

# **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**

## Sacramento School of Engineering and Science

### June report to the PEC on the status of the IY Checklist

Michelle Perry and team have successfully completed the November, March and May checklist items. The school was very receptive to feedback and worked to incorporate all of the suggestions given to them by CSD. There were four items from the November checklist that were not completed until after the March deadline. The school was late on 17 items from the May checklist, however, all items were received, reviewed and approved by June 16, 2025. Overall the school did well and is ready for your consideration for commencement of operations.

Late	Missing	Concerns
21	None	None

## Part IV. Implementation Year Checklist

### Items due by October 1

Indicators	Documentation	Date Complete	Comments
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. <a href="#">NMSA § 22-8-38[B]</a> ; <a href="#">6.80.4.16[A] NMAC</a> ; <i>PEC Policy</i>	10.18.24	MAB - BOF certificate is in the R drive

### Items due by November 15

Indicators	Documentation	Date Complete	Comments
11-15.1. 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. Charter Contract</i>	✓ List of governing body members. Include the governing body positions to be held, either a place of residence or work, and contact information.	9.1.24	MAB completed
	✓ Evidence each Board member has completed the 10-hour New Member Course. <a href="#">NMSA §22-8B-5.1</a>	10.1.24	MAB completed
	✓ Bylaws include provision for creating-audit and finance committees. include provision for replacing and removing members <a href="#">NMSA § 22-8-12.3</a>	12.27.24	MAB - 12.27.24 Complete MAB - Returned in Epicenter 12.3.24 MAB - 11.20.24 VII.D. removal of a board member, the way it is currently written, the board member being removed would have to vote on their removal. IX.B. How will a committee of the whole monitor internal controls in a public meeting? IX.C. The PED chooses the auditor, however, the school could also conduct audits in which they choose the auditor. That would be in addition to the required state audit. X.C. Please add a statement regarding what will occur if a quorum is not present for a meeting.
	✓ Audit and Finance Committee – Evidence that the sub-committees have been formed, have scheduled meetings, and list of committee membership.	11.18.24	MAB - They intend to have a parent on their finance committee which is great

Indicators	Documentation	Date Complete	Comments
	<a href="#">NMSA § 22-8-12.3</a>		
	✓ Evidence the Governing Board has drafted an annual calendar of meetings, key Governing Board tasks, and reporting requirements.	12.27.24	MAB - 12.27.24 Complete MAB - Returned in Epicenter 12.3.24 MAB - 11.18.24 needs revision
	✓ Transparent, annual process for selecting and appointing Equity Council members that reflect student demographics. <a href="#">PED guidance</a>	12.27.24	MAB - 12.27.24 Complete MAB - Returned in Epicenter 12.3.24 MAB - 11.18.24 Needs revision. The Equity Council must be proportional to your student population. Limiting to 3 -5 members is not advised. What will your selection criteria be?
	✓ 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.	11.18.24	MAB - This would be good to put on your board's annual calendar.
	✓ 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 <a href="#">NMSA § 22-8B-5.5</a> ; <a href="#">NMSA § 10-15-1 F-G</a> , et seq.	11.18.24	MAB - Complete
	✓ Annual Open Meetings Act Resolution as well as plan to update annually <a href="#">NMSA § 10-15-1 (D)</a>	11.18.24	MAB - This would be good to put on your board's annual calendar.

Indicators	Documentation	Date Complete	Comments
	✓ IPRA policy and procedures that comply with state law. <a href="#">NMSA § 14-2-1</a> , et seq.	11.18.24	MAB - Recommend removing Michelle's name and putting in title only. Also, recommend using an Office Manager instead of the very busy Head. Good job putting in the costs!
	✓ Name of the foundation, name of the principal officers, and their contact information. <a href="#">PEC Policy</a>	11.18.24	MAB- No Foundation at this time. Please note that if you do decide to have a foundation, you will need to submit the required Amendment Request to do so.
	✓ Conflict of interest policy and procedures, for the Governing Board and school personnel <a href="#">NMSA § 22-8B-5.2</a> .	10.16.24	MAB. No concerns. Two suggestions.  I suggest changing your example "(such as the purchase of supplies for a project), " to such as the reimbursement for travel expenses for board work. Board members traveling to a conference, or board training is more likely than a project and will raise fewer questions. Another thing to consider is that you can have as part of your standing agenda an item labeled Statement of Interest. It helps board members to consider any potential conflict they may have at the start of each meeting.
	✓ Anti-nepotism policy and procedures. <a href="#">NMSA § 22-8B-10</a> .	11.18.24	MAB - I suggest adding that should the board waive the policy, someone other than the Head be the direct supervisor of the related party.
	✓ Background check policy and procedures. <a href="#">NMSA § 22-10A-5</a> .	12.27.24	MAB - 12.27.24 Complete  MAB - Returned in Epicenter 12.3.24  MAB - 11.18.24 Please know that the school is required to pay for all fingerprinting costs. This can

Indicators	Documentation	Date Complete	Comments
			be done as a reimbursement. You can require a contractor to pay for their employee's fingerprinting.
11-15.2.  Initial Basic Operating Policies and Procedures have been developed and approved by the Governing Body.	✓ Evidence the school has begun the process of securing individual ORI Number for obtaining background checks.	11.7.24	MAB - complete
	✓ FERPA policy and procedures. <a href="#">20 U.S.C. § 1232g.</a>	11.18.24	MAB - Complete
	✓ Complaint and grievance policy including a process for receiving, tracking, and resolving community, parental, and other public complaints. <a href="#">6.10.3 NMAC</a>	12.27.24	MAB - 12.27.24 MAB - Returned in Epicenter 12.3.24 MAB-11.20.24  A.3.c. The GC has just one employee. They cannot make personnel decisions for any other staff, but they can hear grievances that are not resolved at the Head Admin level.  What if the grievance is with the Head Admin? What about community, parent, and student complaints? This is specifically for staff.
	✓ Volunteer policies and procedures. To include provisions for background check requirements. <a href="#">6.50.18.8 NMAC.</a>	11.20.24	MAB- Complete. Curious as to how spontaneous volunteers will be monitored.
	✓ Bank records or other evidence that shows a public entity account has been established at a NM banking institution.	11.20.24	MAB - complete
	✓ Tax ID numbers (federal and state).	11.20.24	MAB - complete

Indicators	Documentation	Date Complete	Comments
	<ul style="list-style-type: none"> <li>✓ Nontaxable Transaction Certificates <a href="http://tax.newmexico.gov/Businesses/non-taxable-transaction-certificates.aspx">http://tax.newmexico.gov/Businesses/non-taxable-transaction-certificates.aspx</a></li> <li>✓ Unique Entity ID (UEI) number required to receive federal funding <a href="https://sam.gov/content/duns-uei">https://sam.gov/content/duns-uei</a></li> </ul>		
	✓ W-9 Form (submitted to DFA through PED).	11.20.24	MAB - complete
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. <a href="#">6.20.2.14 NMAC</a>	<ul style="list-style-type: none"> <li>✓ 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).</li> </ul>	3.24.25	<p>MAB - 12.3.24 returned in Epicenter KL- 11.20.24</p> <p>Curriculum plan is detailed and includes all requirements, except equity council.</p> <p>Revise to include how you will include the equity council to ensure equitable access to the proposed curriculum.</p> <p>3/24- Curriculum plan reviewed- only mention is "December The EC advisement package review". It's recommended to write this as a part of the plan- this ensures that it is considered any time there are changes to curriculum or assessment.</p>
	<ul style="list-style-type: none"> <li>✓ Special population services development plan, to ensure development of plans, policies, and procedures to serve special education, ELL, and 504 Plans.</li> </ul>	3.24.25	<p>MAB - 12.3.24 returned in Epicenter KL- 11.20.24</p> <p>School should provide procedures and roles as well as a timeline for serving special populations, the</p>



Indicators	Documentation	Date Complete	Comments
			list of services for each subgroup is a good start- you can create a table and add in the other components. *Exemplar Equip  KL- 3.24.25 Completed
	✓ 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.  <a href="#">NMSA § 22-23A</a> , <a href="#">6.35.2 NMAC</a>	11.7.24	MAB - Completed
11-15.4 Development Plans.  <a href="#">6.29.1.9B(8) NMAC</a>	✓ 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  <a href="#">NMSA § 22-23B</a>	11.7.24	MAB - task completed
	✓ Assurance the school has developed any needed policies, procedures, and memoranda to comply with the Black Education Act.  <a href="#">NMSA § 22-23C; 22-10A-19.3</a>	11.7.24	MAB - task completed
	✓ Plan including responsible parties, timelines, and action steps for how the governing body will identify, recruit, and hire a prospective head administrator.	12.21.24	MAB - 11.20.24 incomplete. What is the plan for hiring the next head administrator?  MAB - 12.21.24 Complete

Indicators	Documentation	Date Complete	Comments
	<ul style="list-style-type: none"> <li>✓ Detailed timeline and criteria for recruiting, interviewing, selection, conducting background checks, and signing a contract for the head administrator by May 15.</li> </ul>	11.20.24	MAB - complete
	<ul style="list-style-type: none"> <li>✓ Develop a Head Administrator(s) evaluation process with timeline, responsible parties, forms and outcomes (evidenced in annual calendar)</li> </ul>	3.24.25	MAB - 12.3.24 returned in Epicenter KL- 11.20.24 Task is incomplete Timeline is not clear, form for evaluations not included KL- 3.24.25 Complete- Completed revisions
11-15.5 Detailed Staffing Plan. <a href="#">6.29.1.9 NMAC</a>	<ul style="list-style-type: none"> <li>✓ List of all prospective staff positions and licensure requirements for each.</li> </ul>	11.20.24	KL- Task is complete
11-15.6 Enrollment processes and policies that comply with state and federal requirements. NMSA § <a href="#">22-8B-4.1</a> ; <a href="#">6.80.4.12 NMAC</a> ;	<ul style="list-style-type: none"> <li>✓ Detailed and separate lottery and enrollment policies that comply with state guidance.  <a href="#">CSD Lottery FAQ</a></li> </ul>	3.26.25	MAB - 12.3.24 returned in Epicenter KL- 11.20.24 lottery and enrollment policies are in compliance. Revision Needed- No forms for lottery or enrollment are provided- revise to include these. 3.26.25 Screen shared to show lottery form Powerschool
	<ul style="list-style-type: none"> <li>✓ All necessary forms that will be used for lottery admissions and enrollment processes.</li> </ul>		
	<ul style="list-style-type: none"> <li>✓ Evidence that the school is advertising. Methods of advertisement to recruit diverse student populations.</li> </ul>		

Indicators	Documentation	Date Complete	Comments
			Advertising methods provided- encouraged to provide language access methods of advertising to include access for EL populations.
11-15.7 State Accountability System Choice The school's choice of how the PEC will annually assess the school's academic success	<input type="checkbox"/> Option 1: School's overall performance on the state accountability system <input checked="" type="checkbox"/> 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	11.15.24	MAB - NWEA
<b>Summary Report – Items Due by November 15</b>			
11-15.7 Attend all planning year conferences to discuss issues, concerns, and findings identified in the Checklist.	<input checked="" type="checkbox"/> The school scheduled with CSD within 10 days of receiving the November 15 Summary Report. <input checked="" type="checkbox"/> Attended all Technical Assistance Training Sessions	12.3.24	Completed

### Items Due by March 1

Indicators	Documentation	Date Complete	Comments
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.	3.26.25	MB/KL
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.	3.7.25	MB- School has not had to submit any change notification paperwork
3-1.3. Student Membership <i>NMSA § <a href="#">22-8-12.1</a>.</i>	✓ Student membership for the upcoming school year to the CSD. Indicate number of students by grade level. Membership numbers must detail evidence.	3.7.25	MB- School provided their predictions by grade level
3-1.4 Status report on the development and acquisition of facilities that meet E-Occupancy, NMCI requirements, and ownership/lease requirements. <i>NMSA § <a href="#">22-8B-4.2</a></i>	<p>✓ Status report of all actions taken to acquire a facility or a letter of commitment for an appropriate facility.</p> <p>If the school has not identified an appropriate facility, provide a detailed action plan, with steps, responsible parties and timelines.</p> <p>If the school has identified such a facility, provide the following as evidenced by timely contact with PSFA:</p> <ol style="list-style-type: none"> <li>1) Expected date of E-Occupancy certificate or actual certificate.</li> <li>2) Any construction items that must be completed before E-Occupancy can occur.</li> <li>3) NMCI score or expected date to receive score.</li> </ol>	3.7.25	MB- school provided status update and documents showing the work to be done to get the school's wNMCI number below the state average

Indicators	Documentation	Date Complete	Comments
	4) PSFA approval or identify items that must be completed before approval can be secured.		
3-1.5 Financial Control.	<ul style="list-style-type: none"> <li>✓ Fully integrated accounting system to record and report all financial transactions; meeting the requirements stipulated per <a href="#">6.20.2 NMAC</a>, the Public-School Code, Chapter 22, NMSA, 1978 Compilation and Generally Accepted Accounting Principles (GAAP), and federal laws and regulations.</li> </ul>	3.12.25	MB- 3.7.25 returned for the name of the software School resubmitted on 3.12.25 but I still don;t know the name of the accounting program Aptafund with k12
	<ul style="list-style-type: none"> <li>✓ Internal control procedures <a href="#">6.20.2.11 – 6.20.2.18 NMAC</a></li> </ul>	3.13.25	MB- task complete
	<ul style="list-style-type: none"> <li>✓ Identify the Chief Procurement Officer. <a href="#">NMSA § 13.1-95.2</a></li> </ul>	3.7.25	MB- Michelle Perry will complete the course by end of April
	<ul style="list-style-type: none"> <li>✓ Procurement procedures consistent with state and federal law and regulations. <a href="#">NMAC § 6.20.2.17; 34 CFR 74.44.</a></li> </ul>	3.5.25	MB- The policy is succinct
3-1.6 Mandatory operational policies and procedures have been developed.	<ul style="list-style-type: none"> <li>✓ 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). <a href="#">NMSA § 22-12A-6 et seq.</a></li> </ul>	3.27.25	KL- Returned 3.5 Include what constitutes excused absence and explanation of excused attendance for Tribal community traditions. This should be tailored to your unique school model and program KL- Task complete 3/27
	<ul style="list-style-type: none"> <li>✓ Tobacco, alcohol, and drug-free policies and procedures. <a href="#">6.12.4 NMAC</a></li> </ul>	3.27.25	KL- Returned 3.5 Revise to include more detail and clarity misusing, abusing, possessing, selling, dealing and/or giving away. KL- Task complete 3/27

Indicators	Documentation	Date Complete	Comments
	✓ Medical cannabis policies and procedures. <a href="#">6.12.10 NMAC</a>	3.7.25	MB - task complete  Note: The school should think about who and how many staff people are involved. include locked and secure procedures and tracking of when meds are taken and who administered meds.
	✓ Bullying prevention policies and procedures. <a href="#">6.12.7.8-10 NMAC</a>	3.5.25	KL- Task complete March 5 Recommendation: This should be tailored to your unique school model and program
	✓ Dual credit policies and procedures (high schools). <a href="#">6.30.7.8 NMAC</a>	3.27.25	KL- Returned- Revise to add more detail to procedures Recommendation: This should be tailored to your unique school model and program KL- Task complete 3/27
	✓ Distance and hybrid learning policies and procedures. <a href="#">6.30.8 NMAC</a>	3.5.25	KL- Task complete March 5 Recommendation: This should be tailored to your unique school model and program
	✓ Grade change policies and procedures. <a href="#">6.30.10 NMAC</a>	3.5.25	KL- Task complete March 5 Recommendation: This should be tailored to your unique school model and program
	✓ Policies, procedures, and any forms for ensuring parental access to information regarding professional	3.6.25	KL- Task complete 3/6

Indicators	Documentation	Date Complete	Comments
	qualifications of teachers, instructional support providers, and principals. <a href="#">NMSA § 22-10A-16.</a>		Encouraged to add language access to form for families that do not speak English
	✓ Student information system security policies and procedures. <a href="#">6.19.5.8 NMAC</a>	3.12.25	MB task complete PowerSchool
	✓ Staff discipline policies and procedures. <a href="#">6.69.2.8 NMAC</a>	3.27.25	KL- returned 3/6 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. KL- Task complete 3/27
	✓ Policy, process, or plan to disseminate <i>Code of Ethics</i> and <i>Standards of Professional Conduct</i> to all licensed employees. <a href="#">6.60.9.8</a> , <a href="#">6.60.9.9 NMAC</a>	3.5.25	KL- Task complete March 5
	✓ Policies and procedures for detention, suspension, or expulsion. <a href="#">6.11.2.12 NMAC</a>	3.5.25	KL- Task Complete March 5
	✓ Student discipline policies and procedures. <a href="#">6.11.2.1 NMAC</a> , <i>et seq.</i>	3.6.25	KL- Task complete 3/6 School was encouraged to include a discipline intervention system and more about internal systems and interventions. Unique to your school model
	✓ Student and/or Parent Handbook.	3.11.25	MB task complete

Indicators	Documentation	Date Complete	Comments
	✓ Staff Handbook.	3.6.25	KL- Task complete 3/6
3-1.7 Curriculum plan. <a href="#">6.29.1.9 NMAC</a>	<ul style="list-style-type: none"> <li>✓ Status report on implementation of Special Population Development Plans.</li> <li>✓ Status report on implementation of curriculum development plan.</li> </ul>	3.6.25	<p>KL- Special population- task complete 3/6 updated with table Wonder; did not see an update</p> <p>KL- Curriculum update- Task complete 3/6 Wonder about heavy emphasis on state standardized tests for curriculum development, consider revising.</p> <p>***The curriculum plan should provide justification for how learning and school systems will be unique and innovative.</p>
3-1.8 MLSS and SAT <i>NMAC § 6.29.1.9; <a href="#">State Guidance</a>.</i>	✓ Multi-Layered System of Supports (MLSS) & Student Assistance Team (SAT) policies, procedures	3.6.25	<p>KL- Task complete 3/6</p> <p>Recommendation: This should be tailored to your unique school model and program</p>
3-1.9. Serving Special Populations <i><a href="#">IDEA 2004; 29 U.S.C. § 701</a> (Section 504 of the Rehabilitation Act of 1973) <a href="#">NMSA § 22-13-5 to 22-13-8;</a> <a href="#">6.29.1.9; 6.29.5.1, et seq.; 6.31.2, et seq.;</a> ; and <a href="#">6.10.3.9(D)</a> NMAC</i>	✓ Evidence the school has consulted with the Language and Culture Division to develop procedures for identifying and serving ELs.	3.6.25	KL- Task complete 3/6
	✓ Plan to identify and serve English Learners, including forms and letters to parents.	3.27.25	<p>KL- Returned 3/6 revise to include forms and letters to families (in English &amp; Spanish)</p> <p>KL- Task complete 3/27</p>
	✓ Evidence the school has consulted with the Special Education Division to review plan for IDEA and 504 requirements.	2.3.25	MB- OSE met with the schools during our February IY Training



Indicators	Documentation	Date Complete	Comments
<a href="#">Homeless Guidance</a> , <a href="#">NM Educational Stability Guidelines</a>	<p>✓ Homeless education and assistance policies and procedures, to include the McKinney Vento Dispute Resolution. Homeless youth compliant policy and Notice of Educational Rights.</p> <p><a href="#">Title IX, Part A of ESSA</a>; <a href="#">PED Guidance</a></p>	3.27.25	<p>KL- Returned 3/6: Revise to include: More details specific to Liaison roles and responsibilities and specific supports to families and students identified.</p> <p>KL- Task complete 3/27</p>
3-1.10 Governing Board Annual Calendar	<p>✓ Status update on the Governing Board's annual calendar.</p>	3.7.25	MB- School did not need to amend their initial submission
3-1.11 Family Engagement	<p>✓ Family Engagement Plan.</p>	3.27.25	<p>KL- Returned 3/6 Revise to include more details about how family engagement will happen, when and in what ways families will be involved</p> <p>KL- Task complete 3/27</p> <p>Recommendation: This should be tailored to your unique school model and program</p>
<b>Summary Report – Items Due by March 1</b>			
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 were incorporated.			
Attend all implementation year conferences to discuss issues, concerns, and findings identified in the Checklist.	<p>✓ School scheduled a conference with CSD within 10 days of receiving the March 1 Summary Report.</p> <p>✓ Attended all Technical Assistance Training Sessions</p>		MB/KL Meeting was held on 3.26.2025

### Items due by May 15

Indicators	Documentation	Date Complete	Comments
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.	5.15.25	MB
5-15.2. Head Administrator <i>NMSA § <a href="#">22-10A-3</a>; <a href="#">22-8B-10</a>.</i>	✓ Administrative license or plan for obtaining licensure within 90 days of contract effective date.	4.29.25	MB- Task completed
	✓ Signed contract with position description.	6.4.25	MB- I do not see this submission in Epicenter for this school 5.19.25 Turned in late 5.22.25 Returned 5.23.25 no signed contract only the hiring plan
5-15.3. Membership Projections & Enrollment. <i>NMSA § <a href="#">22-8-12.1</a>.</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.)	5.23.25	MB- 5.19.25 returned. The school stated that they have 43 students enrolled but no evidence. MB - 5.23.25 Completed
5-15.4. First Year Operating Budget in place. <i>NMSA § <a href="#">22-8-11</a>.</i>	✓ A Charter School Operating Budget and 901BCS-10 signed form that aligns with current enrollment and that has been submitted to the CSD.	5.22.25	MB - Do not see any evidence that this has been uploaded in Epicenter as of 5.19.25 Completed 5.22.25 Budget summary provided

Indicators	Documentation	Date Complete	Comments
5-15.5. Access to OBMS.	<ul style="list-style-type: none"> <li>✓ OBMS User <a href="#">Form</a> submitted to School Budget Bureau. <a href="#">6.20.2.10 NMAC</a></li> </ul>	5.22.25	MB- Do not see any evidence that this has been uploaded in Epicenter as of 5.19.25 have reached out to Sara Cordova Completed 5.22.25
5-15.6. Electronic system for management of financial data meets all requirements NMAC <a href="#">6.20.2</a> , the Public-School Code, Chapter 22, NMSA 1978 Compilation, and Generally Accepted Accounting Principles (GAAP) and federal laws and regulations.	<ul style="list-style-type: none"> <li>✓ Name of software the school plans on using and name of entity that publishes, manages, or operates the software.</li> </ul>	4.29.25	MB- K12 Accounting uses APTA Fund
	<ul style="list-style-type: none"> <li>✓ Evidence software includes encumbrance tracking. <a href="#">6.20.2.9 (F) NMAC</a></li> </ul>	4.29.25	MB- K12 Accounting uses APTA Fund
5-15.7. Electronic system for management of student data	<ul style="list-style-type: none"> <li>✓ Name of software the school plans on using and name of entity that publishes, manages, or operates the software.</li> </ul>	4.29.25	MB- Task Complete PowerSchool
	<ul style="list-style-type: none"> <li>✓ Evidence software is compatible with NOVA.</li> </ul>	4.29.25	MB - task complete, power school is compatible

Indicators	Documentation	Date Complete	Comments
5-15.8. Assessment Plan Developed. <i>NMAC § <a href="#">6.80.4.9</a>.</i>	✓ If the school provides interim assessments, evidence that they have been identified and budgeted, and that there has been contact with an assessment vendor.	6.16.25	KL- Not in Epicenter as of 5.19.25 MB- has been submitted, still needs review 5.27.25 KL- Returned 5.27.25 Returned 6.4.25 communication and budget still not included KL- Task complete 6.16.25
	✓ Provide plan and schedule for administration of interim assessment(s) and for administration of all state-mandated assessments, or any other planned assessments. <a href="#">2024-25 Assessment &amp; Accountability Memo</a>	6.4.25	KL- Not in Epicenter as of 5.19.25 has been submitted, still needs review KL- Completed
5-15.9. Staffing Plan.	✓ Status report on recruitment and hiring to meet staffing plan provided in application.	5.19.25	KL- Returned 5.6.25 I do not see a status report on recruitment and hiring. I see job descriptions and notice of vacancy recruitment to hire positions. Please provide a status report on where you are on hiring to meet the staffing plan. KL- 5.19.25 task complete
	✓ Timelines to secure licensing and backgrounds for each prospective staff member.	5.19.25	KL- Timelines provided on phases of hiring in the notice of vacancy (job description).
	✓ Special education staffing plan / contracts.	5.19.25	KL- Returned 5.6.25 I do not see any mention of special education staffing in any of the attachments. I only see content area specific positions, also no mention of plan for this position. 5.19.25- Task complete

Indicators	Documentation	Date Complete	Comments
5-15.10. Professional development plan.	✓ Plan and forms to implement professional development plans (PDPs) for individual teachers.	5.28.24	KL- Not in Epicenter as of 5.19.25 KL- Task completed
	✓ Evidence the school has communicated with the Educator Growth and Development Bureau for required PDP management systems. <a href="#">6.60.10</a> ; <a href="#">6.65.2.8</a> ; <a href="#">6.30.5.13</a> ;	5.21.25	MB - task completed
5-15.11. Employee benefits and Risk Insurance coverage through the New Mexico Public Schools Insurance Authority (NMPSIA). <i>NMSA § <a href="#">22-8B-9</a>;</i> <i>NMAC § <a href="#">6.50.1</a> et. seq;</i> <i>Charter Contract</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).	5.19.25	MB - Task completed
	✓ 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).	4.29.25	MB - Task is complete
5-15.12. Health, Safety, and Wellness Policy Requirements <i>NMSA § 30-7-2.1; 32A-2-33</i>	✓ Health services policies and procedures. <a href="#">6.12.2 NMAC</a> ; <i>Health Education Guidance Document.</i>	5.19.25	KL- Task Complete 5.19.25
	✓ Wellness policies and procedures pursuant to 6.12.2 NMAC submitted to the Student Success and Wellness Bureau for review. <a href="#">6.12.6 NMAC</a>	5.28.25	KL- Not in Epicenter as of 5.19.25 Submitted not yet reviewed KL- Task complete

Indicators	Documentation	Date Complete	Comments
<a href="#">6.29.1.9(O)(6); 6.12.1, et seq. NMAC</a> <a href="#">Wellness Policy Guidance Document;</a> <a href="#">Health Education Guidance Document;</a> <a href="#">Homeless Policy Guidance Document;</a> Charter Contract	✓ Safe Schools Plan pursuant to 6.12.6 NMAC submitted to the Safe and Healthy Schools Bureau for review. <a href="#">6.12.6 NMAC; Safe Schools Guidance.</a>	5.6.25	MB- School provided that they are working on their plan. You will submit your completed plan to the Safe and Healthy Schools Bureau by December 2025.
	✓ Plan for implementation of required emergency drills, including dates and types of drills for the school year. <a href="#">NMSA §22-13-14</a>	5.19.25	KL-Task complete 5.19.25
	✓ Gun Free Schools policy. <a href="#">NMSA § 30-7-2.1; 32A-2-33.</a>	5.19.25	KL- Task complete 5.19.25
	✓ Health and wellness curriculum, scope and sequence that aligns to the NM content standards for all grades served. <a href="#">6.29.6.1 et. seq. NMAC</a>	5.19.25	KL- Task Complete 5.6.25 Recommended to provide more of a “scope and sequence” this really a list of standards. Scope and sequence shares how these standards will happen logically and sequentially.
	✓ Physical education curriculum, scope and sequence, that aligns to the NM content standards for the grades served. <a href="#">6.29.9.1 et. seq. NMAC</a>	5.28.25	KL- Not in Epicenter as of 5.19.25 Submitted not yet reviewed KL-Task completed
	✓ Immunizations policies and procedures. <a href="#">6.12.2.8 NMAC</a>	5.27.25	MB - Not in Epicenter as of 5.19.25 submitted 5.23.25, reviewed 5.27.25
	✓ Pest control policies & procedures. <a href="#">6.29.1.9(P) (6) NMAC</a>	4.29.25	MB- task completed

Indicators	Documentation	Date Complete	Comments
5-15.13. Serving Special Populations  <a href="#">IDEA 2004; 29 U.S.C. § 701</a> <i>(Section 504, Rehabilitation Act of 1973);</i>  <a href="#">NMSA § 22-13-5; 22-13-8</a> ;  <a href="#">6.29.1.9; 6.29.5.1 et seq.; 6.31.2, et seq. NMAC</a>	✓ Special education & 504 policies and procedures.	5.28.25	KL- Not in Epicenter as of 5.19.25  Submitted not yet reviewed  KL- Task completed
	✓ Completed special education policies.  <a href="#">34 C.F.R. § 300.201</a>	5.28.25	Submitted not yet reviewed  KL- task completed
	✓ Procedures and all necessary forms for tracking special education direct student services.	6.16.25	Submitted not yet reviewed  KL- procedures are provided but tracking forms for students with special services are not included 6.4.25  KL- Task complete 6.16.25
	✓ English Learner policies and procedures that align with federal and state guidance.	5.28.25	KL- Not in Epicenter as of 5.19.25  Submitted not yet reviewed  KL- Task completed
	✓ All forms and surveys for implementation of EL policies and procedures.	6.16.25	Submitted not yet reviewed  KL-Forms and surveys not included 5.28.25  KL- Forms and surveys are still not included 6.4.25  KL- Task complete 6.16.25
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.  <a href="#">NMSA § 22-8-9; 22-2-8.1; 6.29.1.9(J) NMAC</a> ; <i>Instructional Hours Worksheet.</i>	6.16.25	KL- Not in Epicenter as of 5.19.25  KL- You need to include a school calendar indicating days off, holidays PD ect. 5.26.25  KL- The submission still does not include a school calendar, this is a daily and course schedule, which is also required, but we need a calendar indicating

Indicators	Documentation	Date Complete	Comments
			the days students will receive instruction and days they will not. 6.4.25 KL- Task complete 6.16.25
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). <a href="#">NMSA § 22-13-1.1</a>	5.27.25	KL- Task complete 5.27.25
	✓ Next Step Plan forms, policies and procedures (schools that serve grades 8-12). <a href="#">NMSA § 22-13-1.1</a>	5.28.25	KL- Not in Epicenter as of 5.19.25 Submitted not yet reviewed KL-Task completed
	✓ School Athletic Equity policies and procedures (schools that serve grades 7-12). <a href="#">6.13.4 NMAC</a>	5.28.25	KL- Not in Epicenter as of 5.19.25 Submitted not yet reviewed KL- Task completed
	✓ 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). <a href="#">NMSA § 22-13-1.4.</a>	5.28.25	KL- Not in Epicenter as of 5.19.25 Submitted not yet reviewed KL-Task completed
	✓ Evidence the school has a signed Dual Credit Master Agreement with an institution of higher education (schools that serve grades 9-12). <a href="#">NMSA § 22-13-1.4.</a>	5.19.25	KL- Task complete 5.19.25
	✓ Evidence the school has a program of distance learning courses in place (schools that serve grades 9-12).	5.28.25	KL- Not in Epicenter as of 5.19.25 Submitted not yet reviewed



Indicators	Documentation	Date Complete	Comments
	<a href="#">NMSA § 22-13-1.4.</a>		KL- Task completed
	✓ Evidence the school is prepared to offer at least two years of a language other than English (schools that serve grades 9-12). <a href="#">NMSA § 22-13-1.4.</a>	5.28.25	KL- Not in Epicenter as of 5.19.25 Submitted not yet reviewed KL- Task completed
5-15.16 Budget Approval <a href="#">6.20.2.9 NMAC</a>	✓ 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).	4.29.25	MB- The board had approval of the budget on their April 22, 2025 meeting
<b>Summary Report – Items Due by May 15</b>			
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.	5.27.25	
	✓ All draft policies and procedures with concerns have been addressed and approved by the board.		

### School-Specific Conditions from PEC Motion

Condition	Documentation	Date Complete	Comments
Sacramento School of Engineering and Science is approved on the condition that the school provide a plan for	<a href="https://drive.google.com/file/d/17m10KJ54b9HHM-yK9UJ9ms1X">https://drive.google.com/file/d/17m10KJ54b9HHM-yK9UJ9ms1X</a>	11.15.2024	The school provided a plan that outlines 7 options for possible transportation.

possible options for transportation	<a href="#">GNWF6vZ4/view?usp=drive link</a>		
<p style="text-align: center;"><b>Summary Report - Conditions</b></p> <p>The transportation plan for SSES outlines several options, each with its benefits, challenges, and funding considerations:</p> <ol style="list-style-type: none"> <li>1. <b>District Collaboration Model:</b> Partner with the local school district for shared use of buses. It's cost-effective but offers limited scheduling flexibility.</li> <li>2. <b>Private Contracted Service:</b> Hire a private company to manage transportation. Offers control over logistics but is expensive and requires oversight for quality and safety.</li> <li>3. <b>Public Transit Partnership:</b> Provide students with public transit passes. It's cost-efficient and environmentally friendly but may not suit areas with limited transit networks or safety concerns.</li> <li>4. <b>Carpooling and Rideshare Incentives:</b> Encourage parent-organized carpools and rideshare services. It's low-cost and environmentally friendly but less reliable and requires coordination.</li> <li>5. <b>School-Owned Program:</b> Operate a school-managed fleet of buses. Offers complete control but requires significant upfront investment and ongoing management.</li> <li>6. <b>Hub-and-Spoke Model:</b> Use central hubs for pick-ups/drop-offs. It reduces costs and route times but requires families to transport students to hubs.</li> <li>7. <b>Walk/Bike Incentive Program:</b> Promote walking or biking for nearby students. It's cost-effective and health-promoting but requires investment in safe routes and is only viable for close distances.</li> </ol> <p>Each option balances cost, convenience, and safety, depending on the school's priorities and resources. The plan is well thought out and thorough.</p>			

### Commencement of Operations Checklist: PEC Meeting

Indicators	Documentation	Date Complete	Comments
C.1. Board of Finance.	<input checked="" type="checkbox"/> 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.  <a href="#">NMSA § 22-8-38[B]</a> ; <a href="#">6.80.4.16[A] NMAC</a> ; <i>PEC Policy</i>		This was completed in the Fall of 2024
C.2. Facilities.	<input type="checkbox"/> Assurances to demonstrate the lease, lease purchase, or ownership arrangement complies with <a href="#">NMSA § 22-8B-4.2</a> .  <input type="checkbox"/> 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.	<input type="checkbox"/> 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	<input type="checkbox"/> Signed Conflict of Interest statement from the Head Administrator.		
<i>NMSA § <a href="#">22-5-6</a>; <a href="#">22-8B-5.2</a></i>	<input type="checkbox"/> Evidence the Governing Board and Foundation (if any) are in compliance.		

### Items Due Two Weeks Prior to Opening

If the school fails to meet any of the following indicators, the CSD will inform the PEC. At that time, the PEC will take appropriate action.

Indicators	Documentation	Date Complete	Comments
P-O.1. Resolve all findings in the Checklist.	<input type="checkbox"/> Revised policies and additional documentation to address and resolve all findings, issues, and concerns identified in the May 15 review or discussed during the May 15 conference.		
P-O.2. The curriculum framework is articulated in writing and matches school mission and goals. (Framework aligned to NM content standards, benchmarks and performance standards by end of first year.)	<input type="checkbox"/> Resources necessary for the implementation of the curriculum as articulated are available.		
	<input type="checkbox"/> Curriculum identifies resources, knowledge and skills students are expected to learn (NMCCSS/NMCS).		
	<input type="checkbox"/> Curriculum identifies the learning standards or learning objectives students are expected to meet for each course.		
	<input type="checkbox"/> Curriculum identifies the units and lessons that teachers will teach.		
	<input type="checkbox"/> Curriculum identifies example assignments and projects that will be given to students.		
	<input type="checkbox"/> Curriculum identifies example books, materials, videos, presentations, and readings used in a course.		
P-O.3. The school has implemented and adopted a	<input type="checkbox"/> Curriculum identifies example tests, assessments, and other methods used to evaluate student learning		
	<input type="checkbox"/> Signed statement from the governing body that the final budget, the final operating budget, and any revised policies were adopted and implemented.		

Indicators	Documentation	Date Complete	Comments
budget and all mandatory policies.	<input type="checkbox"/> If the school is at less than 95% of budgeted enrollment, a plan to adjust budget.		
P-O.4. Facilities <i>NMSA § 22-8B-4.2</i>	<input type="checkbox"/> E-Occupancy certificate.		
	<input type="checkbox"/> PSFA letter certifying NMCI requirements		
	<input type="checkbox"/> Lease. If with a private lessor or foundation, assurances that the lease meets maintenance requirements.		
P-O.5. Recruitment and hiring of adequate number of teachers and support personnel to match assignments and staffing plan, as adapted for actual enrollment	<input type="checkbox"/> Licenses and credentials in staff files or a plan for obtaining required licensure within 90 days.		
	<input type="checkbox"/> School has necessary licensure to teach identified classes and grade levels or a plan for obtaining required licensure within 90 days.		
	<input type="checkbox"/> Signed contract(s) supporting minimum salaries and detailed position descriptions in each staff file.		
	<input type="checkbox"/> Criminal background checks and fingerprinting documentation in each staff file.		
	<input type="checkbox"/> Evidence that licensed school employees are in compliance with nepotism and conflict of interest policies.		
	<input type="checkbox"/> Evidence of a licensed special education provider and a licensed gifted provider either on staff or on contract. If the school has no identified special education or gifted students, evidence of a plan to provide these services if needed.		
	<input type="checkbox"/> Evidence of a licensed diagnostician available for special education evaluation referrals.		

Indicators	Documentation	Date Complete	Comments
P-O.6.  Relevant and necessary student forms completed and on file.	<input type="checkbox"/> Completed student enrollment forms. Forms must indicate there is enrollment for a minimum of 8 students with New Mexico Residency.		
	<input type="checkbox"/> Completed Language Usage Survey for any students new to the NM Public School system.		
	<input type="checkbox"/> IEPs for all identified students or evidence that an IEP meeting has been requested.		
<b>Summary Report – Items Due Two Weeks Prior To Opening Date</b>			