

**Reviewer Feedback on Notice of Intent**  
(provided at the request of the Public Education Commission)

The New Mexico Charter School Act, NMSA 22-8B-1 *et.seq* requires any group seeking to become a state charter school to provide a notice to the Public Education Commission (“PEC”) and the school district in which the charter school is proposed to be located. The Notice of Intent (“NOI”) requires all applicants to identify the mission, outline of the educational program, founding team members demonstrating diverse and necessary capabilities to execute its plan successfully and a description of the community need and support for the school.

In order to promote strong applications that comply with the statutory requirements, the PEC has asked a staff member with a strong charter background to provide feedback on submitted Notices of Intent. In addition, the Charter Schools Division will provide training opportunities and support related to submittal of the full new school application. This evaluation is for support only and will not be utilized as part of the evaluation of the full application. The document neither represents the opinion of the PEC or any individual commissioner nor indicate that the application will be approved once submitted. The document is for guidance only.

The reviewer is looking at the NOI for the following:

*A strong NOI indicates that the team submitting the NOI is on track to the development of a high-quality charter school application. A strong response addresses elements in most areas and strengths outweigh weaknesses. Weaknesses, if present, are minor and unlikely to adversely impact the school’s ability to develop and operate successfully.*

Name of Applicant (Primary):	
Email of Applicant	
Number of People on the Applicant Team	
Name of School(s):	
Name of PEC Reviewer:	
Date of Review:	

**1. General Information**

- Name of Proposed School
- School district where proposed school will be located
- Grade levels to be offered and enrollment projections

1. Location and Enrollment	
Is the school located in a rural area where the district has less than 1,300 students? If so, is the enrollment of the school under 10% of the district enrollment?	
Suggestions for Improvement, if any:	

**2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school**

2. Experience and Expertise	
<ul style="list-style-type: none"> <li>• Founders have the <b>capacity</b> to lead and then guide the effort.</li> </ul> <p>Is there adequate diversity of <b>skills</b> to address the overall requirements to start and operate a charter school?</p>	
Comments and suggestions for Improvement:	

**3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB)**

3. Model	
<ul style="list-style-type: none"> <li>• There is an understanding and unified educational programming ideology</li> </ul>	
Comments and suggestions for Improvement:	

**4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation?**

\_\_\_ Yes \_\_\_ No If YES, describe the entity and the role it will have in the school's operational plan

5. Does the applicant team or any members of the team currently operate any other schools or sit on the board of any other charter school?      \_\_\_ Yes \_\_\_ No

6. Vision/Mission statement

6. Vision and Mission	
<ul style="list-style-type: none"> <li>Does the mission define the purpose of the school?</li> <li>Does the vision align with the student needs in NM and describe what success would look like?</li> </ul>	
Comments and suggestions for Improvement:	

7. Student population and geographical setting of the school

- Define the targeted geographical area from which the proposed school is expected to draw a significant number of its students
- Describe the student population including key demographic data (academic performance, home languages, English Learners, and special education populations).
- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs

7. Student Population	
<ul style="list-style-type: none"> <li>There is an identified need and understanding of the students to be served?</li> </ul>	
Comments and suggestions for Improvement:	

8. Provide evidence that the applicant team has assessed community need for the type of school proposed (e.g., objective surveys or other measures of local demand for the educational program)

8. Community Need	
<ul style="list-style-type: none"> <li>• There is a clear idea and presentation of community need</li> <li>• What evidence does the founding team present to demonstrate community need, (eg., meetings with community supporters)?</li> </ul>	
Comments and suggestions for Improvement:	

9. Identify significant innovative features that the school will implement to help realize the school’s vision/mission.

9. Innovation	
<ul style="list-style-type: none"> <li>• There is a clear presentation of innovation that sets this school apart</li> </ul>	
Comments and suggestions for Improvement:	

10. Describe how the school will be more effective in terms of academic achievement than the schools currently serving the targeted student population. Provide any data you have to support this assumption.

10. Improved Academic Achievement	
<ul style="list-style-type: none"> <li>• There is a clear presentation of the benefits of this proposed school</li> </ul>	
Comments and suggestions for Improvement:	

11. Overall comment

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