

Instructions and Timeframe

Notice of Intent	The Notice of Intent (NOI) must be submitted no later than the second Tuesday in January, on the form provided, to both the Public Education Commission and the district where the school intends to locate.
Technical Assistance Workshops	Five New Application Workshops will be provided by the CSD between January and May. Applicant teams that submit a timely NOI will be notified of the trainings by email. To RSVP, send participant's name, school affiliation, position, and email address to charter.schools@ped.nm.gov .
PSFA Master Plan	Applications must include evidence that the founders have submitted to the Public School Facilities Authority (PSFA) a Facilities Master Plan/Educational Specifications Checklist (found on the PSFA website) in April.
Deadline	Applications must be submitted by email to charter.schools@ped.nm.gov by June 1 at 5:00 PM Mountain Time. Only electronic copies will be accepted. CSD will confirm receipt of the application by email. The CSD will NOT send any notices or other information by hard copy unless required to do so by law.
Applications to PEC	All received applications will be transmitted to the PEC on or before June 8.
Peer Review Preliminary Analysis	An external peer review team of New Mexico charter school experts, overseen by CSD staff, will read and analyze the applications. The peer review team's preliminary analysis is provided to the applicant and the PEC at least three calendar days prior to the applicant team's scheduled Capacity Interview date.
Capacity Interview and Preliminary Analysis	This interview will demonstrate the applicant team's capacity to implement the school as planned in the Application. The peer review team's preliminary analysis of the capacity interview is provided to the applicant team and the PEC at least seven days prior to the applicant team's scheduled Community Input Hearing date.
Capacity Interview Preliminary Analysis	The review team's preliminary analysis of the capacity interview is provided to the applicant team and the PEC no fewer than seven days prior to the applicant team's scheduled Community Input Hearing date.
Community Input Hearings	The PEC will hold Community Input Hearings in July to allow the local community, including the local school district, the opportunity to provide comments on the application. The PEC will also use this opportunity to obtain information from the applicants that may inform the commissioners, prior to taking an actual vote.
CSD Analysis	The CSD will send its analysis by email to the PEC and to the applicant no later than two weeks prior to the PEC meeting.

PEC Decision- Making Meeting	The PEC will hold a public decision-making meeting no later than September 1 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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		<i>Option A</i>	<i>Option B</i>
Notice of Intent	The Notice of Intent (NOI) must be submitted no later than the second Tuesday in January, on the form provided, to both the Public Education Commission and the local district where the proposed charter school intends to be located.	January 10, 2023	January 10, 2023
Deadline: Charter Application	Charter Applications may be submitted between May 1 and must be submitted by email to charter.schools@ped.nm.gov by June 1 at . The deadline for submission of all materials to the PED's CSD is June 1 by 5:00 PM Mountain Time).	Application received by June 1, 2023	Application received by June 1, 2023
Applications Provided to the PEC	All received applications will be transmitted to the PEC after CSD checks for completeness .	June 8, 2023	June 8, 2023
Substantive Review Period	An external peer review team of New Mexico charter school experts will read and analyze the applications in June. Each team is overseen by CSD staff.		
Written Application Preliminary Analysis	The peer review team's preliminary analysis of the written application is provided to the applicant and the PEC no fewer than four days prior to the applicant team's scheduled Capacity Interview date.	N/A - CSD analysis below	N/A- CSD analysis below
Capacity Interviews	This interview will be designed to demonstrate the applicant team's capacity to implement the school as planned in the Application.	June 19-21, 2023	June 19-21, 2023
Capacity Interview Written Preliminary Analysis	The review team's preliminary analysis of the capacity interview is provided to the applicant team and the PEC no fewer than seven days prior to the applicant team's scheduled Community Input Hearing date.	June 30, 2023	June 30, 2023

Community Input Hearings¹	The PEC will hold Community Input Hearings in July to allow the local community, including the local school district, the opportunity to provide comments on the application. The PEC will also use this opportunity to obtain information from the applicants that may inform the commissioners, prior to taking an actual vote.	July 17-18, 2023	July 10-12, 2023
Public Written Comments	Community input may include written or oral comments in favor of or in opposition to the application by the applicant, members of the local community, and other interested individuals. Community input shall be provided within a time limit established by the chartering authority.	July 18-19, 2023	July 11-13, 2023
CSD Analysis and Recommendation	The CSD will send its analysis by email to the PEC and to the applicant no later than two weeks prior to the PEC meeting.	July 20 , 2023	July 14 , 2023
PEC's letter to applicants		July 21, 2023	July 21, 2023
Transcripts of the Public Hearing	The CSD will send to PEC and the applicants the transcripts of the public hearing.	August 2, 2023	July 25, 2023

¹ **6.80.4.13 S. NMAC** Prior to the public meeting at which the decision is made, the chartering authority shall hold at least one public hearing to obtain information and community input to assist it in its decision whether to grant a charter school application. At any such hearing, which shall be duly noticed and held pursuant to the Open Meetings Act Sections **10-15-1** et seq. NMSA 1978 and the requirements contained in the Section **22-8B-6** NMSA 1978, members of the chartering authority may ask questions of the charter applicant and that applicant shall have an opportunity, subject to reasonable time limitations, to respond to any questions or concerns raised by any members of the chartering authority, and present to the chartering authority information that clarifies and verifies the information in the application that the applicant believes will assist the chartering authority in making its decision. Community input may include written or oral comments in favor of or in opposition to the application by the applicant, members of the local community, and other interested individuals. Community input shall be provided within a time limit established by the chartering authority.

PEC Decision-Making Meeting²	The PEC will hold a public decision-making meeting no later than September 1 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.	August 18, 2023	August 18, 2023
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²**Section 22-8B-6 L NMSA 1978** The chartering authority shall rule on the application for a charter school in a public meeting by September 1 of the year the application was received; provided, however, that prior to ruling on the application for which a designated subcommittee was used, **any member of the chartering authority who was not present at the public hearing shall receive the transcript of the public hearing together with documents submitted for the public hearing.** If not ruled upon by that date, the charter application shall be automatically reviewed by the secretary in accordance with the provisions of Section **22-8B-7 NMSA 1978.**

NOTE: *nothing in statute or rule requires PEC or CSD to provide multiple preliminary analyses, nor to give the applicants a 30 day notice about PEC's concerns. 22-8B-6 N NMSA 1978 states "If the chartering authority denies a charter school application or approves the application with conditions, it shall state its reasons for the denial or conditions in writing within fourteen days of the meeting."*