

New Mexico Public Education Commission



2024-25 IMPLEMENTATION YEAR CHECKLIST

**Requirement for authorization to commence full operations
for charter schools authorized by the Public Education Commission**

Approved by the Public Education Commission: October 21, 2022

Updated: August 21, 2024

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Part IV. Implementation Year Checklist

Items due by October 1

Indicators	Documentation	Equip	SSSES	SMCS
Board of Finance.	Obtain standing as an approved Board of Finance no more than 90 days from the date of the vote for approval of the new application.	Completed 10.18.24	Completed 10.18.24	Completed 10.18.24

Items due by November 15

Indicators	Documentation	Equip	SSSES	SMCS
11-15.1. The Governing Board established, has completed the New Member Training and is operating according to bylaws and in accordance with the Open Meetings Act. <i>NMSA § 22-8B-5.1; 22-8-12.3; 10-15-1;14-2-1, et seq.</i>	List of governing body members. Include the governing body positions to be held, either a place of residence or work, and contact information.	Completed 9.9.24	Completed 9.1.24	Completed 9.9.24
	Evidence each Board member has completed the 10-hour New Member Course.	Completed 11.15.24	Completed 10.1.24	Completed 9.9.24
	Bylaws include provision for creating-audit and finance committees. include provision for replacing and removing members	Returned 11.20.24 Completed 3.24.25	Completed 10.1.24	Returned 12.17.24 Completed 12.27.24

Indicators	Documentation	Equip	SSES	SMCS
<i>Charter Contract</i>	Audit and Finance Committee – Evidence that the sub-committees have been formed, have scheduled meetings, and list of committee membership.	Returned 11.18.24 Need to separate the lists Completed 12.5.24	Completed 11.18.24	Completed 11.18.24
	Evidence the Governing Board has drafted an annual calendar of meetings, key Governing Board tasks, and reporting requirements.	Completed 11.18.24	Returned 12.3.24 clarify Completed 12.27.24	Returned 11.18.24 Completed 4.11.25
	Transparent, annual process for selecting and appointing Equity Council members that reflect student demographics.	Completed 11.18.24	Returned 12.3.24 clarify Completed 12.27.24	Returned 12.17.24 clarify Completed 3.18.25
	How the board will ensure that the Equity Council will fulfill their role as advisors ensuring equity including completing readiness assessments, advisement, strategic planning, and CLR inventory and framework responsibilities.	Completed 11.18.24	Completed 11.18.24	Completed 11.18.24
	Evidence that public notice of meetings, meeting agendas and minutes that comply with state law including live video webcasting of meetings and posting recorded meetings to website	Completed 11.18.24	Completed 11.18.24	Completed 11.18.24
	Annual Open Meetings Act Resolution as well as plan to update annually	Returned 11.18.24 Need date Completed 1.15.25	Completed 11.18.24	Returned 12.17.24 We are missing the plan to update annually. This would be good to put on

Indicators	Documentation	Equip	SSES	SMCS
				your board's annual calendar. board still needs to determine their intended meeting date and time Completed 3.18.25
	IPRA policy and procedures that comply with state law.	Returned 11.18.24 Need to include reasonable fee Completed 1.15.25	Completed 11.18.24	Completed 11.18.24
	Name of the foundation, name of the principal officers, and their contact information.	Completed 11.18.24	Completed 11.18.24	Completed 11.18.24
	Conflict of interest policy and procedures, for the Governing Board and school personnel	Completed 11.18.24	Completed 10.16.24	Completed 11.18.24
	Anti-nepotism policy and procedures.	Completed 11.18.24	Completed 11.18.24	Completed 11.18.24
	Background check policy and procedures.	Completed 11.18.24	Returned 12.3.24 Completed 12.27.24	Returned 11.18.24 Completed 12.17.24
11-15.2. Initial Basic Operating Policies and Procedures have been developed	Evidence the school has begun the process of securing individual ORI Number for obtaining background checks.	Completed 11.18.24	Completed 11.7.24	Completed 11.18.24
	FERPA policy and procedures.	Completed 11.18.24	Completed 11.18.24	Completed 11.18.24

Indicators	Documentation	Equip	SSES	SMCS
and approved by Governing Body.	Complaint and grievance policy including a process for receiving, tracking, and resolving community, parental, and other public complaints.	Completed 11.20.24	Returned 12.3.24 Completed 12.27.24	Completed 11.20.24
	Volunteer policies and procedures. To include provisions for background check requirements.	Completed 11.20.24	Completed 11.20.24	Completed 11.20.24
	Bank records or other evidence that shows a public entity account has been established at a NM banking institution.	Completed 11.20.24	Completed 11.20.24	Completed 11.20.24
	Tax ID numbers (federal and state). Nontaxable Transaction Certificates Unique Entity ID (UEI) number required to receive federal funding	Completed 2.13.25	Completed 11.20.24	Completed 11.25.24
	W-9 Form (submitted to DFA through PED).	Completed 11.20.24	Completed 11.20.24	Completed 11.20.24
11-15. 3. School is established as a formal public-school entity in the state of New Mexico with all necessary tax identification numbers, bank accounts, etc. 6.20.2.14 NMAC	Curriculum development plan including 1) timeline, 2) benchmarks, and 3) responsible parties, including an Equity Council, to ensure development of curriculum identified in the application and aligned to mission, goals, and NM Content Standards (to be final May 15).	Completed 2.13.25	Returned 12.3.24 Revise to include how you will include the equity council to ensure equitable access to the proposed curriculum. Completed 3.24.25	Returned 12.17.24 Needs revision STILL OUTSTANDING
	Special population services development plan, to ensure development of plans, policies, and procedures to serve special education, ELL, and 504 Plans.	Completed 11.20.24	Returned 12.3.24 School should provide procedures and roles as well as a	Returned 12.17.24 Needs revision STILL OUTSTANDING

Indicators	Documentation	Equip	SSes	SMCS
			timeline for serving special populations Completed 3.24.25	
	Assurance the school has consulted with the Indian Education Division to develop any needed policies, procedures, and memoranda to comply with the Indian Education Act.	Completed 11.7.24	Completed 11.7.24	Completed 11.7.24
11-15.4 Development Plans. 6.29.1.9B(8) NMAC	Assurance the school has consulted with the Language and Culture Division to determine to develop any needed policies, procedures, and memoranda to comply with processes for identifying, serving and monitoring English Learners	Completed 11.7.24	Completed 11.7.24	Completed 11.7.24
	Assurance the school has developed any needed policies, procedures, and memoranda to comply with the Black Education Act.	Completed 11.7.24	Completed 11.7.24	Completed 11.7.24
	Plan including responsible parties, timelines, and action steps for how the governing body will identify, recruit, and hire a prospective head administrator.	Completed 11.7.24	Returned 11.20.24 Completed 12.21.24	Completed 11.20.24
	Detailed timeline and criteria for recruiting, interviewing, selection, conducting background checks, and signing a contract for the head administrator by May 15.	Completed 11.20.24	Completed 11.20.24	Completed 11.20.24

Indicators	Documentation	Equip	SSES	SMCS
	Develop a Head Administrator(s) evaluation process with timeline, responsible parties, forms and outcomes (evidenced in annual calendar)	Completed 11.20.24 Encouraged to provide evaluation form	Returned 12.3.24 Timeline is not clear, form for evaluations not included Completed 3.24.25	Completed 11.20.24
11-15.5 Detailed Staffing Plan. 6.29.1.9 NMAC	List of all prospective staff positions and licensure requirements for each.	Completed 11.20.24	Completed 11.20.24	Completed 11.20.24
11-15.6 Enrollment processes and policies that comply with state and federal requirements. <i>NMSA § 22-8B-4.1; 6.80.4.12 NMAC;</i>	Detailed and separate lottery and enrollment policies that comply with state guidance.	Completed 11.20.24	Returned 12.3.24 Revision Needed- No forms for lottery or enrollment are provided- revise to include these. Completed 3.26.25	Returned 11.20.24 Completed 3.18.25
	All necessary forms that will be used for lottery admissions and enrollment processes.			
	Evidence that the school is advertising. Methods of advertisement to recruit diverse student populations.			
11-15.7 State Accountability System Choice The school's choice of how the PEC will annually assess the school's academic success	Option 1: School's overall performance on the state accountability system Option 2: School's overall performance on the state accountability system <i>and</i> supplemental proficiency and growth data in both reading and math using PED-approved nationally and/or state-normed assessments	Option 1	Option 2	Option 2
Summary Report – Items Due by November 15				

Indicators	Documentation	Equip	SSES	SMCS
		Equip	SSES	SMCS
11-15.7 Attend all planning year conferences to discuss issues, concerns, and findings identified in the Checklist.	The school scheduled with CSD within 10 days or received the November 15 Summary Report. Attended all Technical Assistance Training Sessions	The Equip Academy team provided all elements of the November checklist. Six items were returned for clarification, and all concerns/suggestions were incorporated.	The Sacramento School of Engineering and Science team provided all elements of the November checklist. Nine items were returned for clarification, and all concerns/suggestions were incorporated.	The Sun Mountain Community School team provided all elements of the November checklist. Nine items were returned for clarification. Three items are still outstanding as of March 27, 2024

Items Due by March 1

Indicators	Documentation	Equip	SSES	SMCS
3-1.1. Resolve all findings with the Implementation Year Checklist.	Revise policies and provide additional documentation to resolve all findings, issues, and concerns identified in the November 15 review or discussed during the November 15 conference.	Completed 2.13.25	Completed 3.26.25	3.28.25 We are still waiting on the Board's Annual Calendar, The Curriculum development plan and the Special Populations plan

Indicators	Documentation	Equip	SSes	SMCS
3-1.2. Governing Board established and complying with PEC notification requirements	Review the PEC Policy, and Charter School Governing Body Changes document. Provide notice regarding any changes to the Governing Body which have occurred since November 15 and status of all board members training, to date.	Completed 3.5.25	Completed 3.7.25	Completed 3.5.25
3-1.3. Student Membership <i>NMSA § 22-8-12.1.</i>	Student membership for the upcoming school year to the CSD. Indicate number of students by grade level. Membership numbers must detail evidence.	Returned 3.10.25 no evidence provided Completed 3.28.25	Completed 3.7.25	Completed 3.6.25
3-1.4 Status report on the development and acquisition of facilities that meet E-Occupancy, NMCI requirements, and ownership/lease requirements. <i>NMSA § 22-8B-4.2</i>	Status report of all actions taken to acquire a facility or a letter of commitment for an appropriate facility. If the school has not identified an appropriate facility, provide a detailed action plan, with steps, responsible parties and timelines. If the school has identified such a facility, provide the following as evidenced by timely contact with PSFA: 1) Expected date of E-Occupancy certificate or actual certificate. 2) Any construction items that must be completed before E-Occupancy can occur. 3) NMCI score or expected date to receive score. 4) PSFA approval or identify items that must be completed before approval can be secured.	Completed 3.10.25	Completed 3.7.25	Completed 3.6.25

Indicators	Documentation	Equip	SSes	SMCS
3-1.5 Financial Control.	Fully integrated accounting system to record and report all financial transactions; meeting the requirements stipulated per 6.20.2 NMAC, the Public-School Code, Chapter 22, NMSA, 1978 Compilation and Generally Accepted Accounting Principles (GAAP), and federal laws and regulations.	Completed 3.27.25	Returned 3.7.25 Completed 3.12.25	Completed 3.26.25
	Internal control procedures	Returned 3.10.25 need more information on the monitoring activities (how the board will monitor: the finance committee will provide monitoring annually and monthly).	Completed 3.13.25	Returned 3.6.25 asking for more detail on the action steps to be taken by the finance committee in the monitoring of internal controls STILL OUTSTANDING Returned 4.17.25 same issue
	Identify the Chief Procurement Officer.	Completed 3.10.25	Completed 3.7.25	Completed 3.7.25
	Procurement procedures consistent with state and federal law and regulations.	Completed 3.18.25	Completed 3.5.25	Completed 3.5.25
3-1.6 Mandatory operational policies and procedures have been developed.	Attendance policies and procedures that meet the requirements of the Attendance for Success Act to include progressive and tiered interventions and communication methods with parent(s).	Completed 3.27.25 Recommendation: Tiered interventions should be tailored to your unique school model and program	Returned 3.5.25 Include what constitutes excused absence and explanation of excused attendance for Tribal community	Returned 3.5.25 Revise to Include explanation of excused attendance for Tribal community traditions. Recommendation:

Indicators	Documentation	Equip	SSes	SMCS
			traditions. This should be tailored to your unique school model and program Completed 3.27.25	This should be tailored to your unique school model and program Completed 4.14.25
	Tobacco, alcohol, and drug-free policies and procedures.	Completed 3.17.25	Returned 3.5.25 Revise to include more detail and clarity misusing, abusing, possessing, selling, dealing and/or giving away. Completed 3.27.25	Completed 3.5.25
	Medical cannabis policies and procedures.	Completed 3.10.25	Completed 3.7.25	Completed 3.7.25
	Bullying prevention policies and procedures.	Completed 3.5.25 Recommendation: This should be tailored to your unique school model and program	Completed 3.5.25 Recommendation: This should be tailored to your unique school model and program	Completed 3.5.25 Recommendation: This should be tailored to your unique school model and program
	Dual credit policies and procedures (high schools).	N/A	Returned 3.5.25 Revise to add more detail to procedures Recommendation: This should be tailored to your	N/A

Indicators	Documentation	Equip	SSES	SMCS
			unique school model and program Completed 3.27.25	
	Distance and hybrid learning policies and procedures.	Completed 3.5.25	Completed 3.5.25	Completed 3.5.25
	Grade change policies and procedures.	Completed 3.10.25	Completed 3.5.25	Completed 3.5.25
	Policies, procedures, and any forms for ensuring parental access to information regarding professional qualifications of teachers, instructional support providers, and principals.	Completed 3.7.25	Completed 3.6.25	Completed 3.6.25
	Student information system security policies and procedures.	Completed 3.7.25	Completed 3.12.25	Returned 3.7.25 STILL OUTSTANDING
	Staff discipline policies and procedures.	Completed 3.7.25	Returned 3.6.25 Revise to include procedures outlining staff process for speaking with the board about violation if deemed appropriate. It would be best to have separate documents outlining this specifically instead of uploading the entire staff handbook.	Completed 3.6.25

Indicators	Documentation	Equip	SSES	SMCS
			Completed 3.27.25	
	Policy, process, or plan to disseminate <i>Code of Ethics</i> and <i>Standards of Professional Conduct</i> to all licensed employees.	Completed 3.5.25	Completed 3.5.25	Completed 3.5.25
	Policies and procedures for detention, suspension, or expulsion.	Completed 3.5.25	Completed 3.5.25	Completed 3.5.25 Recommendation: This should be tailored to your unique school model and program
	Student discipline policies and procedures.	Returned 3.10.25 Revise to include behavior intervention and tiered system for student behavior. Your policy should be unique to your school model and how students are supported behaviorally. Completed 3.27.25	Completed 3.5.25 School was encouraged to include a discipline intervention system and more about internal systems and interventions. Unique to your school model	Completed 3.6.25 Recommendation: This should be tailored to your unique school model and program
	Student and/or Parent Handbook.	Completed 3.11.25	Completed 3.11.25	Completed 3.6.25
	Staff Handbook.	Completed 3.10.25	Completed 3.6.25	Completed 3.6.25

Indicators	Documentation	Equip	SSes	SMCS
3-1.7 Curriculum plan. 6.29.1.9 NMAC	Status report on implementation of Special Population Development Plans. Status report on implementation of curriculum development plan.	Completed 3.5.25	Completed 3.6.25 Wonder about heavy emphasis on state standardized tests for curriculum development, consider revising. The curriculum plan should provide justification for how learning and school systems will be unique and innovative.	Don't see a submission for the status report on implementation of curriculum development plan Status report on implementation of Special Population Development Plans has been completed 3.6.25
3-1.8 MLSS and SAT <i>NMAC § 6.29.1.9;</i> State Guidance .	Multi-Layered System of Supports (MLSS) & Student Assistance Team (SAT) policies, procedures	Completed 3.10.25	Completed 3.6.25	Completed 3.6.25
3-1.9. Serving Special Populations IDEA 2004; 29 U.S.C. § 701 (Section 504 of the Rehabilitation Act of 1973) <i>NMSA § 22-13-5 to 22-13-8;</i>	Evidence the school has consulted with the Language and Culture Division to develop procedures for identifying and serving ELs.	Completed 3.6.25 Recommend include more details explaining outcomes of consultation as it relates to the school and how it will inform procedures with these subgroups	Completed 3.6.25	Completed 3.6.25

Indicators	Documentation	Equip	SSes	SMCS
6.29.1.9; 6.29.5.1, et seq.; 6.31.2, et seq. ; and 6.10.3.9(D) NMAC Homeless Guidance, NM Educational Stability Guidelines	Plan to identify and serve English Learners, including forms and letters to parents.	Completed 3.10.25 Recommended to include more details explaining outcomes of consultation as it relates to the school and how it will inform procedures with these subgroups	Returned 3.6.25 Completed 3.27.25	Returned 3.6.25 revise to include forms and letters to families (in English & Spanish) Returned 4.14.25 I still do not see forms and letters to families in the submission
	Evidence the school has consulted with the Special Education Division to review plan for IDEA and 504 requirements.	Completed 2.3.25	Completed 2.3.25	Completed 2.3.25
	Homeless education and assistance policies and procedures, to include the McKinney Vento Dispute Resolution. Homeless youth compliant policy and Notice of Educational Rights.	Returned 3.10.25 Revise to include: More details specific to Liaison roles and responsibilities and specific supports to families and students identified. Completed 3.27.25	Returned 3.6.25 Revise to include: More details specific to Liaison roles and responsibilities and specific supports to families and students identified. Completed 3.27.25	Completed 3.6.25
3-1.10 Governing Board Annual Calendar	Status update on the Governing Board's annual calendar.	Completed 3.1.25	Completed 3.7.25	Still waiting from November
3-1.11 Family Engagement	Family Engagement Plan.	Returned 3.10.25 Revise to include more specifics on	Returned 3.6.25	Completed 3.6.25

Indicators	Documentation	Equip	SSES	SMCS
		your unique school model and how you intend to include and leverage families Completed 3.27.25	Revise to include more details about how family engagement will happen, when and in what ways families will be involved Recommendation: This should be tailored to your unique school model and program Completed 3.27.25	Recommendation: This should be tailored to your unique school model and program
Summary Report – Items Due by March 1				
		Equip	SSES	SMCS
Attend all implementation year conferences to discuss issues, concerns, and findings identified in the Checklist.	✓ School scheduled a conference with CSD within 10 days of receiving the March 1 Summary Report. ✓ Attended all Technical Assistance Training Sessions	The Equip Academy team provided all elements of the March checklist. Seven items were returned for clarification, and all concerns/suggestions were incorporated. Still waiting on internal control monitoring	The Sacramento School of Engineering and Science team provided all elements of the March checklist. Seven items were returned for clarification, and all concerns/suggestions	The Sun Mountain Community School team provided all elements of the March checklist. Eight items were returned for clarification. Seven items from the March checklist and three items from the

Indicators	Documentation	Equip	SSES	SMCS
			ns were incorporated.	November checklist are still outstanding as of March 27, 2024

Items due by May 15

Indicators	Documentation	Equip	SSES	SMCS
5-15.1. Resolve all findings with the Implementation Year Checklist.	Revised policies and additional documentation to resolve all findings, issues, and concerns identified in the March 1 review or discussed during the March 1 conference.			
5-15.2. Head Administrator <i>NMSA § 22-10A-3; 22-8B-10.</i>	Administrative license or plan for obtaining licensure within 90 days of contract effective date.			
	Signed contract with position description.			
5-15.3. Membership Projections & Enrollment. <i>NMSA § 22-8-12.1.</i>	Evidence of current enrollment by grade level and as a percentage of the March 1 projected enrollment. (If insufficient evidence is provided, the School Budget Bureau may adjust the projected enrollment and determine SEG funding accordingly.)			
5-15.4. First Year Operating Budget in place. <i>NMSA § 22-8-11.</i>	A Charter School Operating Budget and 901BCS-10 signed form that aligns with current enrollment and that has been submitted to the CSD.			
5-15.5. Access to OBMS.	OBMS User Form submitted to School Budget Bureau.			

Indicators	Documentation	Equip	SSES	SMCS
5-15.6. Electronic system for management of financial data meets all requirements NMAC 6.20.2 , the Public-School Code, Chapter 22, NMSA 1978 Compilation, and Generally Accepted Accounting Principles (GAAP) and federal laws and regulations.	Name of software the school plans on using and name of entity that publishes, manages, or operates the software.			
	Evidence software includes encumbrance tracking. 6.20.2.9 (F) NMAC			
5-15.7. Electronic system for management of student data	Name of software the school plans on using and name of entity that publishes, manages, or operates the software.			
	Evidence software is compatible with NOVA.			
5-15.8. Assessment Plan Developed. NMAC § 6.80.4.9 .	If the school provides interim assessments, evidence that they have been identified and budgeted, and that there has been contact with an assessment vendor.			
	Provide plan and schedule for administration of interim assessment(s) and for administration of all state-			

Indicators	Documentation	Equip	SSES	SMCS
	mandated assessments, or any other planned assessments.			
5-15.9. Staffing Plan.	Status report on recruitment and hiring to meet staffing plan provided in application.			
	Timelines to secure licensing and backgrounds for each prospective staff member.			
	Special education staffing plan / contracts.			
5-15.10. Professional development plan.	Plan and forms to implement professional development plans (PDPs) for individual teachers.			
	Evidence the school has communicated with the Educator Growth and Development Bureau for required PDP management systems.			
5-15.11. Employee benefits and Risk Insurance coverage through the New Mexico Public Schools Insurance Authority (NMPSIA). <i>NMSA § 22-8B-9;</i> <i>NMAC § 6.50.1 et. seq;</i>	Employee benefits coverage (may include basic life and accidental death & dismemberment, voluntary life, long-term disability, two medical plans, a dental plan with basic and comprehensive coverage, and a vision plan).			
	Risk coverage policy (may include property insurance, liability insurance, workers' compensation, student catastrophic insurance, student accident insurance, boiler & machinery insurance, and underground storage tanks coverage).			

Indicators	Documentation	Equip	SSES	SMCS
5-15.12. Health, Safety, and Wellness Policy Requirements <i>NMSA § 30-7-2.1; 32A-2-33</i> 6.29.1.9(O)(6): 6.12.1, et seq. <i>NMAC</i> Wellness Policy Guidance Document; Health Education Guidance Document; Homeless Policy Guidance Document; <i>Charter Contract</i>	Health services policies and procedures.			
	Wellness policies and procedures pursuant to 6.12.2 NMAC submitted to the Student Success and Wellness Bureau for review.			
	Safe Schools Plan pursuant to 6.12.6 NMAC submitted to the Safe and Healthy Schools Bureau for review.			
	Plan for implementation of required emergency drills, including dates and types of drills for the school year.			
	Gun Free Schools policy.			
	Health and wellness curriculum, scope and sequence that aligns to the NM content standards for all grades served.			
	Physical education curriculum, scope and sequence, that aligns to the NM content standards for the grades served.			
	Immunizations policies and procedures.			
5-15.13. Serving Special Populations	Pest control policies & procedures.			
	Special education & 504 policies and procedures.			
	Completed special education policies.			
	Procedures and all necessary forms for tracking special education direct student services.			

Indicators	Documentation	Equip	SSES	SMCS
	English Learner policies and procedures that align with federal and state guidance.			
	All forms and surveys for implementation of EL policies and procedures.			
5-15.14. Directed Program Time Requirements.	Schedule, calendar, and any other necessary documentation that ensures minimum directed program time and adequate instructional time for grades served.			
5-15.15. High school and middle school requirements. (This indicator is applicable only to schools that serve grades 6-12.) <i>Charter Contract</i>	Graduation requirements (schools that serve grade 12).			
	Next Step Plan forms, policies and procedures (schools that serve grades 8-12).			
	School Athletic Equity policies and procedures (schools that serve grades 7-12).			
	Evidence the school offers at least one honors or similar academically rigorous class each in mathematics and language arts (schools that serve grades 9-12).			
	Evidence the school has a signed Dual Credit Master Agreement with an institution of higher education (schools that serve grades 9-12).			
	Evidence the school has a program of distance learning courses in place (schools that serve grades 9-12).			

Indicators	Documentation	Equip	SSES	SMCS
	Evidence the school is prepared to offer at least two years of a language other than English (schools that serve grades 9-12).			
5-15.16 Budget Approval 6.20.2.9 NMAC	Governing Body meeting date to review and approve the school budget at an open meeting (school budget due dates will vary by school and are set by school budget division at PED).			
Summary Report – Items Due by May 15				
Attend all implementation year conferences to discuss issues, concerns, and findings identified in the Checklist.	School scheduled a conference with CSD within 10 days of receiving the May 15 Summary Report. Attended all Technical Assistance Training Sessions.			
	All draft policies and procedures with concerns have been addressed and approved by the board.			

Commencement of Operations Checklist: PEC Meeting

Indicators	Documentation	Equip	SSES	SMCS
C.1. Board of Finance.	Obtain standing as an approved Board of Finance no more than 90 days from the date of the vote for approval of the new application.			

Indicators	Documentation	Equip	SSES	SMCS
C.2. Facilities.	Assurances to demonstrate the lease, lease purchase, or ownership arrangement complies with NMSA § 22-8B-4.2 . If applicable, evidence school has timely submitted all required application materials to PSFA for lease reimbursement payments by its deadlines.			
C.3. Contract and framework negotiation and approval process.	PEC approval of any substantial changes to the educational model, staffing, organizational, and governance plan, or finance plan that were presented in the application.			
C.4. Nepotism and conflict of interest policy	Signed Conflict of Interest statement from the Head Administrator.			
NMSA § 22-5-6; 22-8B-5.2	Evidence the Governing Board and Foundation (if any) are in compliance.			