

# New Mexico Public Education Commission



## 2024 New Charter School Application Kit

### Part C

### Written Responses

Charter Schools Division  
Public Education Department  
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DRAFT: October 19, 2023

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## Applicant Information

**Name of Proposed Charter School:** Click or tap here to enter text.

School Address (if known): Click or tap here to enter text.

School Location (City/Town): Click or tap here to enter text.

School District within which the proposed school will be located: Click or tap here to enter text.

Grades to be served: Click or tap here to enter text.

Requested Enrollment Cap: Click or tap here to enter text.

**Primary Contact Person:** Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Office phone: Click or tap here to enter text. Mobile phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

**Secondary Contact Person:** Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Office phone: Click or tap here to enter text. Mobile phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

**Founder (if different from above):** Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Office phone: Click or tap here to enter text. Mobile phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

**Founder (if different from above):** Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Office phone: Click or tap here to enter text. Mobile phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

# 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

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

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, 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 include a clear plan for evaluating student performance across the curriculum. (NMSA 22-8B-8(E)). This plan should align with state 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:

### I. Replication (if applicable):

If the proposed program is the replication of a whole school model in use elsewhere, provide a list of the names and locations of schools in which the program has been implemented. Include student academic data that demonstrate the academic success of school(s) currently using the model. Include three years of applicable data. For schools open less than three years, or in the event that recent data has not yet been released, provide all achievement data available. The school(s) must demonstrate meeting or exceeding the standard during each of the years for which data are available.

I.	<u>Replication: data from existing schools in network</u>
Rating	Expectations
<input type="checkbox"/> Meets	A complete response must <ul style="list-style-type: none"><li>● Provide a list of the names and locations of schools in which the program has been implemented.</li><li>● Review of past three years of student performance data on the state accountability system with an emphasis on academic achievement and growth;</li><li>● Student enrollment trends;</li><li>● Graduation rates (if applicable);</li><li>● Annual authorizer reports.</li></ul>
<input type="checkbox"/> Approaches	
<input type="checkbox"/> Does Not Meet	

ENTER INDEPENDENT REVIEW TEAM COMMENTS 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:

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:

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. Transportation and Food

J. (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:

J. (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:

## K. 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 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\\_FMPEd\\_Specs\\_Renewal\\_Program\\_August\\_2019.pdf](https://nmpsfa.org/legacy/pdf/planning/Charter_School_FMPEd_Specs_Renewal_Program_August_2019.pdf)

K.(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:

K. (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 in spring of the implementation year.

Academic Year	Number of Students	Grade Levels	Student/Teacher Ratio
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			

At Capacity (Enrollment Cap)			
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**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:** 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.

ENTER APPLICANT RESPONSE HERE:

## VI. Appendices and Attachments

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