



STATE OF NEW MEXICO
PUBLIC EDUCATION COMMISSION
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-6661
www.ped.state.nm.us

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January 19, 2024

(Set up mail merge)
Head Administrator
Board Chair
School Name

Dear _____ and _____:

Thank you for all of your hard work to support children in New Mexico. As you know, the Charter School Division (CSD) has completed its annual report for SY 2022-2023 for your school and presented this report along with your responses to the Public Education Commission (PEC) at its January 2024 meeting.

As outline in New Mexico rule NMAC 6.2.9.12 and 13¹, the PEC has accepted this annual report. Further, as set out in the rule, the PEC asked me to provide you with notice that the PEC has issued an overall annual report notice of (*pick correct one*)

- (1) Notice of exemplary performance;
- (2) Notice of satisfactory performance;
- (3) Notice of unsatisfactory performance;
- (4) Notice of uncorrected unsatisfactory performance; or
- (5) Notice of action to be initiated under the intervention ladder.
(Set out more information on intervention ladder process if selected)

In addition to the overall notice, the PEC has identified the following areas of specific areas unsatisfactory performance:

¹ <https://www.srca.nm.gov/parts/title06/06.002.0009.html>

Add here

Information on the areas of concerns is located in the SY 2022-2023 annual report on pages _____. The contract and all annual reports for the school are located here: <https://webnew.ped.state.nm.us/bureaus/public-education-commission/charter-school-contracts/> These pages of the annual report identify the unsatisfactory performance requiring corrective action so that you can take appropriate measures to correct the performance. You will work with your staff and board and report your progress the CSD through the annual site visit and report process to show your progress. If you are successful in improving the performance, CSD will report that in the next annual report, and the concerns will be identified as corrected. If you are not successful (which we hope will not be the case), the school may receive a notice of uncorrected unsatisfactory performance next year which could impact the ultimate renewal of the school.

The SY 2022-2023 annual report and this letter will be made a part of the record of performance of the school. Please feel free to reach out to CSD or me with any questions. On behalf of the Commission, I thank you for your efforts.

Sincerely,

e/Alan Brauer

Chair, Public Education Commission