

Public Education Commission

Performance Framework Academic Goal Amendment

Purpose

The *Performance Framework Academic Goal Amendment Request* is used to change a current Academic Performance Framework Goal or Mission-Specific Goal *as described in the charter contract Performance Framework*, when the change is occurring that is either within or not within the control of the school.

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

Determining Eligibility

Submission Window

The *Performance Framework Academic Goal Amendment Requests* may only be submitted for consideration **28 days prior** to any PEC meeting, and, if approved, will go into effect in the subsequent fiscal year. A *Performance Framework Academic Goal Amendment Request Form* may be submitted by a charter school that meets the eligibility criteria. The amendment request will be placed on the agenda of the next regular PEC meeting if the complete request was received at least 28 days prior to the meeting, or at the subsequent meeting if the complete request was not received at least 28 days prior to the next regularly scheduled meeting.

If the fiscal year has started or will start prior to the request being considered by the PEC, an amendment request will be effective only in the subsequent fiscal year, if it is approved.

PEC Consideration

All performance data (academic, organizational, and financial) for the last three years including any outstanding compliance or investigations will be provided to the PEC for consideration of the amendment request.

Approval Factors

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

- The PF Academic Goal Amendment Request does not change the essence of the school's program
- The PF Academic Goal Amendment Request does not result in the administration of an assessment that is in lieu of or duplicative of other assessments that must be administered under state law
- The school's performance in relation to the proposed goal change can be accurately reported and performance can be verified.
- The applicant's demonstrated capacity to successfully implement the requested change.
- The *Performance Framework Academic Goal Amendment Request* does not result in a decrease in the rigor or reliability of the school's academic evaluation, considering the school's prior performance and the

recommendation coming out of a prior negotiation with a subcommittee of the commission¹ regarding the proposed goal unless the school provides evidence that the goals as written prior were unattainable.

Amendment Checklist

- Fully Completed Form
 - The proposed goal(s) should include the following rating categories – Exceeds Standards, Meets Standards, Does Not Meet Standards, and Falls Far Below Standards and include measures and metrics, including percentages, for each rating category.
 - Attached Approved Board Minutes of Governing Body vote on requested change
 - Attached Narrative, addressing the rationale for the change and how the proposed changes will affect: the curriculum, the methods of instruction, formative and summative assessments, staffing and resources, the budget, and the community.
 - Attached Template or Scoring Sheet detailing what information will be collected, who is responsible, and how data will be aggregated. The scoring sheet or template should demonstrate how the new goals are rigorous, attainable, measurable and workable within a yearly time frame.
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¹ To schedule negotiation in advance of the consideration of the request, please contact the PEC Chair and CSD.

Performance Framework Academic Goal Amendment Request FORM

If you have questions about completing the form or uploading documents, contact charter.schools@state.nm.us.

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [], hereafter "the School", effective [] of [], []. The School was approved for a [] Charter Contract.

The School's Charter Contract Performance Framework Academic Goal currently states:

CURRENT PF ACADEMIC GOAL:

The School requests that the Public Education Commission (PEC) change the terms of its Charter Contract Performance Framework Academic Goal , Section _____, to read as follows:

PROPOSED PF ACADEMIC GOAL:

EFFECTIVE DATE OF CHANGE:

REASON THAT THE EXISTING PERFORMANCE FRAMEWORK INDICATOR IS NOT APPROPRIATE OR WORKABLE:

RATIONALE FOR CHANGE:

Submit this form and all supporting documents to charter.schools@state.nm.us

The School's Performance Framework Academic Goal amendment request is hereby submitted by [] on [], and affirms the school meets the following eligibility criteria:

- A change to the performance framework academic goal is not effective until approved by the PEC; and
- The school's governing board is in compliance with all reporting requirements and approved the change.

School Representative Signature Date

The School's Performance Framework Academic Goal amendment request was reviewed and voted upon by the Public Education Commission and is hereby:

APPROVED DENIED

Chair, Public Education Commission Date

RE-ARRANGED, REVISED, TRUNCATED OR REMOVED ITEMS

Instructions for the Request

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

Form Fields

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

Attachments

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

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

Narrative*

Upload a narrative that responds to the following prompts:

- Describe the rationale for the change in the Academic Performance Framework Goal.
- Explain why the requested measurement tool is reliable, including how the measurement tool was selected.
- Explain why the requested goals are rigorous, including how the goals were established.
- Explain why the requested goals are attainable.

Performance Framework Academic Goal Amendment Request

- Describe how the requested goal meets all of the remaining elements of a SMART goal.
- Describe how the requested goal aligns to and measures the effective implementation of school's mission.
- Provide all definitions necessary to understand the proposed goal (e.g., *FAY*, proficiency, growth, etc.)
- Describe the school's transition plan, including:
 - Timeframes for implementation of the changes; Purchasing necessary resources (e.g. assessment materials) to implement the changes; Training staff to effectively implement the changes; and
 - Providing evaluation (monitoring) and support to address challenges that may be encountered during the implementation of the change.
- Describe the data, analysis, and timeline for reporting performance to the PEC. Include a sample report.

Administrative Completeness Review

An administratively complete request includes the following:

- Fully Completed Form

- Approved Board Minutes or Certification of the Vote taken by the Board
 - Comply with Open Meetings Act
 - Board membership aligns with what is currently on file with PEC
- Narrative, addressing all prompts