

Item/ Due Date	Requirement	Reference
<b>January (Would require timeline change)</b>		
Decision on Academic Performance Framework 1. A option. 1, 2, or 3	Confirmation of option and template	<b>PED Performance Framework</b>
<b>Required by Contract Negotiations (March)</b>		
<b>Exhibit B of Contract</b>		
Board of Finance Application, includes 2.2.D information	Includes three documents: <a href="#">Statement of Governing Body to Consult with PED</a> ; <a href="#">Affidavit of Governing Body Members</a> ; and <a href="#">Affidavit of Financial Records Custodian</a>	NMSA 22-8B-6.1 and 22-8-38.B
a. Updates to board membership, if changed from renewal application	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		
<b>2.2.A</b>	Identification of Head Administrator, if changed from RA	
<b>2.2.B</b>	Identification of Business Manager, if changed from RA	
<b>2.2.C</b>	Identification of Chief Procurement Officer, if changed from RA	Evidence of staff member certification NMSA 13.1-95.2
<b>2.2.D</b>	(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	
<b>2.2.E.</b>	Enrollment policies and procedures	Alignment with PED guidance <a href="#">Link to guidance</a>
<b>2.2.F.</b>	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
<b>2.2.G</b>	Pre-K program	Funding complies and no lottery preference provided
<b>2.2 H</b>	Facilities Assurance	Occupancy Certificate NMSA 22-8B-4.2
<b>2.2 I and L.</b>	Foundation Membership	Copy of Agreement
<b>2.2 J.</b>	Conflict of Interest Policy and disclosures	Aligns with statute, approved by the board (if changes are made to existing). NMSA 22-8B-5.2
<b>22.K</b>	3rd Party MOU	Copy of Agreement
<b>Required by June 30</b>		
<b>Finance Committee</b>	names/ contact info	
<b>Audit Committee</b>	names/ contact info	
<b>Student Information System/School Data Coordinator</b>	name of system and name of data person to PED IT	
<b>Complaint policy</b>	uploaded in EpiCenter	
<b>Background Check policy</b>	uploaded in EpiCenter	
<b>Required in August Assurance Document as a Supplement</b>		
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	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
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 Medical Cannabis policy	Aligns with rule, approved by the board if changes are needed.	<a href="#">6.12.4 NMAC</a> ; <a href="#">6.12.10 NMAC</a>



30-Jun	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
30-Jun	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
30-Jun	Student Information System	Determine if system tied to the district system or if it is compatible with STARS/NOVA	6.19.5.8
30-Jun	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
9/1	Procurement Procedures	Evidence of review and if needed, amendmements made	6.20.2.17 NMAC
9/1	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
9/1	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
9/1	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
9/1	Staff Performance Evaluation and Feedback	Timeline and procedures	6.69.2 NMAC
9/1	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.
9/1	Internal Control Procedures	Review of existing and admended if needed to transition to a state-charter.	6.20.2.11 NMAC
9/1	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
9/1	Tobacco, Alcohol, Drug-Free Policy and Medical Cannabis policy	Aligns with rule, approved by the board if changes are needed.	<a href="#">6.12.4 NMAC</a> ; <a href="#">6.12.10 NMAC</a>
	<b>On earlier checklist but already in assurance document, so no supplement if these are a supplement to the assurance doc</b>		
9/1	Equity Council established	Names of Individuals serving on the committee, evidence of schedule of meetings	
9/1	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
9/1	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
6/30	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
9/1	Anti-nepotism Policy and Procedure	Aligns with statute, approved by the board (if changes are made to existing).	NMSA 22-8B-10
9/1	Bullying prevention policy and procedures	Aligns with rule, approved by the board if changes are needed.	6.12.7 NMAC
9/1	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
	<b>CHARTER SPECIFIC: 4 ITEMS FOLLOW THROUGH ACROSS</b>				
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 and	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 in		Next Step plans in place	Next Step plans in place		
Literacy Plans		Literacy Plans	Literacy Plans		
GC Meeting		GC Meeting webcast	GC Meeting webcast		
<b>POLICIES: 18 items followed through at all levels. Districts have all policies</b>					
	Implementation Year Check	Transition Year Checklist	2024-2025 proposed C.3 checklist	APS	SFPS
Anti nepotism policy	Anti nepotism policy	Yes	Yes	<a href="#">GB4 Nepotism</a>	110 Nepotism
Attendance procedures	Attendance procedures	Yes, validation of data, and compliance with Attendance with Success Act	Yes, validation of data, and compliance with Attendance with Success Act	<a href="#">JC School Attendance Areas</a> <a href="#">JCL Assignments of Students to School</a> <a href="#">JE Student Attendance</a>	300 Attendance Policy 301 Age of Attendance 302 Attendance by Non-Resident Students Open Enrollment 303 Attendance Areas
Background check policy	Background check policy	Additional info at 1st assurance			
Black Education Act, Identity, Equity and Transformation Division	Black Education Act, Identity, Equity and Transformation Division	Yes	Yes		
Bullying prevention policies and procedures	Bullying prevention policies and procedures	Yes	Yes	<a href="#">J16 Bullying Prevention</a>	331 Prohibition and Prevention of Bullying, Harassment, and Hazing (Final)
Code of Ethics: Policy, process, or plan to disseminate and Standards of Professional Conduct to all licensed	Code of Ethics: Policy, process, or plan to disseminate and Standards of Professional Conduct to all licensed employees	Additional info at 1st assurance		<a href="#">EH Security of Digital Information</a> <a href="#">EH Security of Digital Information</a>	111 Board Code of Ethics 201 Code of Ethics- All Employees 202 Standards of Professional Conduct
Complaint policy	Complaint policy	Yes	Yes	<a href="#">GB7 Whistleblower Complaints</a>	625 Parent Public Complaints 246 Anonymous Complaints
Conflict of Interest policy	Conflict of Interest policy	Yes	Yes	<a href="#">GB3 Employee Conflict of Interest</a>	

Curriculum Development plan	Curriculum Development plan			<a href="#">IG Curriculum Development, Adoption and Review</a>	
Distance and hybrid learning policies and procedures.	Distance and hybrid learning policies and procedures.	Additional info at 1st assurance		<a href="#">IH3 Distance Learning</a>	
Dual credit policies and procedures (high schools)	Dual credit policies and procedures (high schools)				<a href="#">403 Dual Credit</a>
EL policies and procedures that align with federal and state guidance	EL policies and procedures that align with federal and state guidance	Yes	Yes		
Emergency drills	Emergency drills				
FERPA policy	FERPA policy	Yes	Yes		
Gun Free Schools policy	Gun Free Schools policy				
Head Administrator Evaluation Plan	Head Administrator Evaluation Plan	Additional info at 1st assurance		<a href="#">CA Superintendent's Authority and Responsibility</a> <a href="#">CE Meet and Confer: Management and Administrators</a>	<a href="#">204 Superintendent</a> <a href="#">206 Principals of Schools</a>
Health services policies and procedures.	Health services policies and procedures.			<a href="#">JL4 School-Linked and School-Based Health Services Clinics</a>	
Homeless education and assistance policies and procedures, to include the McKinney Vento Dispute Resolution. Homeless youth compliant policy and Notice of Educational	Homeless education and assistance policies and procedures, to include the McKinney Vento Dispute Resolution. Homeless youth compliant policy and Notice of Educational Rights.				
Immunizations policies and procedures.	Immunizations policies and procedures.				<a href="#">306 Immunizations</a>
Indian Education Act compliance	Indian Education Act compliance	Yes	Yes	<a href="#">IH9 Indian Education</a>	
Internal Controls Procedures	Internal Controls Procedures	Additional info at 1st assurance		<a href="#">DM2 Internal Audits of Activity Funds</a>	
IPRA policy	IPRA policy	Yes	Yes	<a href="https://www.aps.edu/about-us/policies-and-procedures/procedural-directives/k.-school-community-home-relations/aps-inspection-of-public-records-ipra-procedures-.KD Public Access to Information and Information Requests">https://www.aps.edu/about-us/policies-and-procedures/procedural-directives/k.-school-community-home-relations/aps-inspection-of-public-records-ipra-procedures-.KD Public Access to Information and Information Requests</a>	<a href="#">620 Inspection of Public Records</a>
Medical cannabis policies and procedure	Medical cannabis policies and procedure				<a href="#">355 Medical Cannabis in School Policy</a>
Menstrual Products in the Bathrooms		Yes	Yes		
Multi-Layered System of Supports (MLSS) & Student Assistance Team (SAT) policies, procedures,	Multi-Layered System of Supports (MLSS) & Student Assistance Team (SAT) policies, procedures	Yes	Yes		
Open meetings Act	Open meetings Act	Yes	Yes		

<b>Pest control policies &amp; procedures.</b>	Pest control policies & procedures.				
<b>Policies on qualifications of teachers</b>	Policies on qualifications of teachers	Yes	Yes		
<b>Procurement procedures</b>	Procurement procedures	Additional info at 1st assurance		<a href="#">DJ4 Purchasing/Procurement</a>	
<b>Safe school plan</b>	Safe school plan	Additional info at 1st assurance	Yes	<a href="#">EB Safety</a>	
<b>School Athletic Equity policies and procedures (schools that serve grades 7-12).</b>	School Athletic Equity policies and procedures (schools that serve grades 7-12).				<a href="#">II Special Education</a>
<b>Special education &amp; 504 policies and procedures</b>	Special education & 504 policies and procedures	Yes	Yes	<a href="#">II Special Education</a>	338 Graduation Requirements for Special Education Students <a href="#">405 Special Education Services</a> <a href="#">407 Use of Restraint Seclusion and Time-Out</a> <a href="#">408 Special Education Discipline</a>
<b>Staff discipline policies and procedures, including evaluation</b>	Staff discipline policies and procedures, including evaluation	Additional info at 1st assurance		<a href="#">GA1 Personnel Evaluations</a>	<a href="#">209 Evaluation of Employees</a>
<b>Staff training</b>	Staff training	Additional info at 1st assurance	Beginning Teacher Mentorship program		
<b>Student discipline policies and procedures. Policies and procedures for detention, suspension, or expulsion.</b>	Student discipline policies and procedures. Policies and procedures for detention, suspension, or expulsion.	Yes	Yes	<a href="#">JK Student Discipline</a>	<a href="#">408 Special Education Discipline</a>
<b>Student information system security policies and procedures</b>	Student information system security policies and procedures.				<a href="#">104 Confidential Information</a>
<b>Student Wellbeing Survey</b>	Student Wellbeing Survey	Yes	Yes		
<b>Tobacco, alcohol, and drug-free policies and procedures</b>	Tobacco, alcohol, and drug-free policies and procedures	Additional info at 1st assurance		<a href="#">AD Tobacco Free Schools</a>	<a href="#">213 Drug and Alcohol Free Workplace</a> <a href="#">214 Bus Drivers Drug Testing</a> <a href="#">215 Tobacco Products and Employees</a> <a href="#">216 Drug Alcohol Testing of Employees</a>
<b>Volunteer policy</b>	Volunteer policy			<a href="#">GE School Volunteers</a>	<a href="#">207 Volunteers</a>

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

**3.C. Checklist**

Differences/Note		
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		Distance and Hybrid learning policy
Not mentioned. The PF requires that there be a procurement officer		Procurement Procedures

**Transition Year Checklist**

## In 3C and then compared to Transition Year Checklist

Compliance Area	Standard	Difference	Checklist	
<b>Contract</b>	<b>Mission Statement</b>	Contractual Mission Statement Promoted and Implemented		Listed in contract
	<b>Enrollment and Grade Levels</b>	Enroll and serve students within the enrollment cap and grade-levels authorized		Enrollment procedures required
	<b>Amendments and Notifications</b>	Timely submission of Amendment requests and notifications		Required in contract
<b>Contract</b>	<b>College and Career Readiness</b>	Next Step Plans (NSP) (grades 8-12)		Not mentioned, but will be on the assurance form
	<b>Curriculum and Instruction</b>	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
	<b>Data Validation</b>	Timely validation of 40, 80, 120 day and end of year (EOY) data		Contract requires that this be done
	<b>Curriculum and Instruction</b>	Valid and appropriate educator licensure and cleared background checks for all employees and volunteers		Employment Background check policy and procedure required
		Signed contracts and evaluations of all licensed school employees		Staff Performance Evaluation and Feedback forms required



	<b>Education Personnel</b>	Beginning Teacher Mentorship Program implemented		Not mentioned, but will be on the assurance form
	<b>Language and Culture</b>	Accurate and timely screening, identification and services provided to English Learners	These mean the same thing	Changed to match the language
	<b>Identity, Equity and Transformation</b>	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
		Actively engaged Equity Council		Not mentioned, but will be on the assurance form
	<b>Indian Education (for schools meeting definition under 6.35.2.7 NMAC)</b>	Compliance with the Indian Education Act		In contract
		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

	<b>Safe and Healthy Schools</b>	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
		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
	<b>School Improvement</b>	Attendance Improvement Plan submitted timely and implemented		Attendance policy required
		NM 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

<b>Federal and State Statutes, Administrative Code, and PED Guidance</b>	<b>School Policies developed and implemented</b>	FERPA and IPRA policies		Not mentioned, but will be on the assurance form
		Conflict of Interest and Nepotism Policy in place and implemented	No disclosures required annually	Conflict of Interest policy and disclosures
		Student Discipline Policy in place and implemented		Discipline policy required
		Bullying policy in place and implemented		Mentioned
	<b>Special Education</b>	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
		<b>Governance</b>	Governing Board Meetings webcasting and archiving	

## **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