



**New Mexico Public Education Commission**

**2022 New Charter School Application Kit**

**DRAFT Part A.**

**Introduction, Instructions  
& Evaluation Rubric**



## Introduction

### The Charter Schools Act

The *New Mexico Charter School Application Kit* was developed to provide guidance in the writing and review of new charter school submissions. The target audience for this document is both the founding group (the applicant team), as they develop a charter school application, and the Authorizer—the Public Education Commission (PEC), Authorizer’s designee(s), or Authorizer’s legal counsel (collectively referred to as “Authorizer”), as they review and evaluate the quality and completeness of the application.

The New Mexico Charter Schools Act provides the following policy statement:

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 encourage parental and community involvement in the public school system; to develop and use 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 seq.*)

Starting a new charter school in New Mexico requires proposals from committed individuals who have the capacity to achieve strong, educational outcomes. Through charter schools, the 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 PEC makes the final determination regarding the application after reading the application, hearing from the applicants and the local community, and considering the information provided by the peer review team and the CSD.

## ~~A~~ Overview of the Review Process

Each year, the PEC approves and makes available, in writing at its office and on its website, a new charter school application kit for a specified fiscal year. The PEC-approved application kit for a new charter for the current application cycle includes templates and attachments approved by the PEC.

**Technical Review**—CSD staff will confirm whether the applicant team has met all requirements and whether the application kit contains all components required by statute, rule, and application instructions. An application kit will pass the technical review if:

1. The applicant team timely submitted a Notice of Intent no later than the second Tuesday of January of the year in which an application will be filed, to the PEC and the district in which the proposed school will be located;
1. The application kit contains complete information for each application component, including an Executive Summary, all completed narrative sections, and all required exhibits, attachments, appendices, including the 910B5 SEG worksheet and a five-year Budget Plan.

Failure to meet the criteria above will result in the application kit being deemed incomplete. The application will be evaluated based on the information that is included in the application kit when it is submitted.

Templates and attachments must not be altered from the approved content, format, and sequence. An application kit submitted for a new charter will be deemed incomplete if it contains modifications to the content, format, or sequence of the application, templates or attachments or if it contains templates or attachments that were approved for use in a prior fiscal year.

Applicants will receive written notification of the deficiencies not more than ~~five~~<sup>10</sup> business days after the submission of the application kit. If the application is deemed incomplete, the Applicant's file will be closed. The applicant team may, within five business days of receiving the notice of an incomplete application, request a review by the PEC at its next regularly scheduled meeting. No new information and no additional submissions will be accepted or reviewed by the PEC or CSD. ~~If such a request is received and the PEC finds that the application was complete, the application processing timelines will be adjusted.~~

**Review**—Applications will be evaluated and rated using the Evaluation Rubric, which is included in this document, Part A. An external peer review team will review each application. The review team consists of New Mexico Charter School experts who are overseen by the CSD. Each peer review team member will review each new charter application kit independently and thoroughly. Once complete, the peer review team will come together to discuss the application package and provide a consensus score, reasoning and analysis. This preliminary analysis will be provided to the applicant team and the PEC.

~~The PEC and the CSD have determined that answers that score in the "Meets the Criteria" category are satisfactory and those that fall into the "Approaches the Criteria" and "Falls Far Below the Criteria" are unsatisfactory, and will require more explanation in order to score in the "Meets the Criteria" category. The CSD has the ability to review scores for uniformity between applications assessed at the same time and review teams reviewing applications at the same time.~~

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**Capacity Interview**—The peer review team will interview the applicant team. The interview questions

are designed to determine the applicant team’s capacity to implement the charter school proposed in the application kit and to provide an opportunity for the applicant team to clarify ~~any information that was deemed “Approaches the Criteria” or Falls Far Below the Criteria” or any other~~ weaknesses identified in the application preliminary review. The Application rating and analysis, along with a rating and analysis of the Capacity Interview, will form the basis for the CSD’s analysis to the PEC. (See Part D below.)

**Community Input Hearing**—The PEC holds a public hearing at which the applicant team has an opportunity to answer the PEC’s questions. During the hearing, the PEC also has a chance to hear from the community and to learn about the positives and negatives for potentially opening a school like the one proposed (NMSA 22-8B-6(K)). The PEC will ask the applicants to respond to questions on the application during the Community Input Hearing. The applicant team may have the personnel with the technical expertise at the hearing (and *should* have experts present who were involved in completing the application kit). However, all applicant team members should demonstrate knowledge and understanding in all areas of the application.

**CSD Analysis**—The CSD utilizes information from the external peer review team consensus rating analysis, and capacity interview, along with analysis of the community input hearing to prepare materials for the PEC. The analysis is presented to the applicants and PEC at least two weeks prior to the August PEC meeting.

**PEC Consideration**—The PEC will make the final decision to deny, approve, or approve with conditions charter school applications. The PEC reads and evaluates all applications. The PEC’s decision is based on, but not limited to the following:

- 1) ~~the applicant team~~ complete application submitted by applicant team;
- 2) ~~the~~ external peer review team analysis;
- 3) ~~the~~ capacity interview and; the peer review team final scoring Evaluation Rubric and analysis;
- 4) ~~the~~ community input hearing;
- 5) ~~the~~ CSD’s analysis;
- 6) all clarifying information and statements provided by announced deadlines; and
- 6) ~~the~~ applicants’ statements at the PEC July meeting.

~~If you have further questions regarding this process, p~~ please ~~do not hesitate to call~~ contact the Charter Schools Division at [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us) or (505) 827-6909 with any questions regarding this process.

## The New Charter School Application kit contains four main parts, plus appendices:

All parts of the kit comply with the amended Charter School Act, which requires charter schools' performance to be measured according to a framework of specific criteria. The application itself is organized by the framework.

**Part A, the Introduction, Instructions and Evaluation Rubric** provides applicant teams with information regarding instructions, application timelines, contact information, an application glossary of terms, logistical information, and the Evaluation Rubric. The overall ability of the applicant team to create a clear, cohesive, comprehensive, reasonable, and innovative charter school application depends in large part on following the instructions and Evaluation Rubric in Part A.

**Part B, the Executive Summary** requires the applicant to provide an overview of the proposed school. This offers the reviewers a general understanding of what is described in detail in the application. This summary will be posted on the CSD website so that the public knows who is applying for a state-funded public charter school. This section is not evaluated for points. However, the summary should adequately reflect what is found in the rest of the application. It will be submitted along with Part C between May 1 and June 1 at 5:00 PM Mountain Time of the current year.

**Part C, the Written Responses** requests information from the applicant team that should be responded to ~~completely~~. The Evaluation Rubric should guide the applicant team's responses. ~~In addition, it~~ is important not to compartmentalize responses but to use the prompts to present a clear, comprehensive, cohesive, reasonable, and innovative educational, organizational, and financial framework for the proposed public charter school. The peer reviewers and CSD will be looking for a consistent narrative that presents evidence of a thorough and thoughtful plan, formulated by a capable team, deserving of being entrusted with millions of dollars of public funds, and which will offer a vibrant and innovative educational option for New Mexican children and their families. The proposed school's mission should be reflected throughout the Application in all proposed curriculum, programs, budgets, and resource allocations.  
**Note: Simply following the prompts does not guarantee approval by your selected Authorizer.**

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**Part D, the Capacity Interview Questions and Rubric** does not require any written information from the applicant team. Instead, applicants should use the questions in Part D as a way to showcase ~~the applicant team's show they as the applicant team have the~~ capacity to implement the framework for the charter school outlined in the application. All applicants receive the same set of fifteen (15) standard questions plus individualized questions created by external peer application reviewers based on their review of the initial application.

### Appendices:

- [A. Governing Body Bylaws](#)
- [B. Head Administrator Job Description](#)
- [C. Job Descriptions for Certified, Licensed, and Other Key Staff](#)
- [D. Proposed Agreements Governing Third Party Relationships and Memoranda of Understandings \(MOUs\) \(\\*Required if applicable\\*\)](#)
- [E. PSFA-Approved Projected Facility Plan Documentation](#)
- [F. Five Years of 910B5 State Equalization Guarantee \(SEG\) Computation Revenue Estimates](#)
- [G. Five-year Budget Plan](#)
- [H. Internal Control Procedures](#)

## Appendices and Attachments

**Commented [RBP3]:** Part C contains the full original list, with naming convention and check yes/no if attached. Seems like a simple bullet list would suffice here.

	<u>Appendix Description</u>	<u>File Naming Convention</u>	<u>Attached (Check if Yes)</u>
<u>A</u>	<u>II-A1 Governing Body Bylaws</u>	<u>A SchoolName Bylaws</u>	<input type="checkbox"/>
<u>B</u>	<u>II-C3 Head Administrator Job Description</u>	<u>B SchoolName HeadAdmin</u>	<input type="checkbox"/>
<u>C</u>	<u>II-D2 Job Descriptions for Certified, Licensed, and Other Key Staff</u>	<u>C SchoolName JobDesc</u>	<input type="checkbox"/>
<u>D</u>	<u>II-I2 Proposed Agreements Governing Third Party Relationships and Memoranda of Understandings (MOUs) (*Required if applicable*)</u>	<u>D SchoolName MOUs</u>	<input type="checkbox"/>
<u>E</u>	<u>II-L1 PSFA-Approved Projected Facility Plan Documentation</u>	<u>E SchoolName FacilityPlan</u>	<input type="checkbox"/>
<u>F</u>	<u>III-B1 Five Years of 910B5 State Equalization Guarantee (SEG) Computation Revenue Estimate Worksheets</u>	<u>F SchoolName 910B5</u>	<input type="checkbox"/>
<u>G</u>	<u>III-B2 Five-year Budget Plan</u>	<u>G SchoolName BudgetPlan</u>	<input type="checkbox"/>
<u>H</u>	<u>III-C1 Internal Control Procedures</u>	<u>H SchoolName InternalControl</u>	<input type="checkbox"/>

## Summary

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Experience has shown that successful charter schools tend to have a number of common characteristics such as:

- A clear, focused, results-oriented, measurable mission statement that aligns to all parts of the proposal
- A demonstrated understanding of the charter school's projected students, based on the local community or the school district in whose geographic boundaries the charter school applies to operate
- An educational program that is likely to be effective for the school's projected students, based on the local community or the school district in whose geographic boundaries the charter school applies to operate
- Strong goals to assist the school in meeting its mission and educational programming in an equitable way
- Strong, experienced, and diverse leadership and governance that aligns the mission of the school with results-oriented, measurable practice
- A Governing Body that provides strong, professional functions in financial oversight, Board functions, and supporting the leadership of the school
- Strong financial planning and management
- A school that demonstrates support and ownership of the school by the local community, not just the applicant team

~~Authorizers want~~The PEC expects thoughtful, well-developed applications from capable school developers who are committed to enhancing education in New Mexico. All successful applicants shall: 1) enter into a planning/implementation year including required monthly meetings, 2) complete a planning/implementation year checklist, and 3) negotiate a contract with ~~their Authorizer~~the PEC prior to receiving approval from the ~~Authorizer-PEC~~ to commence operations. The templates used in the negotiations are available on PED's website.

## Instructions and Timeframe

*(The following dates are for applicants who intend to submit an application to the PEC. — All applications must be submitted between May 1 and June 1.)*

<b>NOI</b> <u>Notice of Intent</u>	The Notice of Intent (NOI) must be submitted no later than the second Tuesday in January, on the form provided, to <b>both</b> the Public Education Commission and the local district where the proposed charter school intends to be located.
<b>Form and Point of Contact</b>	All submissions should be prepared utilizing the <i>current year's New Charter School Application Kit</i> . The Executive Summary, the Application, and all appendices must be complete when submitted. <u>Any</u> questions regarding the Application and the review process must be directed to <a href="mailto:charter.schools@state.nm.us">charter.schools@state.nm.us</a> .
<b>Notice</b>	Be sure that the CSD has the most current email address and phone number for applicants <i>at all times</i> . Due to the limited number of CSD staff and heavy workload, the CSD will NOT send any notices or other information by hard copy unless required to do so by law.
<u>Technical Assistance Workshops</u>	<u>At least five New Application Training Workshops will be provided by the CSD, generally once per month, January – May. Applicant teams that submit a timely NOI will be notified of the details, dates, times, and locations for all trainings via email. The CSD website for information regarding the Technical Assistance Workshops is: <a href="https://webnew.ped.state.nm.us/bureaus/options-parents-families/charter-schools/trainings-offered/">https://webnew.ped.state.nm.us/bureaus/options-parents-families/charter-schools/trainings-offered/</a>. To RSVP, please send participant's name, school affiliation, position, and email address to <a href="mailto:charter.schools@state.nm.us">charter.schools@state.nm.us</a>.</u>
<b>Deadline: Charter Application</b>	Charter Applications may be submitted between May 1 <sup>st</sup> and June 1 <sup>st</sup> . <del>The</del> <b>however, the deadline</b> for submission of all materials to the PED's CSD is <b>June 1<sup>st</sup>, by no later than the end of the day (5:00 p.m. PM Mountain Time).</b>
<b>Deadline: Public School Facilities Authority (PSFA) Master Facilities Plan/<del>Ed. Spec. Checklist</del></b>	Charter applications must include evidence that the founders have completed and submitted a Facilities Master Plan/ <del>Educational- Specifications- Checklist (found on the PSFA website)</del> . The completed form must be submitted to the PSFA in April. The exact date will be provided in the training sessions. <del>Find the Facilities Master Plan/Ed. Spec. Checklist form on the PSFA website.</del> Please contact PSFA for more information.
<b>Manner of Submission of the completed Charter Application</b>	<b>Only electronic copies will be accepted.</b> <del>All applicant teams must submit an electronic version of Part B.</del> Submission accounts will be created and training will be provided during the new application training. <b>CSD will confirm receipt of application.</b> For questions about submission, contact <a href="mailto:charter.schools@state.nm.us">charter.schools@state.nm.us</a> .
<b>Technical Assistance Workshops</b>	<del>At least five New Application Training Workshops will be provided by the CSD, generally once per month, January – May. Applicant teams that submit a timely NOI will be notified of the details, dates, times, and locations for all trainings via email. The CSD website for information regarding the Technical Assistance Workshops is: <a href="https://webnew.ped.state.nm.us/bureaus/options-parents-families/charter-schools/trainings-offered/">https://webnew.ped.state.nm.us/bureaus/options-parents-families/charter-schools/trainings-offered/</a>. To RSVP, please send participant's name, school affiliation, position, and email address to</del>

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	<a href="mailto:charter_schools@state.nm.us">charter_schools@state.nm.us</a>
<b>Applications Provided to the PEC</b>	<del>All</del> Copies of all received applications will be transmitted to the PEC on or before June 8.
<b>Substantive Review Period</b> (June 2–24)	An external peer review team of New Mexico charter school experts will read and analyze the applications <u>in June</u> . Each team is overseen by CSD staff.
<b>Written Application Preliminary Analysis</b> (June 27–June 30)	The peer review team’s preliminary analysis of the written application is provided to the applicant and the PEC <u>no fewer than four days</u> prior to the applicant team’s scheduled Capacity Interview date.
<b>Capacity Interviews</b> (July 5-8)	<del>The Capacity Interview will be held in Albuquerque.</del> <b>The Capacity Interview is a critical component of the review process, and the applicant teams’ key spokesperson must be available. In addition, if a particular person drafted a section in its entirety, that person should also be available to answer questions.</b> This interview will be designed to demonstrate the applicant team’s capacity to implement the school as planned in the Application.
<b>Capacity Interview Preliminary Analysis</b> (July 11-15)	The review team’s preliminary analysis of the capacity interview is provided to the applicant team and the PEC <u>no fewer than seven days</u> prior to the applicant team’s scheduled Community Input Hearing date.
<b>Public Hearing to Obtain Community Input Hearings</b> (July 18-22)**	<del>As provided by the New Mexico Charter Schools Act, t</del> he PEC will hold Community Input Hearings <u>in July</u> to allow the local community, including the local school district, the opportunity to provide comments on the application. In addition, the PEC will use this opportunity to obtain information from the applicants that may inform the commissioners, prior to taking an actual vote. <del>The PEC expects that applicant teams have a knowledge and understanding of all parts of their submitted application, including budget.</del>
<b>CSD Analysis</b>	The CSD will send its analysis <u>by email</u> to the PEC and to the applicant no later than two weeks prior to the PEC meeting. <del>The analysis will be sent via email.</del>
<b>PEC Decision-Making Meeting</b> (3 <sup>rd</sup> week of August)**	The PEC will hold a public decision-making meeting <u>no later than September 1</u> to: a) approve, b) approve with conditions, or c) deny the Application. At this meeting, the applicants will have an additional opportunity, prior to the decision, to address the PEC and to answer questions from the PEC members.

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~~\*\*These dates are subject to change based on conflicts beyond the control of the CSD and the PEC. The number of charter applications submitted to the PEC for consideration may influence these dates as well.~~

## Glossary of Terms Relevant to the Application

**Alignment of Curriculum, Educational Program, Student Performance Standards :** The curriculum of all public schools must be aligned with the New Mexico Common Core State Standards, Content Standards, Benchmarks, and Performance Standards. An alignment document—by subject and grade level—lists each of the performance standards, cross-referenced with the instructional materials, and a timeline for when they are addressed.

**Assessment:** A valid formative and summative reliable method(s), tool(s) or system(s) to evaluate and demonstrate progress toward—or mastery of—the academic and non-academic performance goals stated in the application.

**Charter School Act:** The Charter Schools Act, 22-8B-1 et. seq. NMSA 1978, allows the authorization of charter schools that are independent public schools. Charter Schools operate under charters granted for up to five years by the Public Education Commission (PEC) or local school districts, known as Authorizers. Once an Authorizer has awarded a charter, the new charter school organizes around the mission, curriculum, theme, and/or teaching method described in its application. Charter schools are allowed autonomy, including control of their own budget, hiring their own employees, and other functions that the charter school is required to perform in order to carry out the educational program described in its charter. A charter school, on an annual basis, must demonstrate academic improvement, fiscal responsibility, and sound organizational operations that comply with the law.

In 2011, the Legislature amended sections of the Charter School Act to add and modify accountability requirements for charter schools and Authorizers. By using a Performance Contract and accompanying Performance Framework, charter schools have specific material terms they must meet. In addition, they are assessed by the indicators contained in the Performance Frameworks. The categories evaluated in the Performance Framework are Academic, Financial, and Organizational indicators. If the school is approved, the Authorizer negotiates terms of the Performance Contract, including mission-specific goals or student performance indicators, with the charter school prior to the time that the school commences operations.

**Instructional Hours:** Hours in which regular students are in school-directed instructional programs, exclusive of lunch and breaks. This should include an example of a daily schedule in which the instructional hours will be fulfilled in order to visualize a typical day for students and teachers.

**Mission:** The mission of the school is a concise statement that describes the purpose of the school and how the school will achieve it. The mission should answer questions, such as: 1) what outcomes for students does the school seek to accomplish; 2) how will it accomplish those outcomes; and 3) what is unique about the school? The best mission statements are clear, focused, compelling, and have a focus on outputs rather than inputs. The statement should be the driving force and rationale behind all the other components of the application. There should be indicators throughout the application that show how the school will actualize the intended mission.

**Mission-Specific Goals OR Student Performance Indicators:** The Amended Charter School Act requires that new charter applications include: the goals, objectives and student performance outcomes to be achieved by the charter school as well as a description of the charter school's plan for evaluating student performance, the types of assessments that will be used to measure student progress toward achievement of the state's standards and the school's student performance outcomes, the timeline for

achievement of the outcomes and the procedures for taking corrective action in the event that student performance falls below the standards. (NMSA 22-8B-8(B)). This application requirement prepares the applicant team for the Performance Framework contents, which will be negotiated with the PEC if the proposed charter application is approved. Specifically, the performance framework shall allow for the inclusion of additional rigorous, valid and reliable indicators proposed by a charter school to augment external evaluations of its performance, provided that the chartering authority shall approve the quality and rigor of such proposed indicators and the indicators are consistent with the purposes of the Charter Schools Act (NMSA 22-8B-9.1(c)).

**New Mexico Common Core State Standards, Content Standards, Benchmarks, and Performance Standards:** The State of New Mexico has established the Content Standards with Benchmarks and Performance Standards to be used by all public schools, including charter schools, and state-supported educational institutions to develop, deliver, and assess curriculum. New Mexico has adopted the Common Core State Standards. The NM Standards may be accessed at: <https://webnew.ped.state.nm.us/bureaus/instructional-materials/new-mexico-content-standards/>

**NM Standards:** Refers to New Mexico Content Standards, Benchmarks, and Performance Standards

**Partnership:** A partner organization supports the implementation of the school’s mission. A “partnership” is a formal relationship rather than an informal or tangential agreement to provide ancillary support to particular school programs through the commitment of funds or other resources to support the school’s operation and long-term existence. According to Charter Law, A charter school is a public school that may contract with a school district or other party for provision of financial management, food services, transportation, facilities, education-related services or other services. The governing body shall not contract with a for-profit entity for the management of the charter school (NMSA 22-8B-4R).

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**Plagiarism:** The practice of taking someone else's work or ideas and passing them off as one's own will not be tolerated. Be sure to credit authors and cite sources for any references in the application.

**Plan/Process:** A plan, for purposes of this application, is a detailed statement of how an outcome will be achieved. A plan could include, as appropriate: clear expectations, criteria, actions steps, monitoring steps, timelines, benchmarks, onboarding procedures, and responsible parties.

**Policy:** A policy, for purposes of this application, is a guiding statement that reflects the principles, rules, or guidelines to be adopted by the school’s governing body once the charter contract is formally executed. Policy statements contain clear expectations, criteria, timelines, and responsible parties to be implemented on behalf of the governing body.

**Procedure:** A procedure, for purposes of this application, is a statement of the specific methods to be used or course of action that will be taken to implement a policy in the day-to-day operation of the school. A procedure identifies action steps, timelines, benchmarks, and responsible parties.

**Remediation for students not achieving standards:** Remediation, for purposes of this application, refers to a process, procedure, plan, or a variety of instructional support opportunities to assist individual students who are not achieving proficiency in the NM standards or other student performance expectations. There should be a detailed plan for how the school intends to provide a differentiated learning experience to support students in meeting their educational potential.

**Scope and Sequence:** A scope and sequence should include the following components:

- Grade levels, grade spans, age spans, or other sequence
- The knowledge, content standards/areas or organizing themes within the grades levels, grade spans, age spans, or other sequence.
- The time/number of lessons/etc. spent to address specific knowledge, content standards/areas or organizing themes.
- Sufficient coverage of all grade level content standards/areas required by the state.

**SMART Format Goals:** ~~Goals must be guided by~~ **Mission-Specific goals must be the SMART format according to the format set forth in Mission-Specific Goals description above. 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.
- **Attainable.** A goal should be attainable and realistic.
- **Rigorous.** A goal should be challenging, based on current or expected performance.
- **Time-Specific with Target Dates.** A well-conceived goal should specify a timeframe or target date for achievement.

**Special Populations:** Special populations may include students who have been identified with special needs that require an Individualized Education Plan (IEP), a Section 504 Accommodations plan, English language learner (EL) instruction, or those who require access to ancillary services including, but not limited to, health, speech/language services, social work services, physical therapy, occupational therapy, etc.

**State and Federal Accountability System Academic Performance Indicator:** The School Grading Accountability System is the first part of the academic framework that is used to evaluate all public schools, including charter schools, in the state of New Mexico. The NM System of School Support and Accountability Report includes criteria components such as Math and Reading Proficiency, Student Growth, English Learner Process, Science Proficiency, Chronic Absenteeism, Educational Climate, Graduation Rates, and College and Career Readiness (the latter two being appropriate for high school only). Understanding the State Accountability System is critical in the development of your school, as it is a major component of your school's annual evaluation.

**Unique:** Unique, for the purposes of this application, describes specific methods that are different and innovative, based on reliable research, effective practices, or demonstrably successful in schools with diverse characteristics, not currently available to students in the proposed geographic area. Compare and contrast with educational programs of other public schools that serve the same grade levels in that area.

## Evaluation Rubric for Part B II: Application

**Rating:** Along with each prompt, the application identifies the elements that must be present for a response to be evaluated as “Meets the Criteria.” The following rubrics govern general rating practices.

*Please be sure that each response also completely addresses the bulleted points in the rubrics for each individual prompt-es well.*

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<b>Meets the Criteria</b>	<ul style="list-style-type: none"> <li>● All required elements present</li> <li>● Sufficient detail present, enabling the proposal to be implemented without requiring further proposal development</li> <li>● The proposal is reasonable and realistic</li> <li>● Fully consistent with other sections, including budget and mission</li> <li>● Fully consistent with all requirements of law</li> <li>● Coherent and easily understood</li> </ul>
<b>Approaches the Criteria</b>	<ul style="list-style-type: none"> <li>● <del>Does not clearly meet all criteria identified above to be rated “Meets the Criteria”</del></li> <li>● The majority of required elements are present, but not all</li> <li>● Insufficient detail; further proposal development will be required before the applicant can begin to implement the concept</li> <li>● Minor inconsistencies with other sections of the application</li> <li>● May raise questions about legal compliance, but does not demonstrate non-compliance</li> <li>● May raise questions about reasonableness or viability of the proposal</li> </ul>
<b>Does <u>Not Meet</u> the <u>Criteria</u></b>	<ul style="list-style-type: none"> <li>● None or less than a majority of the required elements are present</li> <li>● Contradicts <del>other sections, or or is</del> substantially inconsistent with other sections</li> <li>● Insufficient detail to understand the proposal, which includes:                             <ul style="list-style-type: none"> <li>○ Copying responses from a prior applicant’s application</li> <li>○ Copying statutory, regulatory, or policy/guidance language</li> <li>○ Plagiarizing information from other publicly available material</li> </ul> </li> <li>● Includes statements that violate or conflict with the requirements of law</li> <li>● Incoherent or <del>cannot be understood</del> <u>confusing</u></li> <li>● The proposal is patently unreasonable or unrealistic</li> <li>● <del>Does not clearly meet criteria identified above to be rated “Approaches the Criteria”</del></li> </ul>

**Commented [RBP7]:** True by definition if it isn’t rated “Meets”

**Commented [RBP8]:** True by definition

## II. Academic Framework

### A. Mission and Vision

A. (1)	MISSION
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>Identify how the proposed school will achieve its mission.</li> <li>Discuss the importance of the mission to your proposed community</li> <li>Be clear, concise, innovative, and measurable</li> <li>Discuss what mission success will look like</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

A.(2)	VISION STATEMENT
Rating	Expectations
<input type="checkbox"/> Complete	A complete response must describe <ul style="list-style-type: none"> <li>The team's reasoning and purpose</li> <li>Why your team is committed to providing a public education platform for your proposed community</li> <li>How your team intends to interact with your proposed community in order to provide their children with better academic outcomes</li> <li>What about your proposed program serves the proposed community in unique and innovative ways?</li> </ul> <p><i>This narrative will be rated for completion, not content</i></p>
<input type="checkbox"/> No Response	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

A. (3)	UNIQUENESS AND INNOVATION
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>Describe the uniqueness, innovation, and significant contribution of your educational program to the local NM public education environment;</li> <li>Describe the needs of the community; and</li> <li>Demonstrate how the applicant team knows there is a compelling demand for the proposed school's educational program in the geographic area in which the school plans to locate.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	

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	<ul style="list-style-type: none"> <li>Ensure that the evidence establishes a compelling demand for the proposed school's educational program based on reliable research, effective practices, or demonstrated success in schools with diverse characteristics.</li> </ul>
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

**B. Mission-Specific Goals OR Student Performance IndicatorS**

B.	<u>Mission-Specific goals OR Student Performance Indicators</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>Include two mission-specific goals or Student Performance outcomes;</li> <li>Align to the student outcomes identified in the mission response (A.1.);</li> <li>-Be guided by the elements of the SMART format:</li> <li>Include measures and metrics.</li> <li>Include how the board of the proposed school intends to regularly monitor equitable mission success</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

**C. Curriculum, Educational Program, Student Performance Standards.**

C.	<u>Curriculum, Educational Program, Student Performance Standards.</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>Describe the proposed school's curriculum <i>including research-based evidence that supports the effectiveness of the selected model and the target population</i>;</li> <li>Describe how the proposed school's curriculum will meet the requirements of equity for all underserved populations.</li> <li>Identify information that demonstrates how the curriculum will align with the New Mexico Common Core State Standards (CCSS) and New Mexico Content Standards;</li> <li>Identify information that demonstrates how the curriculum will align with the proposed school's mission; and</li> </ul>
<input type="checkbox"/> Approaches	

<input type="checkbox"/> Does Not Meet	<ul style="list-style-type: none"> <li>• Include a reasonable (as based on the professional judgment of experienced educators) timeline and plan for the development of the entire proposed curriculum—including scope and sequence, unit plans, daily lesson plans, project plans and rubrics, and unit and course assessments.</li> </ul>
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[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

**D. Bilingual Multicultural Education, Indian Education, Hispanic Education and Black Education**

D(1). Rating	Bilingual Multicultural, Indian, Hispanic and Black Education Acts Expectations
<input type="checkbox"/> Meets	<p>A complete response must ensure equal education opportunities for students in New Mexico by:</p> <ul style="list-style-type: none"> <li>• Addressing the goals of the Bilingual Multicultural Education Act (NMSA §22-23-1) including: <ul style="list-style-type: none"> <li>○ providing students with opportunities to expand their conceptual and linguistic abilities and potentials in a successful and positive manner;</li> <li>○ teaching students to appreciate the value and beauty of different languages and cultures; and</li> <li>○ meeting state academic content standards and benchmarks in all subject areas.</li> </ul> </li> <li>• Addressing the goals of the Indian Education Act (NMSA §22-23A-1) including: <ul style="list-style-type: none"> <li>○ Ensuring equitable and culturally relevant learning environments and culturally relevant instructional materials for American Indian students</li> <li>○ Providing for the study, development and implementation of educational systems that affect the educational success of American Indian students to close the achievement gap, increase graduation rates;</li> <li>○ Encouraging and fostering parental involvement in the education of their children; and</li> <li>○ Providing mechanisms to improve educational opportunities for Native American students for the purpose of closing the achievement gap,</li> </ul> </li> </ul>
<input type="checkbox"/> Approaches	

<input type="checkbox"/> Does Not Meet	<p>increasing graduation rates, and increasing postsecondary enrollment, retention, and completion.</p> <ul style="list-style-type: none"> <li>● Addressing the purpose of the Hispanic Education Act (NMSA §22-23B-2), including: <ul style="list-style-type: none"> <li>○ Providing for the study, development and implementation of educational systems that affect the educational success of Hispanic students to close the achievement gap, increase graduation rates;</li> <li>○ Encouraging and fostering parental involvement in the education of their children; and</li> <li>○ Providing mechanisms to improve educational opportunities for Hispanic students for the purpose of closing the achievement gap, increasing graduation rates, and increasing postsecondary enrollment, retention, and completion.</li> <li>○ initiate and organize an equity council composed of multiple school stakeholders with the intent to create more equitable learning opportunities for marginalized students.</li> </ul> </li> <li>● Address the purpose of the Black Education Act (HB 43), including: <ul style="list-style-type: none"> <li>○ Developing and including anti-racism policies</li> <li>○ Developing curricula and instructional materials that recognize and teach black culture and anti-racism. Implementing anti-racism training for teachers and staff</li> <li>○ Opportunities to explore one's identity and societal systems that may impact their identity and future.</li> </ul> </li> </ul>
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

<b>D(2).</b>	<p><b>Equity Plan</b> Proposed school will create an effective and equitable system of supports for all students focused on root-cause analysis, equity-focused leadership and continuous improvement, and culturally and linguistically responsive curriculum and pedagogy</p>
<b>Rating</b>	<p><b>Expectations</b> A complete response must ensure equal education opportunities for students in New Mexico by:</p>
<input type="checkbox"/> Meets	<ul style="list-style-type: none"> <li>● A plan to initiate and organize an equity council composed of multiple school stakeholders with the intent to create more equitable learning opportunities for marginalized students.</li> <li>● If the proposed school is to be located in a historically defined Indian impacted school district, a plan for conducting a needs assessment to determine what supports are needed in the public charter school, at home and in the community to help Indian students succeed in school, graduate with a diploma of excellence and be prepared to enter post-secondary education or the workplace.</li> <li>● A detailed plan for the implementation of a culturally and linguistically responsive framework.</li> <li>● A detailed plan for attracting and retaining quality and diverse teachers to teach New Mexico's multicultural student population</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

**E. Graduation Requirements:**

E.	<u>Graduation Requirements.</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>● Identify all of the proposed school’s graduation requirements;</li> <li>● Provide an explanation of how the proposed school will support students behind on graduation to earn a diploma.</li> <li>● Provide proposed Alternative Demonstration of Competency policies, if any</li> <li>● Align to state graduation requirements OR explicitly identify all requirements that vary from state minimum requirements; and</li> <li>● If there are variances from state minimum requirements explain the following:               <ul style="list-style-type: none"> <li>○ why the proposed school believes the change is important</li> <li>○ how the change supports the mission</li> <li>○ how the change ensures student readiness for college, career, or other post-secondary opportunities.</li> </ul> </li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
<input type="checkbox"/> Not Applicable	

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

**F. Instruction:**

F.(1) Instruction	<u>Teaching and Instructional Philosophy</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>● Describe the teaching and instructional philosophy of the proposed school;</li> <li>● Identify primary instructional methods to be implemented that ensure equity and that align to the philosophy;</li> <li>● Identify information that demonstrates the instructional methods are research-based; and</li> <li>● Describe how the educational philosophy and instructional methods support and align to the mission and curriculum.</li> <li>● How the proposed instructional methods will best support the population the school intends to serve.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

F.(2) Instruction	<u>Yearly Calendar and Daily Schedule</u>
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Rating	Expectations
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>● Include a yearly calendar that identifies the following: <ul style="list-style-type: none"> <li>○ Annual start date and end date</li> <li>○ Teacher professional development days and times</li> <li>○ School-wide assessment periods</li> <li>○ School days, holidays, and partial days</li> <li>○ Teacher parent conferences;</li> </ul> </li> <li>● Include a daily schedule that identifies the following: <ul style="list-style-type: none"> <li>○ Instructional times</li> <li>○ Break times</li> <li>○ Start and end times</li> <li>○ Differences in the daily schedule for full and partial days;</li> </ul> </li> <li>● Meet all minimum hour (total instructional time) requirements laid out in NMSA 22-2-8.1;</li> <li>● Describe how the calendar and schedule support the proposed school's educational program;</li> <li>● Describe how the calendar and schedule are optimal for achieving high outcomes for the anticipated student population;</li> <li>● Describe the extended learning time programs to improve academic success of students and professional learning of teachers;</li> <li>● If this is an elementary school, and you are participating in k-5 plus or extended learning program, describe the k-5 plus program and extended learning program and provide your calendar for year 2; and</li> <li>● Be supported by the proposed budget found in the Financial Framework section of the application.</li> <li>● Describe how the proposed calendar supports and values the community it intends to serve.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

F.(3) Instruction	<u>How Instruction will be effective for the student population.</u>
Rating	Expectations
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>● Identify the anticipated student population, including: <ul style="list-style-type: none"> <li>○ Demographic information based on the local community population</li> <li>○ Educational proficiency based upon enrollment at the school</li> <li>○ Attendance and truancy trends</li> <li>○ English language proficiency</li> <li>○ Diverse populations</li> <li>○ At-Risk populations</li> <li>○ Special Educational needs;</li> </ul> </li> </ul>
<input type="checkbox"/> Approaches	

<input type="checkbox"/> Does Not Meet	<ul style="list-style-type: none"> <li>• Explain any special factors influencing the makeup of the anticipated student population;</li> <li>• Explain how the educational philosophy has been designed to meet students' needs;</li> <li>• Explain how the instructional methods have been designed to meet students' needs and specifically how they will meet the needs of at-risk students; and</li> <li>• Explain how the yearly calendar and daily schedule have been designed to meet students' needs.</li> <li>• Explain how the yearly calendar and daily schedule have been designed to meet students' needs.</li> </ul>
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[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

**G. Special Populations:**

G.(1a)	<b><u>Instructional Services and Supports for Students with IEPs</u></b>
Rating	Expectations
<input type="checkbox"/> Meets	<p>A complete response must Describe how the proposed school will identify and provide:</p> <ul style="list-style-type: none"> <li>• instructional supports and services to the spectrum of needs of students with disabilities, who have IEPs or are eligible for an IEP;</li> <li>• instructional supports and services to gifted students who have IEPs or are eligible for an IEP;</li> </ul>
<input type="checkbox"/> Approaches	<p>Describe how the proposed school will</p> <ul style="list-style-type: none"> <li>• Ensure that students who are ELs are not over-identified as students with disabilities;</li> <li>• Identify specific responsibilities for school staff, classroom teachers, and special education staff; and</li> <li>• Identify specific training and support that will be provided to teachers and school staff to ensure they are able to fulfill their responsibilities.</li> </ul>
<input type="checkbox"/> Does Not Meet	<p>Describe the proposed school's:</p> <ul style="list-style-type: none"> <li>• Timeline, benchmarks, and people responsible for developing discipline policies and protocols for your special populations.</li> <li>• Capacity of the school district in the geographic boundaries of the proposed school to provide special education services and FAPE.</li> <li>• Process for tracking this protected population's progress and services, how that will be reported to the board.</li> </ul>

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

G. (1b)	<b><u>Monitoring and Evaluation of Special Education Students</u></b>
Rating	Expectations

<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Describe how the proposed school will monitor the progress toward special education students' attainment of IEP goals;</li> <li>Identify specific responsibilities for school staff, classroom teachers, and special education staff; including when and who will be reporting on progress towards goals.</li> <li>Identify the regular intervals at which progress will be monitored and success will be evaluated;</li> <li>Identify specific actions/reporting that will engage and inform students and or families; and</li> <li>Describe how the school will evaluate the effectiveness of its special education program and services.</li> <li>Describe how mission success will be tracked, measured, ensured and reported on with these special populations.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

<b>G.(2)</b>	<b><u>Required Curriculum and Instructional Supports for English Learners</u></b>
<b>Rating</b>	<b>Expectations</b>
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Describe how the proposed school will identify English Learners (ELs) and provide the required curriculum and instructional services/supports to students identified as ELs;</li> <li>Identify how the school will implement the English Language Development Standards for ELs in its school;</li> <li>Identify how the school will provide ELs with instruction and support to develop English language proficiency;</li> <li>Identify how the school will provide ELs with access to grade-level content;</li> <li>Describe how the school will address the spectrum of needs that ELs may present;</li> <li>Identify specific responsibilities for school staff and classroom teachers; and</li> <li>Identify specific training, professional development and support that will be provided to teachers and school staff to ensure they are able to fulfill their responsibilities;</li> <li>Describe the proposed school's process for tracking this protected population's progress and services, how that will be reported to the board.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

<b>G.(2b)</b>	<b><u>Monitoring and Evaluation of English Learners</u></b>
<b>Rating</b>	<b>Expectations</b>

<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Describe how the proposed school will monitor the progress of ELs toward English language proficiency, both annually and within the school year;</li> <li>Identify specific responsibilities for school staff and classroom teachers;</li> <li>Identify the regular intervals at which progress will be monitored;</li> <li>Identify specific actions/reporting that will engage students and/or families;</li> <li>Describe how the school will evaluate the effectiveness of its EL program and services; and</li> <li>Describe how the school will monitor exited EL students (reclassified fluent English proficient students—RFEPs) for two years for academic progress.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

<b>G.(3)</b>	<b><u>Plan to adhere to ESSA and State Statutes</u></b>
<b>Rating</b>	<b>Expectations</b>
<input type="checkbox"/> Meets	<p>A complete response must</p> <p>Describe how the proposed school will:</p> <ul style="list-style-type: none"> <li>Develop an educational framework to address the educational needs of Native American, Hispanic, Black and bilingual multicultural students within a culturally and linguistically responsive approach to learning;</li> <li>Identify specific responsibilities for school staff and classroom teachers, including professional development for teachers;</li> <li>Ensure that the best practices are used in teaching, mentoring, counseling and administration are culturally and linguistically responsive to students;</li> <li>Ensure policies will be culturally and linguistically responsive;</li> <li>Demonstrate rigorous and culturally meaningful curricula and instructional materials will be developed and implemented;</li> <li>Identify the regular intervals at which progress will be monitored;</li> <li>Identify specific actions/reporting that will engage students and/or families; and</li> <li>Evaluate the effectiveness of its programs to improve educational outcomes.</li> <li>Describe how the proposed school will meet the specific requirements of the Black Education Act</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

**H. Assessment and Accountability**

<b>H.(1)</b>	<b><u>Assessment Plan</u></b>
<b>Rating</b>	<b>Expectations</b>
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Include an assessment calendar that identifies all state or district mandated assessment periods and dates related to teacher analysis/use of assessment data to inform instruction <ul style="list-style-type: none"> <li>Include assessments/progress monitoring for special populations;</li> </ul> </li> </ul>

<input type="checkbox"/> Approaches	<ul style="list-style-type: none"> <li>Identify, for all state or district mandated assessment periods, the grade levels at which the assessments will be administered;</li> <li>Describe, for all state or district mandated assessment periods, the specific data that will be collected, reported, analyzed, evaluated, and utilized to inform instruction;</li> </ul>
<input type="checkbox"/> Does Not Meet	<ul style="list-style-type: none"> <li>Describe how the data identified will be used to inform instruction;</li> <li>Describe the school's philosophy on the use of data and how teachers will be onboarded, trained and supported to ensure the schools philosophy is followed;</li> <li>Align with all state assessment and data reporting requirements;</li> <li>Describe how the assessment plan meets the specific needs to equitably assess the proposed school's projected student population;</li> <li>Describe how the assessment plan aligns to the proposed school's mission and any assessments that may be used to determine, measure and track equitable mission achievement; and</li> <li>Include any assessments that may be negotiated as part of the performance framework and contract.</li> </ul>
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

<b>H.(2)</b>	<b><u>Plan for Data Assessment Analysis</u></b>
<b>Rating</b>	<b>Expectations</b>
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Identify the processes the school will use, including specific action steps, triggers that would prompt action steps, responsible parties, timelines, and associated costs, to <ul style="list-style-type: none"> <li>monitor academic performance and</li> <li>take appropriate corrective action if the school is not on track to or does not meet academic performance expectations;</li> </ul> </li> <li>Address specific responsibilities related to <ul style="list-style-type: none"> <li>meeting student academic achievement or growth expectations <u>at the school-wide level</u> and</li> <li>meeting student academic achievement goals <u>at the individual student level</u> (remediation/at-risk student); and</li> </ul> </li> <li>Describe how the school will regularly evaluate the effectiveness of its academic program generally and the effectiveness of specific corrective actions or interventions.</li> <li>Describe how the proposed school intends to use the data gathered from assessments to drive instruction</li> <li>Describe the board's role in analyzing the data gathered to inform school wide progress and potential changes.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

<b>H.(3)</b>	<b><u>Plan for Student Progress/Achievement &amp; Communication Plan</u></b>
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Rating	Expectations	
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>● Identify how student achievement and progress will be communicated to <ul style="list-style-type: none"> <li>○ Students</li> <li>○ Parents</li> <li>○ The governing body</li> <li>○ The authorizer</li> <li>○ The broader community;</li> </ul> </li> <li>● Identify the communication plan for each of the specific sources of student achievement data identified in H.(1) and any other relevant sources of student achievement data; and</li> <li>● Provide information that demonstrates the plan is effective in reaching the targeted population and the specific community in which the school plans to locate.</li> </ul>	
<input type="checkbox"/> Approaches		
<input type="checkbox"/> Does Not Meet		
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]		

### III. Organizational Framework

#### A. Governing Body Creation/Capacity:

A charter application shall include a description of the governing body and operation of the charter school, including: (1) how the governing body will be selected; (2) qualification and terms of members, how vacancies on the governing body will be filled and procedures for changing governing body membership; and (3) the nature and extent of parental, professional educator and community involvement in the governance and operation of the school (NMSA 22-8B-8(l)).

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A.(1)	Key Components of Governance Structure
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>• Include governing body bylaws in <b>Appendix A</b>; and</li> <li>• Summarize <u>key</u> governance components in the application response as follows:                             <ul style="list-style-type: none"> <li>○ Membership structure (number, roles, length of terms)</li> <li>○ Officer structure (roles, election process, responsibilities, length of terms)</li> <li>○ Committee structure that includes both legally required committees and school-specific committees (selection process, responsibilities, membership, length of service terms)</li> <li>○ Member recruitment, selection, discipline, and removal processes.</li> </ul> </li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

A.(2)	Governing Body Qualifications
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>• Identify all qualifications and skill sets that the governing body will require and ensure those are represented within its regular membership and how the proposed board would be able to ensure the long-term success of this school if, by some circumstance, the Founders were no longer involved.</li> <li>• Explain why and how the identified qualifications and skills will ensure the governing body has the required capacity and enable the governing body to operate a successful, high-quality public school;</li> <li>• Describe how the board will ensure robust board membership including training expectations, time commitments, and member onboarding.</li> <li>• Include a list of all proposed initial governing body members, describe each proposed member's specific qualifications and skill sets through verifiable prior experience, and ensure the represented qualifications and skill sets align with the previously identified qualifications and skill sets that the governing body will require.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

<b>A.(2)</b>	<b><u>Governing Body Qualifications</u></b>
<b>Rating</b>	<b>Expectations</b>
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Identify all qualifications and skill sets that the governing body will require and ensure those are represented within its regular membership and how the proposed board would be able to ensure the long-term success of this school if, by some circumstance, the Founders were no longer involved.</li> <li>Explain why and how the identified qualifications and skills will ensure the governing body has the required capacity and enable the governing body to operate a successful, high-quality public school;</li> <li>Describe how the board will ensure robust board membership including training expectations, time commitments, and member onboarding.</li> <li>Include a list of all proposed initial governing body members, describe each proposed member's specific qualifications and skill sets through verifiable prior experience, and ensure the represented qualifications and skill sets align with the previously identified qualifications and skill sets that the governing body will require.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

<b>A.(3)</b>	<b><u>Selection of Governing Body Members</u></b>
<b>Rating</b>	<b>Expectations</b>
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Identify a regular and ongoing governing body recruitment process, including identification of action steps, timelines, and responsible parties;</li> <li>Describe the onboarding process, the board's role in chartering and re-chartering, authorizer relations, and time commitment.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

## **B. Governing Body Training and Evaluation-**

<b>B.(1)</b>	<b><u>Governing Body Training Plan</u></b>
<b>Rating</b>	<b>Expectations</b>

<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Identify a process for governing body member onboarding to ensure new members are properly trained and able to meet the obligations and fulfill the responsibilities of governing body service, include action &amp; monitoring steps, timelines, and responsible parties;</li> <li>Describe how the plan will identify governing body training needs, meet governing body training needs, and comply with state requirements, including any requirements that may change from year to year;</li> <li>Identify any costs required to support the training plan or onboarding process and describe how those costs are supported in the budget; and</li> <li>Develop an onboarding process and training that all new board members will be expected to complete including an outline of topics, who will be responsible for onboarding new board members, timeline for onboarding, and procedure for gathering feedback on the effectiveness of the onboarding process.</li> <li>Ensure the onboarding process and training plan address training on the open meetings act and responsibilities.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

<b>B.(2)</b>	<b><u>Governing Body Self-Evaluation Plan</u></b>
<b>Rating</b>	<b>Expectations</b>
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Identify a plan for annual governing body self-evaluation, include action steps, timelines, responsible parties, timeline on the annual board calendar and identified criteria or standards; and</li> <li>Describe how the identified plan will focus on and support continuous improvement.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

**C. Leadership and Management:**

<b>C.(1)</b>	<b><u>Governing Body Plan for Monitoring Outcomes</u></b>
<b>Rating</b>	<b>Expectations</b>
<input type="checkbox"/> Meets	A complete response must

<input type="checkbox"/> Approaches	<ul style="list-style-type: none"> <li>Identify a plan for how the governing body will monitor academic performance on an ongoing basis, include action steps, timelines, responsible parties, and identified criteria or standards;</li> </ul>
<input type="checkbox"/> Does Not Meet	<ul style="list-style-type: none"> <li>Identify a plan for how the governing body will monitor organizational performance on an ongoing basis, include action steps, timelines, responsible parties, and identified criteria or standards;</li> <li>Identify a plan for how the governing body will monitor financial performance on an ongoing basis, include action steps, timelines, responsible parties, and identified criteria or standards; and</li> <li>Describe how each of the monitoring plans will focus on ensuring the school is meeting its mission, providing a quality education, and acting as a responsible public entity.</li> <li>Describe how all of the above will be reflected in meeting agendas and the annual board calendar</li> </ul>
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

C.(2)	<u>Plan for Hiring Head Administrator</u>
Rating	Expectations
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Identify an ongoing process for hiring a head administrator, both for the initial hiring and for any time the position becomes vacant, include action steps, timelines, responsible parties, and identified criteria or standards;</li> </ul>
<input type="checkbox"/> Approaches	<ul style="list-style-type: none"> <li>Identify all leadership characteristics and all qualifications the head administrator must possess;</li> <li>Explain why and how the identified leadership characteristics; including educational background, experience and qualifications will ensure the head administrator has the required capacity and enable the head administrator to operate the proposed school as a successful, high-quality public charter school ;</li> <li>Explain how the identified leader, both for the initial hiring and for any time the position becomes vacant, will be on boarded including setting the expectations of how they will be reporting to, and working for and with the board.</li> </ul>
<input type="checkbox"/> Does Not Meet	<ul style="list-style-type: none"> <li>Describe how the identified process will ensure the school is able to identify and equitably (openly advertise and interview multiple candidates) hire a highly qualified, licensed administrator ; and</li> <li>If a potential head administrator has already been identified and/or is a founder, include an assurance that the individual understands they must be selected and hired by an independent governing body and identify the individual's specific leadership skills and qualifications, through verifiable</li> </ul>

	prior experience, that makes them qualified for the position, including holding the required licensure.
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[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

C.(3)	<u>Distinguished Roles &amp; Responsibilities</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>● Identify the process the governing body will use for distinguishing their roles and responsibilities with those of the head administrator;</li> <li>● Include specific actions the governing body will take to ensure the head administrator understands the obligations of the charter contract, the boards' role in oversight and chartering, and the requirements of all elements of the plan contained in this application; and</li> <li>● Attach a job description in <b>Appendix B</b> that includes the following:               <ul style="list-style-type: none"> <li>○ Lists all major responsibilities of the head administrator</li> <li>○ Includes responsibilities that are unique to charter school leaders</li> <li>○ Includes responsibilities that specifically relate to the school's mission, goals, and educational philosophy</li> <li>○ Identifies all hiring requirements including all previously identified requirements related to characteristics and qualifications.</li> </ul> </li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

C.(4)	<u>Head Administrator Evaluation Plan</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>● Identify the plan for annually evaluating the head administrator, including action steps, timelines, responsible parties, and standards or criteria including how this will be maintained in the boards' annual calendar process;</li> <li>● Include action steps to evaluate the effectiveness of the head administrator</li> <li>● Describe how the plan specifically takes into account ensuring the equitable implementation of the mission and goals of the proposed school; and</li> <li>● Ensure the plan meets the requirements identified in NMAC 6.69.7.8 and 6.69.7.9.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

**D. Organizational Structure of the Proposed School.**

D.(1)	<u>Organizational Chart</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>• Include an organizational chart for each year as part of the rollout with grade additions;</li> <li>• Show how the Equity Council is incorporated into to organizational chart;</li> <li>• Include a narrative that describes the structures and relationships represented in the organizational chart;</li> <li>• Include all entities essential to the operation and success of the proposed school; and</li> <li>• Describe the relationship among each of the relevant entities.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

D.(2)	<u>Job Descriptions for Certified/Licensed Staff</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>• Identify the following:               <ul style="list-style-type: none"> <li>○ all certified and licensed staff identified in the application</li> <li>○ all non-certified or unlicensed staff identified in the application who could be considered essential to the operation and success of the proposed school</li> <li>○ any non-traditional roles or positions;</li> </ul> </li> <li>• Describe why the identified roles are key to the operation and success of the proposed school; and</li> <li>• Attach staff job descriptions as <b>Appendix C</b> for all of the positions identified in the application response and include the following:               <ul style="list-style-type: none"> <li>○ List all major responsibilities of the positions</li> <li>○ Include responsibilities that specifically relate to the school’s mission, goals, and educational philosophy</li> <li>○ Identify all hiring requirements including qualifications and licensure or certification</li> <li>○ Identify reporting lines (“reports to”) that align to the organizational chart.</li> </ul> </li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

D.(3)	<u>Staffing Needs and Plan</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>• Identify an ongoing staffing plan and process for hiring all necessary staff, both for the initial hiring and for any time a position becomes vacant, include action steps, timelines, responsible parties;</li> </ul>

<input type="checkbox"/> Approaches	<ul style="list-style-type: none"> <li>Describe how the staffing plan and process will ensure the school is able to hire highly qualified staff, no later than two weeks prior to the start of the proposed school year, on an annual basis, and fill all vacancies within a reasonable time; include how the school will recruit and hire highly-qualified licensed staff;</li> <li>Describe how the staffing plan and process is reasonable and adequate to support effective and timely implementation of the academic program/curriculum during the planning year and for all subsequent years;</li> <li>Describe how the staffing plan and process is aligned with the budget and the school's projected enrollment; and</li> <li>Describe how the school will make adjustments to the staffing plan in the case that there are differences in projected and actual enrollment.</li> </ul>
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

<b>D.(4)</b>	<b><u>Professional Development Plan</u></b>
<b>Rating</b>	<b>Expectations</b>
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Identify an annual professional development plan with action steps, timelines, responsible parties, and associated costs <ul style="list-style-type: none"> <li>Describe how the plan meets state requirements and rules; and</li> <li>Describe how the school will ensure professional development time is not used for routine staff meetings.</li> </ul> </li> <li>Identify a mentorship plan for novice teachers, including action steps, timelines, responsible parties, and associated costs that meets the requirements of PED rules; and</li> <li>Describe how the annual professional development plan and the mentorship plan for novice teachers ensure the following occur: <ul style="list-style-type: none"> <li>are supported by the budget</li> <li>support the implementation of the proposed school's educational plan, mission, and performance goals</li> <li>not only address required annual training, but are also tailored to address school- and teacher-specific professional development needs.</li> </ul> </li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

**E. Employees**

<b>E.</b>	<b><u>Employer/Employee Terms</u></b>
<b>Rating</b>	<b>Expectations</b>
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Identify all primary classes of employees the school will employ (e.g., administrative, professional, term, contract);</li> </ul>

<input type="checkbox"/> Approaches	<ul style="list-style-type: none"> <li>• Include an employment policy and handbook</li> <li>• Provide an explanation for onboarding new staff and re-training returning staff on the terms within the handbook and policy.</li> <li>• Explain how the school, through the governing body and head administrator, will address employee unions and other school-specific employee representatives.</li> </ul>
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

**F. Community/Parent/Employee Involvement in Governance:**

F.(1)	<b><u>Parental, Professional Educator, and Community Involvement in Governance Plan</u></b>
Rating	Expectations
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>• Identify school operation and governance structures that will provide the following: <ul style="list-style-type: none"> <li>○ A meaningful opportunity for parental input and participation</li> <li>○ A meaningful opportunity for professional educator input and participation</li> <li>○ A meaningful opportunity for community input and participation;</li> </ul> </li> <li>• Describe how the structures will facilitate parental involvement that will help advance the proposed school's mission;</li> <li>• Explain the role of the Equity Council in the governance and operation of the proposed school;</li> <li>• Include assurances that the school understands it may not require family or parental support or involvement as grounds for accepting, not accepting, enrolling, dis-enrolling, or otherwise differentiating treatment of a student; and</li> <li>• If the school plans to offer opportunities for parent support, explain the process of opting out for parents who are unwilling or unable to meet the proposed school's support opportunities.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

F.(2)	<b><u>Plan for Processing Concerns and Complaints</u></b>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must

<input type="checkbox"/> Approaches	<ul style="list-style-type: none"> <li>Identify a grievance process to receive and process concerns and complaints from the community, parents and families, and students that includes action steps, timelines, and responsible parties;</li> <li>Include a final step in the process that provides the grievant a meaningful opportunity to be heard by, and receive a response from, the governing body; if they are unable to obtain resolution from the head administrator;</li> <li>Describe how the process is transparent, fair, accessible to the community, and ensure a timely and meaningful response; and</li> <li>describe how the school will provide assurances that the school will additionally meet the specific legal requirements of the McKinney Vento and special education grievance processes.</li> </ul>
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

**G. Student Recruitment and Enrollment.**

G.(1)	<u>Outreach &amp; Recruitment Plan</u>
Rating	Expectations
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Identify a prospective student outreach and recruitment plan, including action steps, timelines, responsible parties, and associated costs;</li> <li>Describe: <ul style="list-style-type: none"> <li>how the plan is tailored to ensure equal access to the school</li> <li>why the plan is likely to attract a student body that is demographically reflective of the local community and school district;</li> <li>provide a description of how the school will change recruitment plans and outreach if projected student enrollment is not reached</li> </ul> </li> <li>Describe how the school will annually evaluate the effectiveness of the outreach and recruitment efforts in ensuring equal access to the school and attracting a student body that is demographically reflective of the local community and school district and how the school will use that information to make adjustments to the outreach and recruitment plan.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

G.(2)	<u>Lottery Admission Process</u>
Rating	Expectations
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>Identify a plan to implement a lottery admission process if necessary, include action steps, timelines, and responsible parties;</li> <li>Describe each of the steps of the process to include the following: <ul style="list-style-type: none"> <li>Pre-lottery entry</li> <li>Lottery</li> </ul> </li> </ul>
<input type="checkbox"/> Approaches	

<input type="checkbox"/> Does Not Meet	<ul style="list-style-type: none"> <li>○ Post-lottery registration</li> <li>○ Waitlist maintenance and entry; and</li> <li>● Describe how the lottery process supports equal access to the school.</li> </ul>
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

### H. Legal Compliance:

H.	<u>Conflict of Interest Policy</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>● Provide a governing body conflict of interest policy that includes action steps, timelines, and responsible parties;</li> <li>● Describe how the policy meets the requirements of New Mexico law addressing all areas of potential conflicts of interest; and</li> <li>● Include all forms the governing body will or may be required to submit pursuant to the policy.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

### I. Evidence of Partnership/Contractor relationship. (if applicable.)

I.(1)	<u>Essential Third Party Relationships</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>● Identify any third party relationships with specific, identified organizations that control or influence essential elements—including the existence, operation, curriculum, or instruction of the proposed charter school—that are required by a partner organization or any part of the application;</li> <li>● Describe, in detail, the relationships;</li> <li>● Describe why the relationships are essential or required, or how they control essential elements of the proposed charter school;</li> <li>● If any such relationships exist identify the following:               <ul style="list-style-type: none"> <li>○ The specific, identified organizations</li> <li>○ Contact information for that organization</li> <li>○ Specific individuals in the organization that will be associated with the proposed school;</li> </ul> </li> <li>● Describe all legal implications of the essential/required relationships, including the legal benefits and responsibilities of each party.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

I.(2)	<b>Appendix D Attachment Formal Agreement Documentation</b>
Rating	Expectations
<input type="checkbox"/> Meets	A response is only required if relationships were identified in questions I.(1)
<input type="checkbox"/> Approaches	A complete response must <ul style="list-style-type: none"> <li>Identify all MOUs or formal agreements that are attached in <b>Appendix D</b>;</li> <li>Include proposed formal agreements or MOUs that are signed in <b>Appendix D</b>; and</li> <li>Identify the responsibilities, activities, and costs of both sides.</li> </ul>
<input type="checkbox"/> Does Not Meet	

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

**J. Waivers.**

J.	<b>Waivers</b>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>Identify all non-discretionary waivers that will be utilized;</li> <li>Describe how the non-discretionary waiver will support the school's mission, educational program, and curriculum;</li> <li>Identify all discretionary waivers that will be requested and the specific statutes or state rules for which the waivers will be requested.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

**K. Transportation and Food.**

Commented [RBP9]: Re-letter all

K.(1)	<b>Transportation Plan</b>
Rating	Expectations
<input type="checkbox"/> Meets	A response is only required if the school plans to offer regular transportation either for daily transportation to/from school OR for transportation to/from school specific activities and events that are a necessary part of the mission. All schools must be prepared to meet IEP transportation requirements.  A complete response must

<input type="checkbox"/> Approaches	<ul style="list-style-type: none"> <li>Identify a plan for establishing transportation services at the school including specific action steps, timelines responsible parties, and associated costs that address the following: <ul style="list-style-type: none"> <li>Identifying equipment purchase or contracting needs</li> <li>Identifying hiring and or contracting needs</li> <li>Hiring or contracting</li> <li>Establishing training needs and inspection process needs</li> <li>Establishing travel routes and pick up/drop off points</li> <li>Establishing transportation policies and practices</li> <li>Identifying student transportation needs; transportation plan costs; and</li> </ul> </li> <li>Identify all, but at least one, specific entities or organizations that have been identified as potential partners or vendors for these services</li> </ul>
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

K.(2)	<u>Food Services Plan</u>
Rating	Expectations
<input type="checkbox"/> Meets	<p>A response is only required if the school plans to offer food services at the school.</p> <p>A complete response must</p> <ul style="list-style-type: none"> <li>Identify a plan for establishing food services at the school, including specific action steps, timelines responsible parties, and associated costs that address the following: <ul style="list-style-type: none"> <li>Identifying equipment purchase or contracting needs</li> <li>Identifying hiring and/or contracting needs</li> <li>Hiring or contracting</li> <li>Establishing training and inspection process needs</li> <li>Identifying and completing relevant program application and reporting requirements;</li> </ul> </li> <li>Identify all federal and state food service programs the school plans to participate in;</li> <li>If providing or planning to offer a PreK or Early Childhood program, provide a plan for food service;</li> <li>Identify how the school will fund the food service plan costs prior to receiving any applicable reimbursements; and</li> <li>Identify all, but at least one, specific entities or organizations that have been identified as potential partners or vendors for these services and describe all steps that have been taken to create a relationship, establish a relationship, or develop a partnership to provide these services.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

**L. Facilities/-School Environment.**

L.(1)	<u>Appendix E Attachment: Facilities Master Plan Ed/ Spec Checklist</u>
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Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>• Demonstrate the applicant submitted a Facilities Master Plan to PSFA by the deadline;</li> <li>• If offering or planning or offer a PreK or Early Childhood program, provide a description of the facilities and playground in the Facilities Master Plan; and</li> <li>• Demonstrate the PSFA has approved the applicant's Facilities Master Plan.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

L.(2)	Evidence of Researched Facilities/Properties
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>• Demonstrate the applicant has done the following:               <ul style="list-style-type: none"> <li>○ Conducted outreach and researched multiple facilities or properties in the targeted geographic location to understand if there are public facilities that are available, appropriate, and viable</li> <li>○ Identified whether or not each potential property will meet the requirements of NMSA 1978 § 22-8B-4.2, including occupancy, adequacy, and ownership;</li> </ul> </li> <li>• Identify at least one potential facility or property that meets requirements.</li> <li>• Identify a plan that would enable the applicant to prepare the facility/property to meet the facility needs of the proposed school in time for the proposed school's opening date, include specific action steps, timelines, responsible parties, and capital outlay needs;</li> <li>• Identify how the project to prepare the facility will be funded.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

### III. Financial Framework

#### A. School ~~Size~~.

A.	Projected Enrollment
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>• Identify the anticipated number of students for each of the first five years and "at capacity", based on the long-term strategic plan;</li> <li>• Identify the grade levels requested to be served in each of the first five years (phase in plan) and "at capacity", based on the long term strategic plan; and</li> </ul>
<input type="checkbox"/> Approaches	

<input type="checkbox"/> Does Not Meet	<ul style="list-style-type: none"> <li>Identify the student/teacher ratio (not student/staff ratio) that aligns with the number of students served, grade levels, and staffing plan for each of the first five years and “at capacity”, based on the long term strategic plan.</li> </ul>
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

**B. Budgets**

<b>B.(1)</b>	<b><u>Attached Appendix F, 910B5 State Equalization Guarantee (SEG)</u></b>
<b>Rating</b>	<b>Expectations</b>
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>Include a complete 910B5 Worksheet in <b>Appendix F</b>;</li> <li>Use appropriate values and computations in each year;</li> <li>Use projected unit value; and</li> <li>Budget the correct special education percentage based on the local special education population, unless the school has a sufficient justification for why it will have a larger population (provide justification, if applicable).</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

<b>B.(2)</b>	<b><u>Attached Appendix G: Proposed five-year Budget Plan</u></b>
<b>Rating</b>	<b>Expectations</b>
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>Include a five-year budget plan in <b>Appendix G</b> that is based on the 910B5 SEG Revenue Worksheet from Appendix F;</li> <li>Support the proposed school’s mission and all elements of the proposed program laid out in the application; and</li> <li>Align with the proposed school’s five-year growth plan.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

<b>B.(3)</b>	<b><u>Budget Narrative</u></b>
<b>Rating</b>	<b>Expectations</b>
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>Explain basic assumptions;</li> <li>Identify reliable sources for each assumption;</li> <li>Include priorities consistent with the proposed school’s mission;</li> </ul>
<input type="checkbox"/> Approaches	

<input type="checkbox"/> Does Not Meet	<ul style="list-style-type: none"> <li>• Include priorities consistent with the proposed school’s educational program;</li> <li>• Include priorities consistent with the proposed school’s staffing; and</li> <li>• Include priorities consistent with the proposed school’s facility.</li> </ul>
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[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

B. (4)	<u>Budget Adjustments</u>
Rating	Expectations
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>• Describe budget control strategies <b>as well as</b> budget adjustments that will be made to meet financial budget and cash-flow challenges;</li> <li>• Describe budget control strategies <b>as well as</b> budget adjustments that will be made to address the failure to receive any anticipated funding sources;</li> <li>• Include explanations that are viable and realistic, based on the professional judgment of experienced, licensed, school business officials;</li> <li>• Address how special education students will receive services <b>before</b> special education funding is provided, based on accurate 40-day counts; and</li> <li>• Address how gaps between budgeted students and actual enrollment will be addressed.</li> <li>• Demonstrate how budget control strategies provide <b>capacity</b> to manage the budget successfully.</li> <li>• Address how the school will modify the budget for students with special needs.</li> <li>• describe how the proposed school will address the budget in the event that the proposed school has budgeted for more students, based on early enrollment, than actually enroll in the proposed school at the beginning of the proposed school year.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

**C. Financial Policies, Oversight, Compliance, and Sustainability**

C.(1)	<u>Internal Control Procedures</u>
Rating	Expectations
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>• Identify all the internal control procedures that have been attached in <b>Appendix H</b>;</li> <li>• Attach in <b>Appendix H</b> internal control procedures the proposed school will utilize to assure the following:</li> </ul>

<input type="checkbox"/> Approaches	<ul style="list-style-type: none"> <li>○ safeguard assets</li> <li>○ segregate its payroll</li> <li>○ segregate cash and check disbursement duties</li> <li>○ provide reliable financial information and promote operational efficiency</li> <li>○ ensure compliance with all applicable federal and state statutes, regulations, and rules;</li> </ul>
<input type="checkbox"/> Does Not Meet	<ul style="list-style-type: none"> <li>● Attach procedures that—based on the professional judgment of experienced, licensed, school business officials—successfully ensure appropriate segregation of duties; and</li> <li>● Provide a process the school will use to regularly evaluate compliance with the internal control procedures that have been attached in <b>Appendix H</b> and other internal control procedures that will be developed and implemented by the school.</li> </ul>

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

C.(2)	<u>Staff for Financial Tasks</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>● Identify the appropriate staff to perform each financial task identified in the response to B(1) and all other required financial tasks;</li> <li>● Align completely with the organizational chart from response to D(1) in the Organizational Framework;</li> <li>● Align completely with the budget in A(1) and A(2) responses in Financial Framework;</li> <li>● Describe appropriate qualifications and responsibilities for each of the identified positions; and</li> <li>● Include a plan that will result in the recruitment, identification, the evaluation of candidates, and the hiring of highly qualified staff for each of the identified positions, no later than two weeks prior to the start of the proposed school year.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	

[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]

C.(3)	<u>Governing Body Legal &amp; Fiscal Oversight</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>● Describe how the Governing Body audit and finance committees will be formed and how they will:               <ul style="list-style-type: none"> <li>○ Function generally</li> <li>○ Ensure proper legal oversight</li> <li>○ Ensure proper financial oversight;</li> </ul> </li> <li>● Describe how the proposed school’s audit and finance committees will interact with the school’s management; and</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	

	<ul style="list-style-type: none"> <li>Describe how the audit and finance committees will interact with the full Governing Body.</li> </ul>
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

#### IV. Evidence of Support

##### A. Outreach Activities

A.	<u>Outreach Program</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>Describe an outreach program to develop community support for the proposed school that has been implemented during the application process;</li> <li>Describe specific activities that have been implemented, include evidence of implementation;</li> <li>Include evidence that demonstrates the activities reached a broad audience that is representative of the community in which the proposed school will be located; and</li> <li>Describe how this outreach has enabled the applicant team to understand the needs of the community in which the proposed school intends to locate.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

##### B. Community Support

B.	<u>Evidence of Community Support</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"> <li>Include quantitative data that demonstrates community support from a broad audience for this proposed school;</li> <li>Include qualitative data that demonstrates community support from a broad audience for this proposed school;</li> <li>Include descriptions of the anticipated demographics of the students who will be served by the proposed school, disaggregate the number of prospective students by zip code, school of attendance (current),</li> </ul>
<input type="checkbox"/> Approaches	

<input type="checkbox"/> Does Not Meet	<p>gender, type of current school (home, private, public), or other pertinent data.</p> <ul style="list-style-type: none"> <li>• Ensure the demonstrated support includes support within the community of the specific targeted geographic location; and</li> <li>• Describe why the applicant team believes the evidence demonstrates the school will be embraced and supported as the community’s school and that there is abundant support for this school as a part of the community.</li> </ul>
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

**C. Community Relationships**

C.	Networking with Community
Rating	Expectations
<input type="checkbox"/> Meets	<p>A complete response must</p> <ul style="list-style-type: none"> <li>• Identify and describe specific meaningful and strategic networking relationships with local community agencies, groups, or individuals that will support the school. Include evidence of these relationships;</li> <li>• Identify and describe specific meaningful and strategic resource agreements with local community agencies, groups, or individuals that will support the school. Include evidence of these relationships; and</li> <li>• Describe why the applicant team believes the identified relationships demonstrate the school will be embraced and supported as the community’s school and that there is abundant support for this school as a part of the community.</li> </ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	
[ENTER INDEPENDENT REVIEW TEAM COMMENTS HERE: ]	

**Appendices and Attachments**

<b>Appendix Number</b>	<b>Appendix Description</b>	<b>File-Naming Convention</b>
<b>A</b>	<b>II-A1_Governing Body Bylaws</b>	<b>A_SchoolName_Bylaws</b>
<b>B</b>	<b>II-C3_Head Administrator Job Description</b>	<b>B_SchoolName_Head Admin</b>
<b>C</b>	<b>II-D2_Job Descriptions for Certified, Licensed, and Other Key Staff</b>	<b>C_SchoolName_Job Desc</b>
<b>D</b>	<b>II-I2_Proposed Agreements Governing Third Party Relationships and Memoranda of Understandings (MOUs) (*Required if applicable*)</b>	<b>D_SchoolName_MOUs</b>
<b>E</b>	<b>II-L1_PSFA-Approved Projected Facility Plan Documentation</b>	<b>E_SchoolName_Facility Plan</b>
<b>F</b>	<b>III-B1_Five Years of 910B5 State Equalization Guarantee (SEG) Computation Revenue Estimate Worksheets</b>	<b>F_SchoolName_910B5</b>
<b>G</b>	<b>III-B2_Five-year Budget Plan</b>	<b>G_SchoolName_Budget Plan</b>
<b>H</b>	<b>III-C1_Internal Control Procedures</b>	<b>H_SchoolName_Internal Controls</b>

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## New Mexico Public Education Commission

### 2022 New Charter School Application Kit **DRAFT** Part B. Executive Summary



## Part B: Executive Summary

This section should be no more than two to three pages long and should address, in a narrative form, the following points:

- The proposed school's name and a description of the charter school's projected students, including key demographic data (academic performance, home languages, special populations), based on the local community or the school district in the whose geographic boundaries where the charter school applies to operate
- Where the charter school's projected students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs
- Evidence that there is a community need for the proposed charter school a school of this nature in the area local community or the school district in whose geographic boundaries the charter school applies to operate. Note: NMSA 1978 § 22-8B-6(L)(5) provides, "[a] chartering authority may approve, approve with conditions or deny an application. A chartering authority may deny an application if...the application is otherwise contrary to the best interests of the charter school's projected students, the local community or the school district in whose geographic boundaries the charter school applies to operate." Evidence of community need is required. Specific data and evidence is required in the application itself. Therefore, specific statistical information does not need to be provided here.
- The key innovative and unique programmatic features the school will implement to accomplish its mission (non-traditional school year, longer school day, partner organizations, curriculum—and assessment, etc.)
- How ~~you project that~~ the proposed school will improve student achievement and exceed the academic performance of the existing public schools in the local community or the school district in whose geographic boundaries the charter school applies to operate. Provide a brief summary of any data ~~you have to that~~ supports this assumption.
- The founders or applicant team of the proposed school, their background, expertise, and what drives them to engage in this endeavor.
- If different from the list provided above, the proposed governing board and their vision of charter school governance, and how the proposed school will benefit the community.

To complete the following form, click on the text box and begin to type.

Name of Proposed Charter School
Click here to enter text.

New Charter Application Executive Summary
Click here to enter text.



**New Mexico Public Education Commission**

**2022 New Charter School Application Kit**

**DRAFT** Part C. Written Responses



**School Information:**

Name of Proposed Charter School: Click here to enter text.  
School Address (if known): Click here to enter text.  
School Location (City/Town): Click here to enter text.  
School District within which the proposed school will be located: Click here to enter text.  
Grades to be served: Click here to enter text.  
Requested Enrollment Cap: Click here to enter text.

**Applicant Team Information:**

Primary Contact Person: Click here to enter text.  
Address: Click here to enter text.  
City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text.  
Daytime Tel: Click here to enter text. Fax: Click here to enter text.  
Alternate Tel: Click here to enter text. E-Mail: Click here to enter text.

Secondary Contact Person: Click here to enter text.  
Address: Click here to enter text.  
City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text.  
Daytime Tel: Click here to enter text. Fax: Click here to enter text.  
Alternate Tel: Click here to enter text. E-Mail: Click here to enter text.

Founder (if different from above): Click here to enter text.  
Address: Click here to enter text.  
City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text.  
Daytime Tel: Click here to enter text. Fax: Click here to enter text.  
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Founder (if different from above): Click here to enter text.  
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  - B. Mission-Specific Goals OR Student Performance Indicators. .... 4
  - C. Curriculum, Educational Program, Student Performance Standards. .... 4
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## I. Academic Framework

### **A. Mission and Vision**

#### **A. (1) MISSION**

State the mission of the proposed school. (NMSA 22-8B-8A)

[ENTER APPLICANT RESPONSE HERE: ]

#### **A. (2) VISION STATEMENT**

State the vision, or the driving force, that guides this school proposal.

[ENTER APPLICANT RESPONSE HERE: ]

#### **A. (3) UNIQUENESS AND INNOVATION**

Provide **clear evidence** demonstrating the **uniqueness, innovation**, and significant contribution that the educational program will bring to public education. (NMSA 22-8B-3)

ENTER APPLICANT RESPONSE HERE:

### **B. Mission-Specific Goals OR Student Performance Indicators**

The Amended Charter School Act Requires that new charter applications include: the goals, objectives and student performance outcomes to be achieved by the charter school as well as a description of the charter school's plan for evaluating student performance, the types of assessments that will be used to measure student progress toward achievement of the state's standards and the school's student performance outcomes, the timeline for achievement of the outcomes and the procedures for taking corrective action in the event that student performance falls below the standards (NMSA 22-8B-8(E))

This application requirement prepares the applicant team for the Performance Framework contents, which will be negotiated with the PEC if the proposed charter application is approved. Specifically, the performance framework shall allow for the inclusion of additional rigorous, valid and reliable indicators proposed by a charter school to augment external evaluations of its performance, provided that the chartering authority shall approve the quality and rigor of such proposed indicators and the indicators are consistent with the purposes of the Charter Schools Act (NMSA 22-8B-9.1(C))

#### **B. Mission-Specific goals OR Student Performance Indicators**

Identify and provide two mission-specific goals or Indicators in the following section.

*Applicant Response: Goal 1 related to School's Mission/Student Performance:*

*Applicant Response: Goal 2 related to School's Mission/Student Performance:*

### **C. Curriculum, Educational Program, Student Performance Standards**

C. Provide a description of the proposed school's curriculum. The proposed curriculum must be research-based, reasonable, and clearly align with New Mexico Common Core State Standards and

the proposed school's mission. (NMSA 22-8B-A(C))

[ENTER APPLICANT RESPONSE HERE: ]

**D. Bilingual Multicultural Education, Indian Education, Hispanic Education and Black Education**

D.(1) Bilingual Multicultural, Indian Education, Hispanic Education and Black Education

Provide a description of how the proposed school's curriculum will ensure equal education opportunities for students in New Mexico by addressing the goals of the Bilingual Multicultural Education Act (NMSA §22-23-1), the goals of the Indian Education Act (NMSA §22-23A-a1), the goals of the Hispanic Education Act (NMSA §22-23B-2), and the goals of the Black Education Act (HB 43)

[ENTER APPLICANT RESPONSE HERE: ]

D.(2) Equity Plan

Provide a description of how the proposed school will create an effective and equitable system of supports for all students focused on root-cause analysis, equity-focused leadership and continuous improvement, and culturally and linguistically responsive curriculum and pedagogy.

[ENTER APPLICANT RESPONSE HERE: ]

**E. Graduation Requirements**

E. Identify the proposed school's requirements for graduation, if applicable, and explain any changes or additional requirements that vary from state mandated minimum requirements.

[ENTER APPLICANT RESPONSE HERE: ]

**F. Instruction**

F. (1) Provide a **clear, comprehensive, and cohesive** overview of the teaching and instructional philosophy

[ENTER APPLICANT RESPONSE HERE: ]

F. (2) Provide a yearly calendar and daily schedule (length of school day, instructional blocks, and breaks) that **completely comply** with **all** state requirements and ensure **effective, successful** implementation of the academic program/curriculum for the proposed age group the school intends to serve. **\*\*\*If anticipating serving K-5 Students and or an extended day program, please describe and include in a Year 2 calendar.**

[ENTER APPLICANT RESPONSE HERE: ]

F. (3) Provide a **clear, comprehensive, and cohesive** explanation of how the educational philosophy,

Commented [RBP1]: Similar to F(2). Should they be combined?

instructional methods, and yearly calendar and daily schedule will be effective with the anticipated student population.

ENTER APPLICANT RESPONSE HERE:

### **G. Special Populations**

This includes those with Individualized Education Programs (IEPs) English Language Learners (ELLs), Native American Students, Hispanic Students, and Bilingual and Multicultural educational needs to improve student outcomes. Please ensure that you adhere to state obligations as outlined in the consolidated Yazzie and Martinez Lawsuits.

#### **G. (1) Special Education**

G. (1a) Provide a **clear, cohesive, and comprehensive** description of how the proposed school will provide required instructional services/supports to students with IEPs.

ENTER APPLICANT RESPONSE HERE:

G. (1b) Provide a **clear, cohesive, and comprehensive** description of how the proposed school will regularly evaluate and monitor the progress and success of special education students

ENTER APPLICANT RESPONSE HERE:

#### **G. (2) English Learners (ELs)**

G. (2a) Provide a **clear, comprehensive, and cohesive** description of how the proposed school will provide required curriculum, and instructional services/supports to students identified as ELLs.

ENTER APPLICANT RESPONSE HERE:

G. (2b) Provide a **clear, comprehensive, and cohesive plan** to regularly evaluate and monitor the progress of English learners.

ENTER APPLICANT RESPONSE HERE:

G. (3) Provide a **clear, comprehensive, and cohesive plan** to ensure adherence to ESSA and State statutes in addressing the needs of Native American Students, Hispanic Students, Black Students and Bilingual and Multicultural educational plan to improve educational outcomes. The narrative should include an explanation of the supplemental program or services offered to ensure implementation and ensure policies will be culturally and linguistically responsive.

ENTER APPLICANT RESPONSE HERE: ]

### **H. Assessment and Accountability**

A charter school application ~~should~~must include a clear plan for evaluating student performance across the curriculum. ~~(NMSA 22-8B-8(E))~~. This plan should align with state 2022 New Charter School Application, Part C

performance standards, as well as with the proposed school’s student performance goals, and should be presented, along with a clear timeline for achieving these standards/indicators/goals. A clear explanation of the types of assessments and frequency of administration should be included, reflecting thoughtfulness given to tracking student progress. A plan for the use and dissemination of data gathered through assessments should include procedures for how the board will initiate corrective action (both individually and collectively) if pupil performance falls below expected standards.

When developing the assessment plan, consider the following: 1) the appropriateness of assessments to the curriculum; 2) what will serve as baseline for student progress comparisons; 3) the inclusion of school, state, and other assessments to demonstrate appropriate student growth; 4) the ability of the assessment plan to provide for the early detection of students struggling with curriculum content; and 5) the ability of assessments to reflect the use of basic skills at grade-appropriate levels (e.g., reading, writing, problem-solving). Finally, all New Mexico public schools, including charter schools, are subject to a variety of testing requirements, which are aligned with state and federal content standards.

For more information on NM assessment requirements, please see:  
<https://webnew.ped.state.nm.us/bureaus/assessment/>

**H. Assessment and Accountability**

H.(1) Provide a **clear, comprehensive, and cohesive assessment plan**  
ENTER APPLICANT RESPONSE HERE:

H.(2) Provide a **clear, comprehensive, and cohesive** description of the how assessment data will be analyzed  
ENTER APPLICANT RESPONSE HERE:

H.(3) Provide a **clear, comprehensive, and cohesive** student progress/ achievement communication plan  
ENTER APPLICANT RESPONSE HERE:

## II. Organizational Framework

### **A. Governing Body Creation/Capacity.**

A charter application shall include a description of the governing body and operation of the charter school, including: (1) how the governing body will be selected; (2) qualification and terms of members, how vacancies on the governing body will be filled and procedures for changing governing body membership; and (3) the nature and extent of parental, professional educator and community involvement in the governance and operation of the school (NMSA 22-8B-8(l)).

A.(1) Summarize and incorporate **all** key components of your governance structure

ENTER APPLICANT RESPONSE HERE:

A. (2) Enumerate the qualifications desired for governing body members.

ENTER APPLICANT RESPONSE HERE:

A.(3) Provide a **clear and appropriate process or plan** for selecting new Governing Body members.

ENTER APPLICANT RESPONSE HERE:

### **B. Governing Body Training and Evaluation.**

B.(1) Provide an **ongoing, clear, comprehensive, and cohesive plan** for annual Governing Body training.

ENTER APPLICANT RESPONSE HERE:

B. (2) Provide a **clear, comprehensive, and cohesive plan** for an annual self-evaluation of the Governing Body.

ENTER APPLICANT RESPONSE HERE:

### **C. Leadership and Management.**

C.(1) Provide a **clear, comprehensive, and cohesive plan** for how the governing body will monitor organizational, financial, and academic outcomes.

ENTER APPLICANT RESPONSE HERE:

C. (2) Identify and provide a **clear, comprehensive, and cohesive plan** for hiring a head administrator.

ENTER APPLICANT RESPONSE HERE:

C. (3) Describe how the governing body will convey and distinguish their roles and responsibilities with those of the proposed school's head administrator.

ENTER APPLICANT RESPONSE HERE:

C. (4) Identify and provide a **clear, comprehensive, and cohesive** plan for annually evaluating the head administrator.

ENTER APPLICANT RESPONSE HERE:

#### **D. Organizational Structure of the Proposed School.**

D.(1) Provide a **clear, comprehensive, cohesive, and reasonable** organizational chart and narrative.

ENTER APPLICANT RESPONSE HERE:

D. (2) Provide **clear, comprehensive, and cohesive** job descriptions for all certified and licensed staff and any other key staff (if your charter requires non-traditional roles or positions, identify and describe here).

ENTER APPLICANT RESPONSE HERE:

D.(3) Provide a **clear, comprehensive, and cohesive** staffing plan that demonstrates an understanding of the proposed school's staffing needs.

ENTER APPLICANT RESPONSE HERE:

D.(4) Provide a **clear, comprehensive, and compelling** plan for Professional Development.

ENTER APPLICANT RESPONSE HERE:

#### **E. Employees.**

E. **Clearly describe** the employer/employee relationship and provide **clear terms** and conditions of employment for all classes of employees (administration, professional staff, and administrative staff).

ENTER APPLICANT RESPONSE HERE:

**F. Community/Parent/Employee Involvement in Governance.**

F(1). Provide a **clear, comprehensive, and cohesive** plan that describes school structures that will provide meaningful parental, professional educator, and community involvement in the governance and operation of the proposed school

ENTER APPLICANT RESPONSE HERE:

F. (2) Provide a **clear, comprehensive, and cohesive** plan to receive and process concerns and complaints from the community and parents.

ENTER APPLICANT RESPONSE HERE:

**G. Student Recruitment and Enrollment.**

G.(1) Provide a **clear, comprehensive, and cohesive** outreach and recruitment plan

ENTER APPLICANT RESPONSE HERE:

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G. (2) Provide a **complete, comprehensive, and cohesive** plan to implement a lottery admission process.

ENTER APPLICANT RESPONSE HERE:

**H. Legal Compliance.**

H. Provide a **current, clear, comprehensive, and cohesive** Conflict of Interest Policy.

ENTER APPLICANT RESPONSE HERE:

**I. Evidence of Partnership/Contractor relationship. (if applicable.)**

I.(1) If there is /are third party relationship(s) (partner organization, a contractor, foundation ) that are essential to the existence of your charter school, governance, key instructional staff, or management functions, identify them (entity, person, contact information etc.).

ENTER APPLICANT RESPONSE HERE:

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I.(2) If applicable, provide and attach as **Appendix D**, a proposed, **signed, clear, formal** agreement between the applicant and each third party relationship **OR** memorandum of understanding (MOU)

between the applicant and each prospective third-party.

ENTER APPLICANT RESPONSE HERE:

### **J. Waivers.**

J. Identify all non-discretionary waivers that will be utilized and discretionary waivers that will be requested. For discretionary waivers, specifically identify statutes or state rules for which a waiver is requested. (NMSA 22-2B-8(N)). For further information please see the following link: <https://webnew.ped.state.nm.us/information/waivers/>

<b>NMSA 1978 § 22-2B-5(C) Waiver</b>	<b>Utilized</b>	<b>Description of how waiver will support school's plan.</b>
Individual class load	<input type="checkbox"/>	Click here to enter text.
Teaching load	<input type="checkbox"/>	Click here to enter text.
Length of school day	<input type="checkbox"/>	Click here to enter text.
Staffing pattern	<input type="checkbox"/>	Click here to enter text.
Subject areas	<input type="checkbox"/>	Click here to enter text.
Purchase of instructional materials	<input type="checkbox"/>	Click here to enter text.
Evaluation standards for school personnel	<input type="checkbox"/>	Click here to enter text.
School principal duties	<input type="checkbox"/>	Click here to enter text.
Drivers education	<input type="checkbox"/>	Click here to enter text.
<b>Statute Section of NMSA 22-2-2.1 for which Waiver Requested under NMSA 1978 § 22-2-2.1</b>		<b>Description of how waiver will support school's plan.</b>
Click here to enter text.	<input type="checkbox"/>	Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	Click here to enter text.

### **KJ. Transportation and Food.**

K. (1) If applicable, state how the proposed school plans to offer transportation to its students.

For further information, please see the following link:  
<https://webnew.ped.state.nm.us/bureaus/transportation/>.

ENTER APPLICANT RESPONSE HERE:

K. (2) If applicable, provide a plan to offer food services to students (e.g., contracting with approved/appropriate food service vendors, providing free and reduced lunch).

ENTER APPLICANT RESPONSE HERE:

### **L. Facilities/ School Environment.**

Applicants must complete the required Facilities Master Plan Ed. Spec. Checklist form, referenced below as III M. (1), and submit it to the Public Schools Facilities Authority no later than **the published deadline**

Commented [RBP2]: Re-letter

in the month of April. The Facilities Master Plan/Ed. Spec. Checklist form can be accessed on the PSFA website at:

[nmpsfa.org/legacy/pdf/planning/Charter\\_School\\_FMEd\\_Specs\\_Renewal\\_Program\\_August\\_2019.pdf](https://nmpsfa.org/legacy/pdf/planning/Charter_School_FMEd_Specs_Renewal_Program_August_2019.pdf)

L.(1) **Complete, submit, and attach as Appendix E**, the Public Schools Facilities Authority (PSFA) approval of the proposed school’s Facilities Master Plan Ed / Spec Checklist.

ENTER APPLICANT RESPONSE HERE:

L. (2) Provide evidence that you have researched facilities/properties and **identified at least one appropriate, viable facility/property in the targeted geographic location.**

ENTER APPLICANT RESPONSE HERE:

### III. Financial Framework

#### A. School ~~Size~~

State the requested enrollment, grade levels to be served, and student/teacher ratio. Please note that this is a projected enrollment. If approved, actual funding will be determined by NMPED School Budget Bureau based on data regarding enrollment membership including, but not limited to, lottery applications submitted and registrations completed prior to May 15 in spring of the implementation year.

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A. Academic Year	Number of Students	Grade Levels	Student/Teacher Ratio
Year 1	Click here to enter text.	Click here to enter text.	Click here to enter text.
Year 2	Click here to enter text.	Click here to enter text.	Click here to enter text.
Year 3	Click here to enter text.	Click here to enter text.	Click here to enter text.
Year 4	Click here to enter text.	Click here to enter text.	Click here to enter text.
Year 5	Click here to enter text.	Click here to enter text.	Click here to enter text.
At Capacity (Enrollment Cap)	Click here to enter text.	Click here to enter text.	Click here to enter text.

## B. Budgets

Please note that the PEC will ask the applicants to respond to questions on the budget during the Community Input Hearing. The applicants may have the personnel with the technical expertise with them at the table (and *should* have these people with them if these people were primarily responsible for drafting a section). However, the applicants themselves should demonstrate knowledge and understanding of all areas of the budget.

B. (1) Provide, and attach as **Appendix F**, a completed 910B5 State Equalization Guarantee (SEG) Computation Revenue Estimate Worksheet, using appropriate values and computations for each year of the five-year budget plan (use projected unit value and for special education, please budget the local district's percentage of special education unless the school has a sufficient justification for why it will have a larger population). State and federal funds, including but not limited to student funding, shall not be used to pay, compensate or reimburse contract management organization or education management organization, regardless of their organizational or tax-exempt status. Ensure that your worksheet **clearly demonstrates your understanding of, and your capacity to implement, New Mexico public school funding.**

ENTER APPLICANT RESPONSE HERE:

B.(2) Provide, and attach as **Appendix G**, a proposed five-year budget plan, fully aligned with the 910B5 SEG Revenue Worksheet that clearly supports the proposed school's mission and aligns with the proposed school's five-year growth plan, including staffing, facilities, educational program, and services. State and federal funds, including but not limited to student funding, shall not be used to pay, compensate or reimburse contract management organization or education management organization, regardless of their organizational or tax-exempt status. Ensure that your draft budget clearly demonstrates the financial capacity and long-term sustainability of the proposed school (consider your growth plan, including staffing, facilities, educational program, mission etc.).

ENTER APPLICANT RESPONSE HERE:

B.(3) Provide a clear, comprehensive, cohesive, and reasonable budget narrative.

ENTER APPLICANT RESPONSE HERE:

B. (4) Provide a **clear and meaningful** description of what budget adjustments will be made to meet financial budget and cash-flow challenges, or to address the failure to receive any anticipated funding sources.

ENTER APPLICANT RESPONSE HERE:

## C. Financial Policies, Oversight, Compliance, and Sustainability

C.(1) Provide a description of the internal control procedures.

ENTER APPLICANT RESPONSE HERE:

C. (2) Identify the appropriate staff to perform financial tasks.

ENTER APPLICANT RESPONSE HERE:

C.(3) Provide a **clear, comprehensive, and cohesive plan** for how the Governing Body will provide proper legal and fiscal oversight.

[ENTER APPLICANT RESPONSE HERE:

## IV. Evidence of Support

### **A. Outreach Activities**

A. Provide **clear, comprehensive, and cohesive** evidence that you have developed an effective and thoughtful outreach program.

ENTER APPLICANT RESPONSE HERE:

### **B. Community Support**

B. Provide **sufficient measurable**, quantifiable, and **qualitative** data-based evidence of abundant, broad-based support for the proposed school among residents in the targeted community. **DO NOT provide names or specific letters of interest from families or students.**

ENTER APPLICANT RESPONSE HERE:

### **C. Community Relationships**

C. Clearly demonstrate that you have developed **meaningful and strategic** networking relationships or resource agreements with local community agencies, groups, or individuals. (not including formal partnership agreements that are integral to the proposed school's operations, as described in Section II. I (1) of this application.)

ENTER APPLICANT RESPONSE HERE:

## V. Applicant Remarks

### Additional Remarks

ENTER APPLICANT RESPONSE HERE:

The applicant team is invited to provide additional remarks, not to exceed 500 words. This section will not be rated by the Peer Review Team.

## VI. Appendices and Attachments

	Appendix Description	File Naming Convention	Attached (Check if Yes)
A	II-A1_Governing Body Bylaws	A_SchoolName_Bylaws	<input type="checkbox"/>
B	II-C3_Head Administrator Job Description	B_SchoolName_HeadAdmin	<input type="checkbox"/>
C	II-D2_Job Descriptions for Certified, Licensed, and Other Key Staff	C_SchoolName_JobDesc	<input type="checkbox"/>
D	II-I2_Proposed Agreements Governing Third Party Relationships and Memoranda of Understandings (MOUs) (*Required if applicable*)	D_SchoolName_MOUs	<input type="checkbox"/>
E	II-L1_PSA-Approved Projected Facility Plan Documentation	E_SchoolName_FacilityPlan	<input type="checkbox"/>
F	III-B1_Five Years of 910B5 State Equalization Guarantee (SEG) Computation Revenue Estimate Worksheets	F_SchoolName_910B5	<input type="checkbox"/>
G	III-B2_Five-year Budget Plan	G_SchoolName_BudgetPlan	<input type="checkbox"/>
H	III-C1_Internal Control Procedures	H_SchoolName_InternalControl	<input type="checkbox"/>



## New Mexico Public Education Commission

### 2022 New Charter School Application Kit **DRAFT** Part D. Capacity Interview Questions



## Scoring

All responses will be scored using the following rubric:

<b>Meets the Criteria</b>  (M)	<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>
<b>Approaches the Criteria</b>  (A)	<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>
<b>Falls Far Below the Criteria</b>  (F)	<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>

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Commented [RBP2]: Does the PEC want to change to Does Not Meet to match the rubric for the Application Part C?

The review team will ask applicant teams questions in areas that include but are not limited to:

- [Educational Plan: Mission and Implementation](#)
- [Leadership and Governance](#)
- [Facility](#)
- [Finance](#)
- [Planning/Implementation Year](#)
- [Other topics specific to the proposed school](#)

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Capacity Interview Questions			
Educational Plan: Mission		1. How is the mission, as described in the application, essential to the success of the proposed school <u>(school)</u> ?	
Score		Review Team Comments:	
M <input type="checkbox"/>	A <input type="checkbox"/>	<del>DF</del> <input type="checkbox"/>	Click here to enter text.
Educational Plan: Innovation		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 <del>proposed</del> school?	
Score		Review Team Comments:	
M <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	Click here to enter text.
Educational Plan: Mission Implementation		3. How will you evaluate whether your mission and implementation of it are working?	
Score		Review Team Comments:	
M <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	Click here to enter text.
Leadership & Governance		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 <del>proposed</del> school?	
Score		Review Team Comments:	
M <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	Click here to enter text.
Leadership & Governance		5. What role does the school leader play in the success of a charter school? Describe your strategic process for identifying and selecting <u>the head administrator</u> <del>her/him</del> . How will this process support the success of <del>your</del> <u>the proposed</u> school?	
Score		Review Team Comments:	
M <input type="checkbox"/>	A <input type="checkbox"/>	F <input type="checkbox"/>	Click here to enter text.
Leadership & Governance		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 <u>school's</u> success <del>of your proposed school</del> ?	

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<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <input type="checkbox"/>	Click here to enter text.
<b>Leadership &amp; Governance</b>			7. <del>Please explain the delineated</del> roles and responsibilities of, and the relationships between, the founders, <del>the</del> governing body, and <del>the proposed</del> school's administration during the transitional period between the planning/implementation year and the first year of operations. Describe how those relationships evolve to ensure the success of the <del>charter</del> school.
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <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 <del>proposed</del> school will use to establishing and implement <del>ing</del> them and how these will contribute to the success of the <del>proposed</del> school.
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <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 <del>proposed</del> school determine when they are in need of change and how will it react?
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <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 <del>it this be to carry out this major piece of opening a charter school?</del> Please include details about locating, securing, and funding the facility.
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <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>
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <input type="checkbox"/>	Click here to enter text.

<b>Finance</b>			12. How <del>are you going to open your proposed</del> will the school <del>open</del> without federal start-up funds? Does the <del>proposed</del> 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/implementation 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>
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <input type="checkbox"/>	Click here to enter text.
<b>Finance</b>			13. <del>Describe it</del> in detail <del>describe</del> how you will make enrollment projections to establish and submit your first budget to PED? How will you ensure these <del>enrollment</del> projections are reasonable and align closely to your actual 40 day count?
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <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 <del>your the</del> projections used to submit your budget. -What are the implications for your budget/business plan <del>and what are your next steps</del> ? 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>
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <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. <del>?</del>
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <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>
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <input type="checkbox"/>	Click here to enter text.
<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>

<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <input type="checkbox"/>	Click here to enter text.
<b>Review Team's Individualized Questions</b>			18. 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.
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <input type="checkbox"/>	
<b>Review Team's Individualized Questions</b>			19. 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.
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <input type="checkbox"/>	
<b>Review Team's Individualized Questions</b>			20. 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.
<b>M</b> <input type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>F</b> <input type="checkbox"/>	

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