	Item	Requirement	Reference	Progress	Notes
	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	Completed	
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	Completed	They have a restriction clause stating that board members cannot be the immediate relative of an employee
G.3	Finance Committee established (Requirement from Jemez Valley as well)	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	Completed	
G.4	Audit Committee established (Requirement from Jemez Valley as well)	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	Completed	
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	Completed	in bylaws
G.6	Anti-nepotism Policy and Procedure	Aligns with statute, approved by the board (if changes are made to existing).	NMSA 22-8B-10	Completed	in bylaws, only for HA not board members
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	Completed	Bylaws article VIII discusses that the board shall publish a concise set of dispute resolution policies and provide in appropriate school publications
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	Completed	
G.9	Internal Control Procedures	Review of existing and admended if needed to transition to a state-charter.	6.20.2.11 NMAC	Completed	
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	Completed	
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	Completed	Note from V. Shaw: This item was received and submit
	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	Completed	
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	Completed	2020
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	Completed	
	Student Focused				
S.1	School schedule and calendar	Provide CSD copies of approved calendar, submitted with FY23 budget	6.10.5 NMAC	Completed	
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; 6.29.5.1 et. seq.; 6.31.2 et. seq. NMAC	Completed	
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; 6.29.5.1 et. seq.; 6.31.2 et. seq. NMAC	Completed	
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	Completed	
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.	Completed	
S.6	Bullying prevention policy and procedures	Aligns with rule, approved by the board if changes are needed.	6.12.7 NMAC	Completed	
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	Completed	Code of conduct in handbook
S.8	Enrollment policies and procedures	Alignment with PED guidance	Link to guidance	Completed	
	Finance and Operations Documents				
FO.1	Chief Procurement Officer	Evidence of staff member certification	NMSA 13.1-95.2	Completed	
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	Completed	Note from V. Shaw: Submitted by V. Shaw on 5/14/24 a
FO.3	Procurement Procedures	Evidence of review and if needed, amendmendments made	6.20.2.17 NMAC	Completed	
FO.4	MOU with 3rd Parties (if applicable)	Copy of Agreement	Charter Contract Requirements	Not appllicable	
	Teacher Focused				
T.1	Staff Performance Evaluation and Feedback	Timeline and procedures	6.69.2 NMAC	Completed	Note from V. Shaw: This item was submitted 5/14/24 b
T.2	Staff Professional Development plan	Schedule and topics	6.6.11.8 NMAC and 6.60.6 NMAC	Completed	
	Facilities Focused				
F.1	Facilities Assurance	Occupancy Certificate	NMSA 22-8B-4.2	Completed	
F.2	Insurance Document	From Poms & Associates		Completed	
	Jemez Valley CAP				
9	Math DASH improvement plan			Completed	
10	Student Needs Assessment (per Indian Ed Act)			Completed	
11	Revise internal control policies and procedures			Completed	
12	Establish Governing Board Finance & Audit Committees			Completed	This is addressed in section 1 above

Note: Items related to contract development noted in red.