**Performance Framework Academic Goal Amendment**

**Request**

# Purpose

The *Performance Framework Academic Goal Amendment Request* is used to change a current Academic

Performance Framework Goal *as described in the charter contract Performance Framework*, when the change is within the control of the school*.* This request is only used when the Performance Framework Goal change is within the control of the school; a notification is used when the change is outside of the control of the school (e.g., assessment vendor discontinues services, goes out of business, etc.).

A change in a performance framework academic goal is **not** effective until approved by the PEC.

# Determining Eligibility

Schools shall only be eligible to submit a *Performance Framework Academic Goal Amendment Request* if the school is on a 2018 or 2019 contract template. Schools using the pre-2018 contract template who seek to submit a *Performance Framework Academic Goal Amendment Request* may do so concurrently with or after requesting that the commission negotiate with them to enter into an amended contract using the 2019 contract template.

# Submission Window

*Performance Framework Academic Goal Amendment Request* may only be considered at the February through June PEC meetings to go into effect in the *next* school year.

# PEC Consideration

An administratively complete *Performance Framework Academic Goal Amendment Request* submitted by a charter school that meets the eligibility criteria may be placed on the agenda of the next regular PEC meeting if the complete request was received at least 28 days prior to the meeting, or at the subsequent meeting if the complete request was not received at least 28 days prior to the next regularly scheduled meeting.

* A finding that the Charter School is not in compliance with governance reporting requirements **will result in a delay** in consideration of the request until the school comes into compliance, or if the school does not come into compliance, until the last meeting within the contractual timeline for a decision from the PEC.
* All performance data (academic, organizational, and financial) for the last three years including any outstanding complaints or investigations will be provided to the PEC for its consideration of the amendment request.

# Approval Factors

The PEC’s decision to approve or deny a *Performance Framework Academic Goal Amendment Request* will be based on the following considerations.

|  |
| --- |
| The *Performance Framework Academic Goal Amendment Request* does not change the essence of the school’s program;  |
| The *Performance Framework Academic Goal Amendment Request* does not result in the administration of an assessment that is in lieu of duplicative other assessments that must be administered under state law;  |
| The *Performance Framework Academic Goal Amendment Request* does not result in a decrease in the rigor or reliability of the school’s academic evaluation, considering the school’s prior performance and the recommendation coming out of a prior negotiation with a subcommittee of the commission[[1]](#footnote-1) regarding the proposed goal;  |
| The schools performance in relation to the proposed goal can be accurately reported and performance can be verified; and  |
| The applicant demonstrated capacity to successfully implement the requested change.  |

# Instructions for the Request

**If you have questions about completing the form or uploading documents, contact charter.schools@state.nm.us.** Complete all required fields and attachments (denoted by "\*").

## Form Fields

|  |  |
| --- | --- |
| **Field**  | **Instructions**  |
| **Current Information\***  | Identify the performance goal as it currently appears in the charter contract.  |
| **Proposed Change\***  | Identify the proposed new goal language that is to be included in the Academic Performance Framework. The language must include the following rating categories – Exceeds Standards, Meets Standards, Does Not Meet Standards, and Falls Far Below Standards and include measures and metrics, including percentages, for each rating category. The language must also identify how the school will report annual performance data.  |

## Attachments

**Approved Board Minutes or Certification of the Vote taken by the Board\***

Attach evidence that the requested change has been approved by the Charter School Board, certification must be signed by an authorized member of the board.

**Narrative\***

Upload a narrative that responds to the following prompts:

□ Describe the rationale for the change in the Academic Performance Framework Goal.

□ Explain why the requested measurement tool is reliable, including how the measurement tool was selected.

□ Explain why the requested goals are rigorous, including how the goals were established.

□ Explain why the requested goals are attainable.

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□ Describe how the requested goal meets all of the remaining elements of a SMART goal.

□ Describe how the requested goal aligns to and measures the effective implementation of school’s mission.

□ Provide all definitions necessary to understand the proposed goal (e.g., FAY, proficiency, growth, etc.)

□ Describe the school’s transition plan, including:

* Timeframes for implementation of the changes; o Purchasing necessary resources (e.g. assessment materials) to implement the changes; o Training staff to effectively implement the changes; and
* Providing evaluation (monitoring) and support to address challenges that may be encountered during the implementation of the change.

□ Describe the data, analysis, and timeline for reporting performance to the PEC. Include a sample report.

# Administrative Completeness Review

An administratively complete request includes the following:

□ Fully Completed Form

□ Approved Board Minutes or Certification of the Vote taken by the Board

o Comply with Open Meetings Act

o Board membership aligns with what is currently on file with PEC

□ Narrative, addressing all prompts

1. To schedule negotiation in advance of the consideration of the request, please contact the PEC Chair and CSD. [↑](#footnote-ref-1)