



## New Mexico Public Education Commission

### 2021 New Charter School Application Kit Part D. Capacity Interview Questions



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

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

				Capacity Interview Questions	
<b>Application Specific Question</b>				1. Please describe how input to the curriculum from community members, Explore Learning Systems, and individual students is done, including timelines. What does this look like at different grade levels and different levels of learning styles and abilities?	
<b>Score</b>				<b>Review Team Comments:</b>	
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>			<b>The applicant team fully responded to all the components of the question.</b>	
<b>D</b> <input type="checkbox"/>					
<b>Application Specific Question</b>				2. Implementing the Explore Learning Model is a fairly recent endeavor in New Mexico. Although your team’s application touches on the proposed K-2 experience, what have you as a founding team learned about young children and their teachers in this model’s environment. Include some specific examples of the K-2 experience from a child’s point of view and from a teacher’s point of view.	
<b>Score</b>				<b>Review Team Comments:</b>	
<b>M</b> <input type="checkbox"/>	<b>A</b> <input checked="" type="checkbox"/>			<b>The applicant team did not fully respond to all the components of the question. Specific examples of the K-2 experience from a child’s point of view were not sufficiently provided. In addition, the applicant team did not address what it has learned about young children and their teachers in this model’s environment.</b>	
<b>D</b> <input type="checkbox"/>					
<b>Application Specific Question</b>				3. How will the school identify, support, and monitor Gifted Students?	
<b>Score</b>				<b>Review Team Comments:</b>	
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>			<b>The applicant team fully responded to all the components of the question.</b>	
<b>D</b> <input type="checkbox"/>					
<b>Application Specific Question</b>				4. The secondary school made no mention of a lunch hour. The primary school appears to have a working lunch for students on Fridays. Describe what the day looks like for secondary students including lunch and discuss the working lunch period on Friday for the primary students.	
<b>Score</b>				<b>Review Team Comments:</b>	

M <input checked="" type="checkbox"/>	A <input type="checkbox"/>	D <input type="checkbox"/>	<b>Note: In recalculating the applicant’s school calendar, based on new information from the applicant team’s answer to this question, the secondary school’s year seems to be 1.25 days short.</b>
<b>Application Specific Question</b>			5. What Internal Controls will the board be monitoring. How often, who will monitor and who reports?
<b>Score</b>			<b>Review Team Comments:</b>
M <input type="checkbox"/>	A <input checked="" type="checkbox"/>	D <input type="checkbox"/>	<b>The applicant team did not fully address the Internal Control concerns highlighted in the written application review of Part III, Item C.1. The applicant team did speak to the fact that this area is in need of further development. Monitoring of Internal Controls is one of the main functions of the Finance Committee.</b>
<b>Application Specific Question</b>			6. Regarding the MOU with Explore Learning, which items are necessary based on using the ELA model and what items will they opt into based on the school need. Will you be able to do this under the \$60,000 contract maximum?
<b>Score</b>			<b>Review Team Comments:</b>
M <input type="checkbox"/>	A <input checked="" type="checkbox"/>	D <input type="checkbox"/>	<b>The applicant team’s response did not clearly address or clarify the concerns of the Peer Review Team particularly with regards to the MOU (Attachment D) and the first year of operations. See Part III, Item C.2 of the written application review. The oral response brought up more questions than answers with regards to the written response.</b>
<b>Educational Plan: Mission</b>			7. How is the mission, as described in the application, essential to the success of the proposed student population?
<b>Score</b>			<b>Review Team Comments:</b>
M <input checked="" type="checkbox"/>	A <input type="checkbox"/>	D <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>
<b>Educational Plan: Innovation</b>			8. What is the most important contribution your proposed school will bring to the community in which you propose to operate?

<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>
<b>Educational Plan: Implementation</b>			9. How will you evaluate the annual progress of your mission-specific goals?
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>
<b>Leadership &amp; Governance</b>			10. Describe your strategic process for identifying, selecting, and maintaining engaged board members
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>
<b>Leadership &amp; Governance</b>			11. Describe your strategic process for identifying and selecting the school's future/next Head Administrator? How will you ensure that the Head Administrator has the capacity to understand and manage the financial and human resources of the school?
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>
<b>Leadership &amp; Governance</b>			12. Please explain the delineated roles and responsibilities of, and the relationships between, the founders, the governing body, and the proposed school's administration during the transitional period between the planning/implementation year and the first year of operations.
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>Note: The board should play the primary role in the selection and hiring of the head administrator.</b>

<b>Leadership &amp; Governance</b>			13. Describe the strategic processes the proposed school will use to incorporate the feedback from the Peer Reviewer's.
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>
<b>Leadership &amp; Governance</b>			14. How will the proposed school ensure that policies and procedures are not only compliant, but also well implemented, current, and effective?
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>
<b>Leadership &amp; Governance</b>			15. How will the proposed school determine when bylaws and policies need to be updated and when new policies are needed? Who is responsible for that?
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>
<b>Facility</b>			16. 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.
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>
<b>Facility</b>			17. 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 checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>

<b>Finance</b>			18. Does the proposed school have a plan to supplement its operating budget for their 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 checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>
<b>Finance</b>			19. In detail, describe how you will make realistic enrollment projections that align to your actual 40-day count?
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>
<b>Finance</b>			20. Suppose your actual enrollment on the first day is 50% below your pre-opening "enrollments" and 70% below your projections used to submit your budget. What are the implications for your budget/business plan and what are your next steps? Describe in detail what actions you would take and when you would take them to address this situation.
<b>Score</b>			<b>Review Team Comments</b>
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>
<b>Planning Year</b>			21. Describe the organizational steps the proposed school will take during the planning year to be ready for opening.
<b>Score</b>			<b>Review Team Comments:</b>
<b>M</b> <input checked="" type="checkbox"/>	<b>A</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/>	<b>The applicant team fully responded to all the components of the question.</b>

**Peer Review Team Summary:**

**Overall, the Applicant Team’s responses fully demonstrated the capacity to open the proposed Explore Academy – Rio Rancho. Eighteen (18) of the responses to the twenty-one (21) questions earned a “Meets the Criteria” rating; three (3) responses earned an “Approaches the Criteria” rating. Areas that required additional information included: 1) specifically addressing in detail the K-2 student experience with this model as implemented in a classroom for young children; 2) internal control policies and procedures; and, 3) the relative lack of details in and confusing responses to the information included in the Memorandum of Understanding between the Governing Council of Explore Academy – Rio Rancho and Explore Learning Systems, LLC. (Attachment D).**

**The members of the Applicant Team are highly experienced individuals who are fully capable of creating an exciting new school based on the Explore Academy Model. The Peer Review Team noted the excitement and enthusiasm expressed throughout the Capacity Interview process.**