

Transition Year Checklist			
	Green: Required in Contract Negotiations		
	Yellow: Will be part of Assurance document in September, if District Policy exists, school can identify if will use it or make a new one		
	Item	Requirement	Reference
	Required by Contract Negotiations (March)		
Exhibit B of Contract	Board of Finance Application, includes 2.2.D information	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
	a. Current board members	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
	b. Certificate of Assurances to comply with state and federal laws		
2.2.A	Identification of Head Administrator to CSD		
2.2.B	Identification of Business Manager to CSD		
2.2.C	Identification of Chief Procurement Officer to CSD	Evidence of staff member certification	NMSA 13.1-95.2
2.2.D	(Ongoing and part of Exhibit B above for new and transitioning schools) Current board members, and Certificate of Assurances to comply with state and federal laws		
2.2.E.	Enrollment policies and procedures	Alignment with PED guidance	Link to guidance
2.2.F.	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
2.2.G	Pre-K program	Funding complies and no lottery preference provided	
2.2.H	Facilities Assurance	Occupancy Certificate	NMSA 22-8B-4.2
2.2.I and L.	Foundation Membership	Copy of Agreement	
2.2.J.	Conflict of Interest Policy and disclosures	Aligns with statute, approved by the board (if changes are made to existing).	NMSA 22-8B-5.2
2.2.K	3rd Party MOU	Copy of Agreement	

Assurance Document in September used to confirm compliance			
Actions Taken			
Confirm if the school is using a district policy or has created a new one			
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	
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	
Student Information System	Determine if system tied to the district system or if it is compatible with STARS/NOVA	6.19.5.8	
Procurement Procedures	Evidence of review and if needed, amendmendments made	6.20.2.17 NMAC	
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	
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	
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	
Staff Performance Evaluation and Feedback	Timeline and procedures	6.69.2 NMAC	
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 with Attendance policy and procedures	Aligns with Attendance for success, approved by the board if changes are needed.	NMSA 22-12A-6 et. seq.	
Internal Control Procedures	Review of existing and admended if needed to transition to a state-charter.	6.20.2.11 NMAC	
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	
Tobacco, Alcohol, Drug-Free Policy and Med	Aligns with rule, approved by the board if changes are needed.	6.12.4 NMAC ; 6.12.10 NMAC	
On earlier checklist but already in assurance document, so no supplement if these are a supplement to the assurance doc			
Equity Council established	Names of Individuals serving on the committee, evidence of schedule of meetings		
Accurate and timely screening, identification and services provided to English Learners	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; 6.29.5.1 et. seq.; 6.31.2 et. seq. NMAC	
Special Education program plan	Review of existing and amended if needed. To include process for tracking special education services.	NMSA 22-13-5; 22-13-8; 6.29.1.9; 6.29.5.1 et. seq.; 6.31.2 et. seq. NMAC	
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	
Anti-nepotism Policy and Procedure	Aligns with statute, approved by the board (if changes are made to existing).	NMSA 22-8B-10	
Bullying prevention policy and procedures	Aligns with rule, approved by the board if changes are needed.	6.12.7 NMAC	
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	

	Implementation Year Check	Transition Year Checklist	2024-2025 proposed C.3 checklist	APS	SFPS
	CHARTER SPECIFIC: 4 ITEMS FOLLOW THROUGH ACROSS				
Bd Finance	Bd Finance	Bd Finance			
ID of key	ID of key personnel	ID of key personnel			
Enrollment and	Enrollment and Lottery	Enrollment and Lottery	Confirmed within cap		
Bylaw	Bylaw	Bylaw			
Pre-K	Pre-K	Pre-K			
Facilities	Facilities	Facilities			
Foundation	Foundation	Foundation			
3rd Party MOU	3rd Party MOU	3rd Party MOU			
Finance, Audit	Finance, Audit and Equity	Finance, Audit and Equity	PF and 3C confirm all three		
Mission	Mission	Mission	Mission		
Need to Keep	Need to Keep current	Need to Keet Current	Keeping information current		
DASH plan		DASH Plan	DASH Plan		
Next Step plans		Next Step plans in place	Next Step plans in place		
Literacy Plans		Literacy Plans	Literacy Plans		
GC Meeting		GC Meeting webcast	GC Meeting webcast		
POLICIES: 18 items followed through at all levels. Districts have all policies					
	Implementation Year Check	Transition Year Checklist	2024-2025 proposed C.3 checklist	APS	SFPS
Anti nepotism	Anti nepotism policy	Yes	Yes	GB4 Nepotism	110 Nepotism
Attendance	Attendance procedures	Yes, validation of data, and	Yes, validation of data, and compliance with	JC School Attendance Areas	300 Attendance Policy
Background	Background check policy	Additional info at 1st			
Black Education	Black Education Act, Identity,	Yes	Yes		
Bullying	Bullying prevention policies and	Yes	Yes	J16 Bullying Prevention	331 Prohibition and Prevention of
Code of Ethics:	Code of Ethics: Policy, process,	Additional info at 1st		EH Security of Digital Information	111 Board Code of Ethics
Complaint	Complaint policy	Yes	Yes	GB7 Whistleblower Complaints	625 Parent Public Complaints
Conflict of	Conflict of Interest policy	Yes	Yes	GB3 Employee Conflict of Interest	
Curriculum	Curriculum Development plan			IG Curriculum Development,	
Distance and	Distance and hybrid learning	Additional info at 1st		JH3 Distance Learning	
Dual credit	Dual credit policies and				403 Dual Credit
EL policies and	EL policies and procedures that	Yes	Yes		
Emergency drills	Emergency drills				
FERPA policy	FERPA policy	Yes	Yes		
Gun Free	Gun Free Schools policy				
Head	Head Administrator Evaluation	Additional info at 1st		CA Superintendent's Authority and	204 Superintendent
Health services	Health services policies and			JL4 School-Linked and School-Based	
Homeless	Homeless education and				
Immunizations	Immunizations policies and				306 Immunizations
Indian	Indian Education Act	Yes	Yes	JH9 Indian Education	
Internal	Internal Controls Procedures	Additional info at 1st		DM2 Internal Audits of Activity	
IPRA policy	IPRA policy	Yes	Yes	https://www.aps.edu/about	620 Inspection of Public Records
Medical	Medical cannabis policies and				355 Medical Cannabis In School
Menstrual		Yes	Yes		
Multi-Layered	Multi-Layered System of	Yes	Yes		
Open meetings	Open meetings Act	Yes	Yes		
Pest control	Pest control policies &				
Policies on	Policies on qualifications of	Yes	Yes		
Procurement	Procurement procedures	Additional info at 1st		DJ4 Purchasing/Procurement	
Safe school plan	Safe school plan	Additional info at 1st	Yes	EB Safety	
School Athletic	School Athletic Equity policies				JL Special Education
Special	Special education & 504 policies	Yes	Yes	JL Special Education	338 Graduation Requirements for
Staff discipline	Staff discipline policies and	Additional info at 1st		GA1 Personnel Evaluations	209 Evaluation of Employees
Staff training	Staff training	Additional info at 1st	Beginning Teacher Mentorship program		
Student	Student discipline policies and	Yes	Yes	JK Student Discipline	408 Special Education Discipline
Student	Student information system				104 Confidential Information
Student	Student Wellbeing Survey	Yes	Yes		
Tobacco,	Tobacco, alcohol, and drug-free	Additional info at 1st		AD Tobacco Free Schools	213 Drug and Alcohol Free
Volunteer	Volunteer policy			GE School Volunteers	207 Volunteers

In Transition Year Checklist, but not 3.C. Checklist or PF

3.C. Checklist	Differences/Note	Transition Year Checklist
Already in place		Application
Already in place		Personnel
Already provided		By-laws
Already provided		and not using SEG
Already provided		E-Occupancy
Already provided	Update for existing schools needed?	Foundation membership
Already provided	Update for existing schools needed?	3rd party MOU
PF checks this		committee
Not mentioned		Anti-nepotism policy
Not mentioned		Head administrator evaluation process
Relies on the audit		Internal Controls Procedure Policy
Not mentioned		Code of Ethics
Not mentioned		Assistance and Hybrid learning policy
Not mentioned		Procurement procedures
Not mentioned. The PF requires that there be a procurement officer		

In 3C and then compared to Transition Year Checklist

Compliance Area	Standard	Difference	Checklist	
Contract	Mission Statement	Contractual Mission Statement Promoted and Implemented	Listed in contract	
	Enrollment and Grade Levels Amendments and Notifications	Enroll and serve students within the enrollment cap and grade-levels authorized	Enrollment procedures required	
Contract	College and Career Readiness	Next Step Plans (NSP) (grades 8-12)	Not mentioned, but will be on the assurance form	
	Curriculum and Instruction	MLSS Self-Assessment and Implementation	Not mentioned, but will be on the assurance form	
		Literacy Plan completed timely and implemented	Not mentioned, but will be on the assurance form	
	Data Validation	Timely validation of 40, 80, 120 day and end of year (EOY) data	Contract requires that this be done	
		Valid and appropriate educator licensure and cleared background checks for all employees and volunteers	Employment Background check policy and procedure required	
	Education Personnel	Signed contracts and evaluations of all licensed school employees	Staff Performance Evaluation and Feedback forms required	
		Beginning Teacher Mentorship Program implemented	Not mentioned, but will be on the assurance form	
	Language and Culture	Accurate and timely screening, identification and services provided to English Learners	These mean the same thing	Changed to match the language
		Identify, Engage and Inform	Compliance with the Black Education Act (BEA); no substantiated Anti-Racism, Anti-Oppression Portal or federal level complaints	Not mentioned, but will be on the assurance form
	Federal and State Statutes, Administrative Code, and PEO Guidance	Identify, Engage and Inform	Actively engaged Equity Council	Not mentioned, but will be on the assurance form
Compliance with the Indian Education Act			In contract	
Align Education for schools, districts, and the state		Conduct tribal consultation	Isn't this part of compliance for line 28?	In contract
		Needs assessment including accountability tool	Isn't this part of compliance for line 28?	Not mentioned, but will be on the assurance form
		Systemic framework for improving educational outcomes	Isn't this part of compliance for line 28?	Not mentioned, but will be on the assurance form
		Tribal Education Status Report	Isn't this part of compliance for line 28?	Not mentioned, but will be on the assurance form
Safe and Healthy Schools		Compliance with Attendance for Success Act	Not mentioned, but will be on the assurance form	
		Menstrual Products in School Bathrooms	Not mentioned, but will be on the assurance form	
School Improvement		Safe Schools Plan submitted timely and implemented	Safe Schools Plan required	
		Student Wellbeing and Competency Survey Administration (Grades 3-12)	Not mentioned, but will be on the assurance form	
School Policies (developed and implemented)	Attendance Improvement Plan submitted timely and implemented	Attendance policy required		
	AM DASH Plan Annual and 90-day plans submitted timely	Not mentioned, but will be on the assurance form		
	Open Meetings Act (OMA) Policy and Annual Statement posted on the school website	Not mentioned, but will be on the assurance form		
	Complaint Policy for families and staff in place and implemented	Complaint policy required		
School Policies (developed and implemented)	FERPA and IPRA policies	Not mentioned, but will be on the assurance form		
	Conflict of Interest and Nepotism Policy in place and implemented	Conflict of Interest policy and disclosures required annually		
School Policies (developed and implemented)	Student Discipline Policy in place and implemented	Discipline policy required		
	Equity policy in place and implemented	Mentioned		
Federal and State Statutes, Administrative Code, and PEO Guidance	Special Education	Compliance with all agency, state and federal Special Education laws, rules, guidance, and no substantiated State or Federal Special Education Complaints	Special Education program plan required	
		Governing Board Meetings webcasting and archiving	Not mentioned, but will be on the assurance form	

Provide Support for Renewal Schools

- 1) Performance Framework Orientation and Preparation of goals
CSD polling leaders/Naomi/Jodi
CSD, Contractors zoom call in January
 - a) meet with HA to review options
 - b) discussion Academic Options 1,2,3
 - c) discuss Mission-Specific Goals and scoring rubric
 - d) review business rules
 - e) Schools iwth conditions to draft specific actionis to meet conditions
 - e) set meetings with any schools that need more direct support Pay for up to three sessions w Jodi to support schools

- 2) Meet with Governing Boards to discuss contract process
Missy to attend GC meetings in January
 - a) confirm school HA and GC Chair has access to document folders
 - b) review contract prep worksheet
 - c) explain Board of Finance application

- 3) Preparation for Contract Negotions Meetings
First drafts Feb 5
Final PEC drafts Feb 19