

## Instructions and Timeframe (without PEC letters to applicants)

<b>Notice of Intent</b>	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>Technical Assistance Workshops</b>	New Application Training Workshops will be provided by the CSD between January and 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, send participant's name, school affiliation, position, and email address to <a href="mailto:charter.schools@ped.nm.gov">charter.schools@ped.nm.gov</a> .
<b>PSFA Facilities Master Plan</b>	Applications must include evidence that the Public School Facilities Authority (PSFA) Master Plan has been completed. Form available on PSFA website, submitted to PSFA in April.
<b>Deadline: Charter Application</b>	Applications must be submitted by email to <a href="mailto:charter.schools@ped.nm.gov">charter.schools@ped.nm.gov</a> by <b>Monday, June 3 by 5:00 PM Mountain Time</b> .
<b>Applications Provided to the PEC</b>	All received applications will be transmitted to the PEC by June 5 after CSD checks for completeness
<b>Substantive Review Period</b>	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.
<b>Capacity Interviews</b>	This interview, designed to demonstrate the applicant team's capacity to implement the school as described in the application, will take place the week of June 24, 2024.
<b>Preliminary Analysis</b>	The review team's preliminary analysis of the application and capacity interview is provided to the applicant team and the PEC by July 3, 2024.
<b>Community Input Hearings</b>	The PEC will hold hearings July 8-10 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.
<b>Public Written Comments</b>	Community input may include written or oral comments in favor of or in opposition to the application by members of the community and other interested individuals. Community input shall be provided between July 11, 12, and 15.
<b>CSD Analysis and Recommendation</b>	The CSD will send its analysis by email to the PEC and to the applicant by August 1, 2024.

<b>PEC Decision-Making Meeting</b>	The PEC will hold a public decision-making meeting on August 16 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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