

**Procedures for Application and Renewal as a Charter School
NMAC Title 6 Chapter 80 Part 4**

District:

Charter Applicant:

ITEM #	REQUIREMENTS	COMMENTS / QUESTIONS	CHARTER APPLICANT RESPONSES School Name	Review of responses
	A. Mission Statement			
1	Who do you serve?			
2	What do you seek to accomplish?			
3	What methods will you use?			
4	How will we know if we are achieving our mission?			
A. Other	What will the charter do to compliment or supplement education provided by the district or other charter schools?			
	B. Goals, objectives, and student performance standards			
5	How do school goals, objectives, and student performance standards comply with state content standards, benchmarks, performance standards and plan for facilities Statewide Adequacy Standards? Are they measurable & student-centered?			
6	How do school goals, objectives, and student performance standards comply with state accreditation? Are they measurable & student-centered?			
7	How do school goals, objectives, and student performance standards comply with state standardized testing and school report card requirements? Are they measurable & student-centered?			
B. Other				
	C. Educational program, student performance standards and curriculum			
8	Documentation, research or rationale that supports all curricular approaches (distinguish between philosophy and curriculum).			

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9	A specific, detailed description of all curriculum (whether in one or two languages) including scope and sequence and student performance standards.			
10	A timeline for alignment of the curriculum with the Public Education Department's content standards, benchmarks and performance standards.			
11	Strategies and methods to be used in delivering the curriculum and how the curriculum will address each student's needs and assist the student in reaching those standards. Include how proposed academic programs impact Statewide Adequacy Standards requirements.			
12	Length of school day and school year.			
13	Grades, projected class size by grade and yearly total projected student enrollment projected out five years (if appropriate).			
14	Proposed requirements for graduation, if applicable.			
C. Other	Proposed method of storing and making available to appropriate people students' records, including but not limited to transcripts, health information, spec. education information, student attendance and drop-out data and teacher information including attendance and licensure.			
	D. Meeting individual student's needs			
15	Description of the way a charter school's educational program will meet the individual needs of students, including those students determined to be at risk.			
16	Suggested modifications to meet individual student needs, including bilingual, limited English proficient, and Special Education (including testing accommodations).			
17	Specific Special Education Plan (aligned with 2005 recommendations).			

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18	Access to other services including but not limited to counseling and health.			
D. Other	<p>FOR RENEWAL APPLICATIONS ONLY – Special education plans should include the following: <u>Evaluation files must contain:</u></p> <ul style="list-style-type: none"> § Parent notification referral § Parent consent for evaluation § Parent perception of problems and interventions § Snapshot of the student's attendance history § Statement re: cultural, linguistic, environmental and socio-economic factors impacting the student's ability to gain from their educational experience § Observation of test behavior § Evaluation report conforming to diagnostic standards § Statement re: cultural, linguistic, environmental and socio-economic factors impacting test performance § Statement indicating "the need for specialized instruction" § Recommendation for general teaching or environmental strategies § Notification of Multi-Disciplinary Team (MDT) sent prior to MDT meeting § Documentation of MDT determination of eligibility. § Current IEP. § Current evaluation. § Transition/Next Step Plan (if applicable) <p><u>Placement file must contain:</u></p> <ul style="list-style-type: none"> § Documentation of special factors affecting student placement 			

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	§ Student IEP goals and objectives aligned to state standards written in specific, measurable terms, including reference to measurement tool to be used to determine progress § Clear justification for program placement			
D. Other	<u>Placement file continued:</u> § Student schedule of special education and related services § Relevant testing and instructional accommodations, modifications, supplementary aids and services must be readily available to students instructors § Any accommodations indicated for state-mandated testing § Documentation of required meeting participants at IEPs § Parent and student notices of IEP and MDT meetings			
	E. Evaluation of student performance			
19	Specific remediation plan for students not achieving standards, including a timeline and process for parent notification and for implementation of the remediation plan.			
20	Assessments in addition to the statewide mandated testing (that will be used to measure student progress toward achievement of the state's standards and the school's student performance standards).			
21	Plan for documentation and reporting of student data (School Report Card and ADS).			
22	Timeline for achievement of the standards.			

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	F. Evidence of economic soundness			
23	A proposed budget for year one and the following four years based on the current Unit Value and correct program unit weights, size adjustments, and at-risk factors (including breakdown of costs by line item and object code). Do the salary projections reflect the three-tier licensure requirements?			
24	Description of the administrative operations of the charter school.			
25	Description of the manner in which the annual audit of the financial and administrative operations of the charter school is to be conducted. Indicate where in budget funds are included.			
F. Other	Emergency reserves of at least 1% of expenditures are maintained in the budget.			
	G. Fiscal management			
26	Specific Plan on how the charter school will manage its fiscal responsibilities in accordance with all federal and state laws including the designation or establishment of its central purchasing office with adoption of state rules or self-developed rules pursuant to State Procurement Code..			
27	Specific description of the internal control procedures that the charter school will utilize to safeguard assets.			
28	Specific description of the internal control procedures that the charter school will utilize to provide reliable financial information.			
29	Specific description of the management and internal control procedures that the charter school will utilize to promote operational efficiency.			

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30	Specific description of the internal control procedures that the charter school will utilize to ensure compliance with applicable federal and state laws and regulations relative to fiscal procedures (e.g. segregation of duties).			
G. Other	Specific description of the procedures designed to ensure compliance with budgeting and reporting requirements of the PED, including the ability to implement the required chart of accounts and to meet all budget submissions and reporting deadlines.			
	H. Displacement of people in a conversion school			
31	Specific plan for how the charter school and district will address the displacement of students and staff who will not attend or be employed in the charter school.	N/A for start-ups		
32	Transportation of students not attending the conversion school.	N/A for start-ups		
	I. Governing body and operations			
33	How the interim and permanent governing body will be selected and its composition.			
34	When the governing body will meet and how meetings will be advertised and conducted in accordance with the Open Meetings Act.			
35	The nature and extent of parental involvement and how they will be notified.			
36	The nature and extent of professional educator involvement and how they will be notified.			
37	The nature and extent of community involvement and how they will be notified.			
38	Policies and procedures of the governing body, including model of governance, how decisions are made, committee functions, relationship to staff, and professional development.			

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39	Relationship between the governing body of the charter school and the local school board, including how disputes will be resolved between the charter school/governing body, the local district superintendent and/or the local school board. The charter school is accountable to the local school board for ensuring compliance with applicable laws, rules and charter provisions.			
40.	Role of Governing Body in policy-making, personnel decisions, budgeting, and operation of charter school.			
I. Other	Provisions for dealing with appeals of decisions made by the school staff and governing council.			
I. Other	Provisions are evident that mediation, problem solving and facilitation services for students, staff and community are available as needed.			
	J. Relationship with employees			
41	Evidence that the terms and conditions of employment will be addressed with affected employees and their recognized representatives, if any (i.e. teacher labor representatives).			
42	Personnel policies and procedures that comply with the School Personnel Act.			
43	Evaluation process for staff that conforms with specific sections of School Personnel Act.			
44	Proposed salary schedule in alignment with 3-tier process.			
45	Job descriptions of staff and proposed pupil-teacher ratio.			
	K. Employment and student discipline policies			
46	Employment policies for staff and procedures that comply with the School Personnel Act as set forth in Section J above.			

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47	Discipline policy for students that address the State Board of Education's regulation on student's rights and responsibilities.			
	L. Legal liability and applicable insurance coverage			
48	An agreement between the charter school and the local school board regarding their respective legal liability and applicable insurance coverage, that includes participation in the Public School Insurance Authority and compliance with any applicable rules of authority.			
	M. Transportation and food services			
49	Specific description or plan of how the charter school and school district plan to meet the transportation needs of students in the charter school.			
50	Specific description or plan of how the charter school and school district plan to meet the food service needs of students in the charter school.			
	N. Waivers			
51	List the specific waivers by number and title that are requested from local school board policy			
52	Describe how the charter school will address these waivers from local school board policy.			
53	List the specific waivers that are requested from the Secretary of Education requirements, rules, and provisions of the Public School Code pertaining to graduation requirements, school principal duties and driver education.			
54	Describe how the charter school will address these waivers from the Secretary of Education.			

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	O. Facilities			
55	Description of the facilities the charter school plans to use, taking grade-by-grade and five-year student count projections into account. Include total projected number of students. Include final capacity of the facility. If construction is to be phased, provide a five-year projection and associated capital costs.			
56	Provide proposed site and building plan that complies with current state-adopted life, health and safety codes for E (educational building) Occupancy and provide a capital budget plan that will ensure compliance. Submit lease, purchase or contractual arrangements for the facility or a plan for locating a facility with sites being considered.			
57	Plan for addressing code, accessibility requirements and any other health and safety requirements, if necessary with documentation from SFA if considering a specific site (if known).			
58	Proposed plan for operation, maintenance and repair of a facility.			
59	Proposed plan for use of a school district facility by a conversion.			
60	Prior to opening, charter school must provide documentation to local school board on meeting health, safety, and code issues.			
61	Does the application include a request for capital outlay?			
O. Other	(conversions only) An agreement with the school district that allows the charter school to use the district facility and equipment it had been using prior to conversion.			
O. Other	School Safety Plan and Preventive Maintenance Plan (renewals only)			

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	P. Enrollment procedures			
62	Description of procedures to be used by the charter school that complies with 22-8B-4.1NMSA, 1978 and addresses how the charter will enroll using the lottery selection process.			
63	Plan on how the charter school will be advertised so that there is equal opportunity for all parents and students to learn about the school and apply.			
64	Documentation that the charter school shall not charge tuition, have admission requirements, or state that they will only accept a certain population of students, except as otherwise provided in the Public School Code.			
P. Other	Plan of action in the event that enrollment goals are not met.			
	Q. In the best interest of students, the school district, and the community			
65	Explanation of how the charter school is in the best interest of students, the school district, and the community and evidence that the charter school serves a purpose in the community.			
66	The charter school is non-sectarian in its programs, admissions policies, employment practices, and all other operations and is not affiliated with a sectarian or religious institution.			
	R. Assurances (includes the following signed assurances)			
67	- An assurance that the school complies with the Age Discrimination Act of 1975.			
68	- An assurance that the school complies with Title VI of the Civil Rights Act of 1964.			
69	- An assurance that the school complies with Title IX of the Education Amendments of 1972.			

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70	- An assurance that the school complies with Section 504 of the Rehabilitation Act of 1973.			
71	- An assurance that the school complies with Part B of the Individuals with Disabilities Education Act.			
72	- An assurance that the charter school agrees with the same federal and State audit requirements, as do other public schools in the state.			
73	- An assurance that the charter school meets all applicable Federal, State and local health and safety requirements.			
74	- An assurance that the charter school operates in accordance with State law.			
75	- An assurance that the charter school does not charge tuition.			
76	- An assurance that the charter school will provide equitable access to, and participation in, its federally assisted program for students, teachers, and other program beneficiaries with special needs.			
77	- An assurance that the charter school's admission process will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.			
78	- An assurance that the charter school will admit students on the basis of a lottery.			
79	- An assurance that none of the members of the interim or permanent governance council are members of any other governance council, nor are they receiving remuneration in any form from the charter.			
80	- An assurance that the charter school understands that for purposes of calculating program units all separate facilities under the charter are considered together as one school			
81	- An assurance of E (educational) Occupancy and adequacy standards and approval of a Request for			

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	Approval of School Construction from Public School Facilities Authority. It is the school's responsibility to contact the PSFA and provide a copy of the approved RASC to the district.			
82	- An assurance and evidence that the charter school is working toward meeting all requirements of 22-8B-4.2C (housed in a public building that meets Statewide Adequacy Standards by July 1, 2010 or one of the exceptions) or be subject to revocation.			
83	- An assurance that the charter school analyzes assessment data in the development of the EPSS and applies that analysis to improve student achievement (renewals only).			
R. Other				
	S. Petitions of support			
84	An application for a conversion charter school shall include a petition of support signed by not less than sixty-five percent of the employees in the school (if necessary).			
85	A petition in support of the charter school signed by a majority of the households whose children are enrolled in a proposed conversion school must accompany the application (if necessary).			
	T. Revisions / Amendments			
86	Any revision or amendment to the terms of the charter contract may be made only with the approval of the local school board and the governing body of the charter school.			
T. Other				

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	U. Renewal applications (submitted to local school board)			
87	A report on the progress of the charter school in achieving the goals, objectives, students' performance standards and other terms of the initial approved charter application.			
88	A report on the progress of the charter school in achieving the State Board minimum educational standards and the accountability requirements set forth in Section 22-1-6, NMSA, 1978.			
89	A financial statement that discloses the costs of administration, instruction and other spending categories for the charter school that is understandable to the general public, and will allow comparison of costs to other schools or comparable organizations and that is in a format required by the State Board.			
90	Contents of the charter application set forth in Section 8 {22-8B-8, NMSA, 1978} of the 1999 Charter School s Act and the State Board of Education Regulation (i.e. letters A-O above and P-any other information reasonably required by the local school board).			
91	A petition in support of the charter school renewing its charter status signed by not less than sixty-five percent of the employees in the charter school.			
92	A petition in support of the charter school renewing its charter status signed by a majority of the households whose children are enrolled in the charter school.			
U. Other				