/> Provide plan and schedule for administration of interim assessment(s) and for administration of all state-mandated assessments, or any other planned assessments.</p>		
<p>5-15.9.Staffing Plan.</p>	<p><input type="checkbox"/> Status report on recruitment and hiring to meet staffing plan provided in application.</p>		
	<p><input type="checkbox"/> Timelines to secure licensing and backgrounds for each prospective staff member.</p>		
	<p><input type="checkbox"/> Special education staffing plan / contracts.</p>		
<p>5-15.10.Professional development plan.  <i>New Charter Contract Section 5.(3)</i></p>	<p><input type="checkbox"/> Plan and forms to implement professional development plans (PDPs) for individual teachers.  NMAC § 6.65.2.8; NMAC § 6.30.5.13; NMAC § 6.30.12.11.</p>		

	<input type="checkbox"/> Mentorship program and any necessary forms or tools to be used for novice teachers.  <i>NMAC § 6.60.10.</i>		
	<input type="checkbox"/> Plan and forms to implement professional development plans (PDPs) for all individual teachers.  <i>NMAC § 6.65.2.8;</i> <i>NMAC § 6.30.5.13;</i> <i>NMAC § 6.30.12.11.</i>		
<p>5-15.11.Employee benefits and Risk Insurance coverage through the New Mexico Public Schools Insurance Authority (NMPSIA).</p> <p><i>NMSA § 22-8B-9;</i>  <i>NMAC § 6.50.1 et. seq;</i>  <i>New Charter Contract Section 6.(3)</i></p>	<input type="checkbox"/> Employee benefits coverage (may include basic life and accidental death & dismemberment, voluntary life, long term disability, two medical plans, a dental plan with basic and comprehensive coverage, and a vision plan).		
	<input type="checkbox"/> Risk coverage policy (may include property insurance, liability insurance, workers' compensation, student catastrophic insurance, student accident insurance, boiler & machinery insurance, and underground storage tanks coverage).		
<p>5-15.12.Health, Safety, and Wellness Policy Requirements</p>	<input type="checkbox"/> Health services policies and procedures.  <i>NMAC § 6.12.2;</i>		

<p>NMAC 6.29.1.9(O)(6)                  NMAC § 6.12.1, et seq.                  NMSA § 30-7-2.1                  NMSA § 32A-2-33                  Wellness Policy Guidance Document;                  Safe Schools Policy Guidance Document;                  Health Education Guidance Document;                  Homeless Policy Guidance Document;                  Charter Contract</p>	<p><i>Wellness Policy Guidance Document.</i></p>		
	<p><input type="checkbox"/> School has provided evidence that it has developed wellness policies and procedures pursuant to NMAC § 6.12.6 and submitted these to the Safe and Healthy Schools Wellness Bureau for review.</p> <p><i>NMAC § 6.12.6;                  Wellness Policy Guidance Document.</i></p>		
	<p><input type="checkbox"/> School has provided evidence that it has developed an initial Safe School Plan pursuant to NMAC § 6.12.6 and submitted it to the Coordinated School Health and Wellness Bureau for review.</p> <p><i>NMAC § 6.12.6;                  Safe Schools Guidance Document.</i></p>		
	<p><input type="checkbox"/> Plan for implementation of required emergency drills, including dates and types of drills for the school year.</p> <p>NMSA §22-13-14</p>		
	<p><input type="checkbox"/> Gun free schools policy.</p> <p><i>NMSA § 30-7-2.1;                  NMSA § 32A-2-33.</i></p>		

	<input type="checkbox"/> Health and wellness curriculum, scope and sequence that aligns to the NM content standards for the grades served.  <i>NMAC § 6.29.6.1 et. seq.; Health Education Guidance Document.</i>		
	<input type="checkbox"/> Physical education curriculum, scope and sequence, that aligns to the NM content standards for the grades served.  <i>NMAC § 6.29.9.1 et. seq.</i>		
	<input type="checkbox"/> Homeless youth complaint policy and Notice of Rights.  <i>NMAC § 6.10.3.9 (D).</i>		
	<input type="checkbox"/> Homeless education and assistance policies and procedures, to include McKinney Vento Dispute Resolution.  <i>Homeless Policy Guidance Document, NM Educational Stability Guidelines.</i>		
	<input type="checkbox"/> Immunizations policies and procedures.  <i>NMAC § 6.12.2.8.</i>		
	<input type="checkbox"/> Pest Control policies & procedures.  <i>NMAC 6.29.1.9(P)(6).</i>		

<p>5-15.13. Serving Special Populations</p> <p>IDEA 2004; 29 U.S.C. § 701 (otherwise known as Section 504 of the Rehabilitation Act of 1973); NMSA § 22-13-5; NMSA § 22-13-8); NMAC 6.29.1.9; NMAC § 6.29.5.1, et seq.; NMAC § 6.31.2, et seq.</p>	<p><input type="checkbox"/> School special education &amp; 504 policies and procedures.</p>		
	<p><input type="checkbox"/> Completed special education template.</p> <p><i>Memorandum from Director Baca, NM Special Education Bureau to Charter School Administrators (June 2, 2014).</i></p>		
	<p><input type="checkbox"/> Procedures and any necessary forms for tracking special education ancillary and direct services.</p>		
	<p><input type="checkbox"/> School ELL policies and procedures.</p>		
	<p><input type="checkbox"/> Copies of all forms and surveys to be used in the application of the ELL policies and procedures.</p>		
<p>5-15.14.School Directed Program Time Requirements.</p> <p>NMSA § 22-8-9; NMSA § 22-2-8.1; NMAC 6.29.1.9(J); Instructional Hour Worksheet.</p>	<p><input type="checkbox"/> Provide a school schedule, calendar, or any other necessary documentation that ensures minimum school directed program time is provided for the grades served and adequate instructional time is provided to support the school program.</p>		
<p>5-15.15.High school and middle school requirements.</p> <p>(This indicator is applicable only to</p>	<p><input type="checkbox"/> Graduation requirements. (Only applicable for schools that serve grade 12)</p> <p><i>NMSA § 22-13-1.1</i></p>		

<p>schools that serve grades 6-12.)</p> <p><i>New Charter Contract Section 5.(3)</i></p>	<input type="checkbox"/> Next Step Plan forms, policies and procedures. (Only applicable for schools that serve grades 8-12).  <i>NMSA § 22-13-1.1</i>		
	<input type="checkbox"/> School Athletic Equity policies and procedures (Only applicable for schools that serve grades 7-12).  <i>NMAC § 6.13.4</i>		
	<input type="checkbox"/> Provide evidence school shall offer at least one honors or similar academically rigorous class each in mathematics and language arts (Only applicable for schools that serve grades 9-12).  <i>NMSA § 22-13-1.4.</i>		
	<input type="checkbox"/> Provide evidence school has a signed Dual Credit Master Agreement with an institution of higher education (Only applicable for schools that serve grades 9-12)..  <i>NMSA § 22-13-1.4.</i>		
	<input type="checkbox"/> Provide evidence school has a program of distance learning courses in place (Only applicable for schools that serve grades 9-12)..  <i>NMSA § 22-13-1.4.</i>		

	<input type="checkbox"/> Provide evidence school is prepared to offer at least two years of a language other than English (Only applicable for schools that serve grades 9-12).  <i>NMSA § 22-13-1.4.</i>		
--	---	--	--

**SUMMARY REPORT - ITEMS DUE BY MAY 15<sup>th</sup>.**

--	--	--	--

<p>5-15.16. Attend all planning year conferences to discuss issues, concerns, and findings identified in the Implementation Year Checklist.</p>	<input type="checkbox"/> School scheduled a conference with CSD within 10 days of receiving the May 15 <sup>th</sup> Summary Report.		
---	--	--	--

**COMMENCEMENT OF OPERATIONS CHECKLIST***This task completion checklist does not limit the discretion of the Public Education Commission (PEC).*

INDICATORS	DOCUMENTATION	DATE OF COMPLETION	FINDINGS
<p>C.1. Timely obtain standing as an approved Board of Finance <b>no more than 90 days</b> from the date of the vote for approval of the new application.</p> <p><i>NMSA § 22-8-38[B]; NMAC § 6.80.4.16[A]; PEC Policy, Board of Finance Application.</i></p>	<p><input type="checkbox"/> Condition Met.</p> <p><i>PEC Policy, Board of Finance Application.</i></p>		
<p>C.2. Evidence of meeting ownership or leasing requirements no less than two weeks prior to the scheduled first day of school.</p> <p><i>NMSA § 22-8B-4.2</i></p>	<p><input type="checkbox"/> School provides assurances to demonstrate the lease, lease purchase, or ownership arrangement complies with 22-8B-4.2.</p> <p>If applicable, the school provides evidence it has timely submitted all required application materials to PSFA for lease reimbursement payments by its deadlines.</p> <p><input type="checkbox"/> Condition Met.</p>		
<p>C.3. Attend all implementation year training and technical assistance sessions hosted by CSD.</p>	<p><input type="checkbox"/> Condition Met.</p>		
<p>C.4. Attend all implementation year conferences to discuss with</p>	<p><input type="checkbox"/> Condition Met.</p>		

CSD any issues, concerns, and findings identified in the Implementation Year Checklist.			
C.5. Correct all issues concerns, and findings identified in the Implementation Year Checklist.	<input type="checkbox"/> Condition Met.		
C.6.As part of the contract and framework negotiation and approval process, obtain the PEC approval of any substantial proposed changes to the educational model, staffing, organizational, and governance plan, or finance plan that were presented in the application.	<input type="checkbox"/> Condition Met.		
C.7.Address and correct any application deficiencies that were noted by both the PED and the PEC.	<input type="checkbox"/> Condition Met.		
C.8 Evidence that employment of head administrator and licensed school employees in compliance with nepotism rule as defined in NMSA § 22-8B-10.  <i>(Example: Lists of names, positions, relationships, and reporting structures, etc.)</i>	<input type="checkbox"/> Condition Met.		

**SCHOOL SPECIFIC CONDITIONS FROM APPLICATION APPROVAL, IF ANY,  
MUST BE MET PRIOR TO COMMENCEMENT OF OPERATIONS VOTE**

*Materials will be provided 8 day in advance of the PEC Meeting in which the commencement of operations vote is taken.*

**If the school fails to meet any of the conditions, the CSD will inform the PEC. At that time, the PEC will take appropriate action, which may include voting to halt the commencement of operations.**

CONDITIONS	DOCUMENTATION	Date of Completion	FINDINGS

**SUMMARY REPORT - CONDITIONS**

**ITEMS DUE TWO WEEKS PRIOR TO OPENING DATE**

**If the school fails to meet any of the following indicators, the CSD will inform the PEC. At that time, the PEC will take appropriate action, which may include voting to halt the commencement of operations.**

INDICATORS	DOCUMENTATION	Date of Completion	FINDINGS
P-O.1.Resolve all findings with the Implementation Year Checklist.	<input type="checkbox"/> Revised policies and additional documentation to address and resolve all findings, issues, and concerns identified in the May 15th review or discussed during the May 15th conference.		
P-O.2.Curriculum framework is articulated in writing and matches school mission and goals. (Framework aligned to NM content standards, benchmarks and performance standards by end of first year.)	<input type="checkbox"/> Status report on continued implementation of curriculum development plan.		
	<input type="checkbox"/> Resources necessary for the implementation of the curriculum as articulated are available.		
	<input type="checkbox"/> Curriculum identifies resources, knowledge and skills students are expected to learn (NMCCSS/NMCS).		
	<input type="checkbox"/> The curriculum identifies the learning standards or learning objectives students are expected to meet for each course.		
	<input type="checkbox"/> The curriculum identifies the units and lessons that teachers will teach.		

	<input type="checkbox"/> The curriculum identifies assignments and projects that will be given to students.		
	<input type="checkbox"/> The curriculum identifies the books, materials, videos, presentations, and readings used in a course.		
	<input type="checkbox"/> The curriculum identifies the tests, assessments, and other methods used to evaluate student learning		
P-O.3.School has implemented and adopted a budget and all mandatory policies.	<input type="checkbox"/> Signed statement from the governing body that the final budget, the final operating budget, and any revised policies were adopted and implemented by the governing body.		
	<input type="checkbox"/> If the school is at less than 95% of budgeted enrollment, the school provides a plan to adjust spending/budget to account for lower enrollment.		
P-O.4.Development / acquisition of facilities that meet E-Occupancy, NMCI requirements, and ownership/lease requirements (22-8B-4.2 NMSA)	<input type="checkbox"/> School has secured a facility that meets educational occupancy standards (E-Occupancy) and school has provided evidence of an E-Occupancy certificate.		
	<input type="checkbox"/> Evidence of sufficient New Mexico Condition Index.		

	<input type="checkbox"/> Copy of lease or approved lease purchase agreement. If the lease is with a private lessor or foundation, the school provides assurances that the lease meets maintenance requirements.  NMSA §22-8B-4		
P-O.5. Recruitment and hiring of adequate number of teachers and support personnel to match assignments and staffing plan, as adapted for actual enrollment	<input type="checkbox"/> Copies of licenses and credentials, or a plan for obtaining required licensure 90 days within the contract, are within the staff files.		
	<input type="checkbox"/> School has necessary licensure to teach curriculum, identified classes, and grade levels or a plan for obtaining required licensure 90 days within the contract effective.		
	<input type="checkbox"/> Signed contract(s) supporting minimum salaries and detailed position descriptions are within each staff file.		
	<input type="checkbox"/> Criminal background checks and fingerprinting documentation are within each staff file		
	<input type="checkbox"/> School has evidence of a licensed special education provider and a licensed gifted provider either on staff or on contract. If school has no identified special education or gifted		

	<p>students, then school must have evidence of a process or plan to provide these services should school received identified students.</p>		
<p>P-O.6.Relevant and necessary students forms completed and on file.</p>	<p><input type="checkbox"/> School has evidence of a licensed diagnostician available for special education evaluation referrals.</p>		
	<p><input type="checkbox"/> Completed student enrollment forms. Forms must indicate there is enrollment for a minimum of 8 students with New Mexico Residency.</p> <p><input type="checkbox"/> Completed English Language proficiency forms, home language surveys, or department-approved Language Use Survey for all enrolled students.</p>		
	<p><input type="checkbox"/> School has developed an IEP for all identified students or has evidence that an IEP meeting has been requested.</p>		

**SUMMARY REPORT - ITEMS DUE TWO WEEKS PRIOR TO OPENING DATE**