	Item	Requirement	Reference	Completed	Completed by	
	Governance Council					
G.1	Bylaws	To include provisions for removing or replacing members Must include provisions for audit and finance committees. Submitted to CSD.	NMSA 22-8-12.3 and 22-8B-4.A	☐		
G.2	Current Membership/Leadership	List of governing body members and leadership positions (chair, vice chair etc.). Website updated to include governing body & officers,email and phone contact information for each.	Bylaws	☑	Missy	
G.3	Finance Committee established	Names of Individuals serving on the committee, evidence of agenda of FC meetings to prepare FY25 budget	NMSA 22-8-12.3C and 6.20.2.11-6.20.2.18 NMAC	☐		Needs changes
G.4	Audit Committee established	Names of Individuals serving on the committee, evidence of agenda of AC meetings to review FY22 Audit results and management's response to any findings	NMSA 22-8-12.3D	☑	Missy	
G.5	Conflict of Interest Policy and disclosures	Aligns with statute, approved by the board (if changes are made to existing).	NMSA 22-8B-5.2	☑	Missy	
G.6	Anti-nepotism Policy and Procedure	Aligns with statute, approved by the board (if changes are made to existing).	NMSA 22-8B-10	☑	Missy	
G.7	Complaint Policy and Procedure	including a process for receiving, tracking, and resolving community, parental, and other public complaints. Complaint policy to CSD.	6.10.3 NMAC	☐		
G.8	Head Administrator Evaluation process	A Head Administrator(s) evaluation process with timeline, responsible parties, forms and outcomes (evidenced in annual calendar)	6.29.1.9(A2) NMAC	☑	Missy	
G.9	Internal Control Procedures	Review of existing and admended if needed to transition to a state-charter.	6.20.2.11 NMAC	☐		
G.10	Board of Finance Application	Includes three documents: Statement of Governing Body to Consult with PED; Affidavit of Governing Body Members; and Affidavit of Financial Records Custodian	NMSA 22-8B-6.I and 22-8-38.B	☐		
G.11	Employment Background Check Policy and Procedure	Review of existing and admended if needed. For the GC, volunteers, and all school personnel including the HA who may have unsupervised contact with children or students on school premises. Criteria for disqualification	NMSA 22-10A-5	☐		
				☐		
	Compliance Policies and Procedures					
C.1	Code of Ethics	Evidence of dissemination of the Code of Ethics and Standards of Professional Conduct to all licensed employees at a staff meeting; policy (if in place)	6.60.9.8 and 6.60.9.9 NMAC	☐		
C.2	Safe Schools Plan	Determine where the school is in the 3 year cycle; if not current complete the plan with guidance by safe & healthy school.	6.12.7 NMAC	☐		
C.3	Certificate of Assurances to comply with state and federal laws	Signed by the GC and submitted as part of contract development	Link to form	☐		
	Student Focused					
S.1	School schedule and calendar	Provide CSD copies of approved calendar, submitted with FY23 budget	6.10.5 NMAC	☐		
S.2	English Learner support plan	Review of existing and admended if needed. To include idenfication, testing and services provided to ELs	NMSA 22-13-5; 22-13-8; 6.29.1.9; 6.29.5.	☐		
S.3	Special Education program plan	Review of existing and admended if needed. To include process for tracking special education services.	NMSA 22-13-5; 22-13-8; 6.29.1.9; 6.29.5.	☐		
S.4	Distance and hybrid learning policy	Evidence the school has a program of distance learning courses in place, approved by the board if changes are needed.	NMSA 22-12-1.4; 6.30.8 NMAC	☐		
S.5	Attendance policy and procedures	Aligns with Attendance for success, approved by the board if changes are needed.	NMSA 22-12A-6 et. seq.	☐		
S.6	Bullying prevention policy and procedures	Aligns with rule, approved by the board if changes are needed.	6.12.7 NMAC	☐		
S.7	Student Discipline policy and procedures	Including policies and procedures for detention, suspension, or expulsion;approved by the board if changes are needed.	6.11.2.1 NMAC; NMSA 22-5-4.3	☐		
S.8	Enrollment policies and procedures	Alignment with PED guidance	Link to guidance	☐		
	Finance and Operations Documents					
FO.1	Chief Procurement Officer	Evidence of staff member certification	NMSA 13.1-95.2	☐		
FO.2	Student Information System	Determine if system tied to the district system or if it is compatible with STARS/NOVA	6.19.5.8	☐		
FO.3	Procurement Procedures	Evidence of review and if needed, amendmendments made	6.20.2.17 NMAC	☐		
FO.4	MOU with 3rd Parties (if applicable)	Copy of Agreement	Charter Contract Requirements	☐		
	Teacher Focused					
T.1	Staff Performance Evaluation and Feedback	Timeline and procedures	6.69.2 NMAC	☐		
T.2	Staff Professional Development plan	Schedule and topics	6.6.11.8 NMAC and 6.60.6 NMAC	☐		
	Facilities Focused					
F.1	Facilities Assurance	Occupancy Certificate	NMSA 22-8B-4.2	☐		
F.2	Insurance Document	From Poms & Associates		☐		

Note: Items related to contract development noted in red.