

Renewal Team Member: [First and Last Name](#)

### **Introduction**

This rubric is designed to be used by the district charter renewal review team, which is made up of internal and external experts, who evaluate the unique characteristics of a charter school that align with their areas of expertise.

Under each component you will find the item being evaluated along with space for noting comments and questions. Questions should be provided to the renewal team during the pre-meeting. Questions relating to the need for additional information to have on file or items important to the charter school’s body of evidence for renewal, should be submitted in writing. These clarifying questions will be provided to the charter leader in advance so they can address their response to the renewal team during the site visit.

After the renewal application has been evaluated, the final section of this rubric provides the charter renewal team an area to make a Renewal Recommendation. This includes five high level questions and a recommendation for renewal or nonrenewal, including a modification of the charter terms, which may be less than 5 years or which include considerations for school turnaround.

### **From the Charter Renewal Application**

Based on the completed renewal application, the charter school Renewal Site Visit(s), the Renewal Analysis from the Renewal team, status reports provided by APS departments, and, if applicable, the New Mexico Public Education Department, the Renewal team will make a recommendation to the APS Board regarding renewal of a school’s charter. The following questions guide the CMSD’s recommendation regarding renewal and are based upon the four reasons that a chartering authority must determine a charter school has violated in order to refuse to renew a charter pursuant to Subsection K of Section 22-8B-12 NMSA 1978.

- **Has the school committed a material violation of any of the conditions, standards, or procedures set forth in the charter?**  
The school’s charter defines the terms under which it proposes to operate and defines the measurable goals that the school agreed to meet. The CMSD will analyze the evidence presented in the report from the school’s current chartering authority regarding their determination of whether the school has committed a material violation of its charter.
- **Has the school failed to meet or make substantial progress toward achievement of the PED’s minimum educational standards or student performance standards identified in the charter application?**  
The CMSD will examine student achievement data on required state tests and on other measures set forth in the preliminary renewal analysis.
- **Has the school failed to meet generally accepted standards of fiscal management?**  
The CMSD will rely on documentary evidence based on the reports from the APS Finance Department and the school’s audits with regard to whether the school has met generally accepted standards of fiscal management.
- **Has the school violated any provision of law from which the charter school was not specifically exempted?**  
The CMSD will rely on documentary evidence gathered by the CMSD or, if applicable, NMPED staff during the term of the school’s charter to determine if the school has compiled a record of substantial compliance with applicable state and federal laws and regulations.

<b>Part 1: Executive Summary</b>			
	<b>Meets</b>	<b>Does Not Meet</b>	<b>Notes</b>
<b>Mission and Vision statement</b>			Tap to enter
<b>MSGs and achievement</b>			Tap to enter
<b>Governing Council</b> <i>(The school provided sufficient data for current governing council members)</i>			Tap to enter
<b>Community and Local Connections</b> <i>(The school provides detailed information about who was involved in the strategic planning process and how they engaged the community during the process.)</i>			Tap to enter
<b>Enrollment and Demographics</b>			Tap to enter

The Charter School Act provides as follows:

A charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school... failed to meet or make substantial progress toward achievement of the department’s minimum educational standards or student performance standards identified in the charter contract at Paragraph 2 of Subsection K of 22-8B-12 NMSA 1978.

<b>Part 2: Record of Performance</b> <b>A. Acad. Perf. / Ed. Plan</b>	<b>Meets</b>	<b>Working to Meet</b>	<b>Does Not Meet</b>	<b>Notes</b>
<b>Performance Expectations and Improvements</b> <i>(The school provides detailed information about improvements made and the outcomes of those improvements in relation to performance expectations..)</i>				Tap to enter
<b>School-wide Curriculum</b>				Tap to enter

<b>Part 2: Record of Performance</b> <b>A. Acad. Perf. / Ed. Plan</b>	<b>Meets</b>	<b>Working to Meet</b>	<b>Does Not Meet</b>	<b>Notes</b>
<i>(The school provides a summary of curriculum and assessments used and evidence that the curriculum is aligned to New Mexico Standards.)</i>				
<b>Assessments and State Standards</b> <i>(The school provides a summary of the assessment process to measure performance aligned to New Mexico Standards.)</i>				Tap to enter
<b>School's Yazzie/Martinez Plan in Support of At-Promise Students</b>				Tap to enter

*The Charter School Act provides as follows:*

*A charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school failed to meet generally accepted standards of fiscal management at Paragraph 3 of Subsection K of 22-8B-12 NMSA 1978.*

<b>Part 2: Record of Performance</b>	<b>Meets</b>	<b>Does Not Meet</b>	
<b>Organizational Performance</b>			<b>Notes</b>
<b>School-Established Organizational Goals</b>			Tap to enter
<b>Governing Council’s Role in Strategic Planning</b>			Tap to enter
<b>Organizational Chart and Evaluation</b>			Tap to enter
<b>Petition of Support from Employees (Appendix)</b>			Tap to enter
<b>Petition of Support from Households (Appendix)</b>			Tap to enter
<b>E Occupancy</b>			Tap to enter

**D. Record of Performance - Finance**

*The Charter School Act provides as follows: A charter may be suspended, revoked, or not renewed by the chartering authority if the chartering authority determines that the charter school...committed a material violation of any of the conditions, standards, or procedures set forth in the charter...and/or...violated any provision of law from which the charter school was not specifically exempted at Paragraph 4 of Subsection K of 22-8B-12 NMSA 1978.*

	Meets	Working to Meet	Does Not Meet	Notes
<b>Internal Controls</b>				Tap to enter
<b>Financial Goals</b>				Tap to enter
<b>Audit Findings</b>				Tap to enter
Total # of Findings				
Nature of Findings/Rating				Tap to enter
School’s Corrective Action Plan <i>(if applicable)</i>				Tap to enter

*Questions: Clarifying questions can be asked at the site visit; other questions should be written and submitted to the charter renewal team in advance of the site visit.*

<b>Part 3: Plans for the Next Charter Term</b>	Meets	Does Not Meet	Notes
<b>Anticipated changes to educational programs.</b> <i>(i.e. mission, vision, grade levels, etc.)</i>			Tap to enter

<p><b>Academic priorities for the next 5 years.</b> <i>(should be meaningful and include data used to set priorities)</i></p>			<p>Tap to enter</p>
<p><b>Enhancement of APS School Choice Portfolio.</b> <i>(statement of impact and commitment to continue with original mission and vision)</i></p>			<p>Tap to enter</p>
<p><b>Monitoring of Special Education and English Learner Services</b></p>			<p>Tap to enter</p>

*The Amended Charter School Act requires schools to identify two mission-specific indicators/goals in the renewal application that set targets for the implementation of the school mission, if approved. For the purposes of this renewal application, the indicators/goals will show the capacity of the applicant to identify appropriate indicators/goals aligned with the mission of the School moving forward. During the later contracting process after approval, the indicators/goals that are finally negotiated and put into the Performance Framework allow the school to demonstrate its achievements related to the school mission.*

<b>Part 3: Plans for the Next Charter Term</b> <b>A. Mission-Specific Goals</b>	<b>Meets</b>	<b>Does Not Meet</b>	<b>Notes</b>
<p align="center"><b>Goal #1</b></p> <p><i>("Meet" must include <u>all</u> of the following criteria: SMART format, indicators, measurements, standards being addressed, and short cycle assessments for identifying proficiency)</i></p>			<p>Tap to enter</p>
<p align="center"><b>Goal #2</b></p> <p><i>("Meet" must include <u>all</u> of the following criteria: SMART format, indicators, measurements, standards being addressed, and short cycle assessments for identifying proficiency)</i></p>			<p>Tap to enter</p>
<b>Part 3: Plans for the Next Charter Term</b> <b>B. Organizational Plans</b>	<b>Meets</b>	<b>Does Not Meet</b>	<b>Notes</b>
<p align="center"><b>Governance</b></p> <p><i>(Anticipated changes to the governance of the school and explanation of how the governing body will be involved in performance and planning in the next 5 years)</i></p>			<p>Tap to enter</p>

<p><b>Facility</b> <i>(Long-Term plans of compliance with the state statute of being in a public building)</i></p>			<p>Tap to enter</p>
<p><b>Part 3: Plans for the Next Charter Term</b> <b>C. Financial Plans</b></p>	<p><b>Meets</b></p>	<p><b>Does Not Meet</b></p>	<p><b>Notes</b></p>
<p><b>Anticipated changes to operations in relation to finances and budget.</b> <i>(i.e. curriculum, materials, staffing, enrollment, etc.)</i></p>			<p>Tap to enter</p>
<p><b>Projected Budget for the next 5 years.</b></p>			<p>Tap to enter</p>
<p><i>Questions: Simple clarifying questions can be asked at the site visit; other questions should be written and submitted to the charter leader.</i></p>			



<p><b>Student, Family and Community Voice</b></p> <p><i>Was feedback from students, family and community voices congruent with the school's mission/visions/values?</i></p>			<p>Tap to enter</p>
---	--	--	---------------------

Date: [00/00/0000](#)

Renewal Team Member Name: [First and Last Name](#)

Site Visit	Meets	Working to Meet	Does Not Meet	Notes
<b>School Leadership Roundtable</b>	<i>Can clearly state</i>	<i>Needs guidance/Unclear</i>	<i>No answer or wrong answer</i>	Tap to enter
Does the school have a clear mission and vision?				Tap to enter
What are your goals and how will they impact student achievement?				Tap to enter
What is your plan for working with English Learners?				Tap to enter
What is your plan for working with students with disabilities?				Tap to enter
How will you approach complex issues that accompany students who have an IEP and multiple diagnoses?				Tap to enter
What are the school’s discipline policies and practices?				Tap to enter
What opportunities will there be for parental involvement and input in the school’s governance?				Tap to enter
What is the school’s financial viability, long term?				Tap to enter

Site Visit	Meets	Working to Meet	Does Not Meet	Notes
Were all questions from the Review Team addressed by leadership?				Tap to enter

Date: [00/00/0000](#)

Renewal Team Member Name: [First and Last Name](#)

Renewal Recommendation	YES	NO	Notes
Has the school committed a material violation of any of the conditions, standards, or procedures set forth in the charter?			Tap to enter
Has the school failed to meet or make substantial progress toward achievement of the PED's minimum educational standards or student performance standards identified in the charter application?			Tap to enter
Has the school failed to meet generally accepted standards of fiscal management?			Tap to enter
Has the school violated any provision of law from which the charter school was not specifically exempted?			Tap to enter
Should the charter school's contract be renewed?			Tap to enter
<b>Renewal Recommendation Considerations</b> <i>(Based on the application and site visit, did you identify any concerns and/or considerations related to the school's renewal. These will be discussed at the Renewal Team Consensus Meeting.)</i>			

Tap to enter