



Albuquerque Public Schools
Charter School Team

2024 APS Expedited Charter Renewal
Application

[Click or tap here to enter text.](#)

Table of Contents

2024 APS Expedited Charter Renewal Application	1
APS Expedited Charter Renewal Application Overview	2
Sections of the Application:	2
Getting Started:	2
About the MS Word Application:	2
Expedited Renewal Eligibility	3
<u>Part 1—School’s Executive Summary</u>	4
A. Mission and Vision	4
B. Governing Council	5
C. Enrollment and Demographics	6
<u>Part 2 — Record of Performance (Self-Report)</u>	6
A. Academic Performance	6
B. Organizational Performance	6
C. Financial Performance	7
<u>Part 3—Plans for the Next Charter Term (Strategic Plan)</u>	8
A. Educational Program Goals	8
B. Mission Specific Goals	8
C. Organizational Goals	9
D. Financial Goals	10
E. Community Outreach	10
Part 5 - APPENDIX	11

APS Expedited Charter Renewal Application Overview

Sections of the Application:

The Expedited Charter Renewal Application includes the following sections:

[Charter Renewal Application Online Instructions](#)

Part 1—School’s Executive Summary

Part 2—Record of Performance (Self-Report)

Part 3—Plan for the Next Charter Term (Strategic Plan)

APPENDIX

- Documents to be notarized –
 - Submit a Form that notarizes the Petition of Support from Employees
 - Submit a Form that notarizes the Petition of Support from Households
- Lease documentation
- Performance Framework Reports and Amendment Requests

Getting Started:

1. Read the online [APS Charter Renewal Application instructions](#) before you begin to prepare your written document. While these instructions are geared towards a general renewal application, it is important that you understand what is expected of all schools facing renewal.
2. Begin process for surveys/petitions of families and employees. You will need to submit a notarized form that certifies a petition of support from both 1) families as well as your 2) staff. Begin the process of collecting signatures of support for each petition.
3. Review your current charter, including any approved amendments, prior to completing the Renewal Application.
4. Review the Expedited Charter Renewal Rubric, which the renewal team will use to evaluate your application.
5. Use this Renewal Application MS Word file to enter your responses directly into the text box fields provided within each section and:
 - Cite the analysis of student achievement data conducted by your school’s Core Team
 - Cite evidence from your analysis when making claims

About the MS Word Application:

- To support you in submitting a complete application, each section of the application consists of questions and tasks.
- Enter all responses into the corresponding text field or table provided. Response format should be [12-point blue text](#).

- For each question, you are provided with guidance on the length of your response. This is only a suggestion. You will not be disqualified if you require longer responses.
- Include all large digital/scanned items (for example: .jpg, .png, .pdf including performance frameworks) in the Appendix document.

Expedited Application Eligibility

In order to be eligible for the expedited renewal application, your school must have met the following requirements and standards throughout the previous 5 year term: (per A-GAME RUBRIC)

- Sufficient Data:
 - School has provided student outcome data for each measure specific in its contract goals and/or accountability framework for all eligible students.
- Student Motivation and Engagement:
 - All of the agreed-upon motivation and/or engagement targets have been met (e.g. attendance, re-enrollment, credits earned, etc.)
- Academic Quality
 - Academic Achievement:
 - All eligible students' achievement rates, met the approved target on mandated state and supplemental authorizer approved assessments.
 - Student Growth:
 - For all years of the current charter contract, the average growth rates among eligible students met approved growth targets on the state mandated assessments and supplemental authorizer approved assessments.
 - High School Completion (*if applicable*)
 - *For all years of the current charter contract, the school met or exceeded the high school completion targets as set forth and is consistent with federal and/or statewide policies.*
- Equity and Inclusion
 - The school's enrollment is within a reasonable range of projections and abides by the enrollment policies set forth in its charter contract.
- Program Evaluation & Improvement
 - The school provided its evaluation of the effectiveness of student services (relevant to student behavior and/or social-emotional wellbeing) from all eligible students indicating strong approval. OR; if strong approval is not shown, the school demonstrates that it has enforced plans for improvement.

Part 1—School’s Executive Summary

A. Mission and Vision

Question 1: Re-state your school’s mission and vision. What were your MSGs and did you achieve them? Provide evidence. (1 paragraph)

Tap to enter

Question 2: To what extent has your school continued to engage with the community and create local connections in line with your mission? (1-2 paragraphs)

Tap to enter

B. Governing Council

Please provide the following information for all Governing Council members:

Name	Professional Occupation	Role on Governing Council	Number of Years on Governing Council
Tap to enter	Tap to enter	Tap to enter	Tap to enter
Tap to enter	Tap to enter	Tap to enter	Tap to enter
Tap to enter	Tap to enter	Tap to enter	Tap to enter
Tap to enter	Tap to enter	Tap to enter	Tap to enter
Tap to enter	Tap to enter	Tap to enter	Tap to enter

C. Enrollment and Demographics

Please fill out the chart below with the corresponding information.

TOTAL ENROLLMENT	
# of Students Enrolled	Tap to enter
# of Students on Waitlist	Tap to enter
GENDER	
# of Male Students	Tap to enter
# of Female Students	Tap to enter
ETHNICITY/RACE	
# White	Tap to enter
# Black	Tap to enter
# Hispanic	Tap to enter
# Asian	Tap to enter
# Native American	Tap to enter
# Other	Tap to enter
SPECIAL POPULATIONS	
# of Students with Disabilities	Tap to enter
# of English Language Learners	Tap to enter
# Homeless Students	Tap to enter
# Eligible for Free and Reduced Lunch	Tap to enter

Part 2 — Record of Performance (Self-Report)

Purpose: Looking Back – A Self-Report on the Current Charter Term

Instructions for Part 2: Please refer to the [online instructions](#) for complete details about filling out this section of the application. Submit no more than 10 pages for Section A.

A. Academic Performance/Educational Plan

Question 1: Have there been any improvements at the school and if so, what were the outcomes of those improvements? (1-3 paragraphs)

[Tap to enter](#)

Question 2: Provide a summary of your school-wide curriculum and information on how it aligns to New Mexico's Common Core State Standards. (1-3 paragraphs)

[Tap to enter](#)

Question 3: Describe the assessment process your school uses to measure performance to NM state standards throughout the year and how you use this to inform instruction. (1-3 paragraphs)

[Tap to enter](#)

Question 4: Describe how your school responded to Martinez-Yazzie and shows support of at-promise students. Include data that shows what progress you have made. (1-3 paragraphs)

[Tap to enter](#)

Task 1: Include any interim assessments and progress reports that indicate proficiency in relation to English, Mathematics, Science, and Grade Level performance.

B. Organizational Performance

Question 1: Provide a written description of how your organization operates. Describe the outcomes of your school-established organizational goals. (1-3 paragraphs)

[Tap to enter](#)

Question 2: Describe the role in the school's governing council in strategic planning. (1-3 paragraphs)

[Tap to enter](#)

Question 4: Has there been any changes in school leadership? If so, please provide current information. What is your process of evaluating school leadership?

[Tap to enter](#)

Task 1: Provide a copy of your school’s E-Occupancy certificate.

[Tap to enter](#)

C. Financial Performance

Question 1: Describe how the school is meeting its financial goals in relation to its liabilities, payroll taxes, employee benefits, debt service payments, etc. Provide evidence. (1-3 paragraphs)

[Tap to enter](#)

Task 1: Provide any other financial performance-based evidence.

Task 2: Please provide the following information for all Audit Committee members:

Name	Professional Occupation	Role on Audit Committee
Tap to enter	Tap to enter	Governing Council Member #1
Tap to enter	Tap to enter	Governing Council Member #2
Tap to enter	Tap to enter	Parent <i>(Cannot be a Governing Council Member, may be parent of a student at any school in the district.)</i>
Tap to enter	Tap to enter	Finance Expert <i>(Cannot be a Governing Council Member)</i>

Part 3—Plans for the Next Charter Term (Strategic Plan)

Purpose: Looking Forward – Vision for the Next Five Years

Instructions for Part 3: Please refer to the [instructions online](#) for complete details about completing this part of the application (Self-Study) on outlining your vision and plan for the next five years.

Note that this section will not be used for Renewal determination

A. Educational Program Plans

Question 1: Describe any anticipated changes to essential terms of the school’s educational program such as school mission and vision, courses of study offered, grade levels served, etc. (1-3 paragraphs)

[Tap to enter](#)

Question 2: Discuss your school’s academic priorities over the next five years. Include the data analysis the school used to set your strategic priorities. How did you use the data to prioritize? (1-3 pages)

[Tap to enter](#)

Question 3: How will your school continue to enhance the APS School of Choice Portfolio? (1-3 paragraphs)

[Tap to enter](#)

Question 4: How will your school continue to provide Special Education services and monitor the progress of students receiving special education? (1-3 paragraphs)

[Tap to enter](#)

Question 5: How will your school continue to provide English Learner services and monitor the progress of English Learner students? (1-3 paragraphs)

[Tap to enter](#)

B. Mission-Specific Goals

Instructions for section B: Please refer to the [online instructions](#) for complete details about Mission Specific Goals and Indicators.

Provide at least two (2) mission-specific goals and indicators in the space below. These should be written as a SMART goal. (1-2 pages per goal)

Provide a table for each Goal Statement that we take to the board.

Example: If a school’s mission focuses on language acquisition, then a school may choose a mission-specific goal and indicators that measure students’ performance and progress of language acquisition. The indicators for this goal will be monitored during the year and revised annually. If you define a cohort of students (i.e. 11th grade students who have attended the school for at least two semesters), you must identify how many students are in the cohort.

Mission Specific Goal 1 (1-2 pages):

Tap to enter

- 1. Indicators that will be measured and monitored, related to this goal

Tap to enter

- 2. Student academic performance standard(s) being addressed

Tap to enter

- 3. Standardized short-cycle assessment or standards-based instrument used to identify performance levels and proficiency of students

Tap to enter

Mission Specific Goal 2 (1-2 pages):

Tap to enter

- 1. Indicators that will be measured and monitored, related to this goal

Tap to enter

- 2. Student academic performance standard(s) being addressed

Tap to enter

- 3. Standardized short-cycle assessment or standards-based instrument used to identify performance levels and proficiency of students

Tap to enter

C. Organizational Plans

Question 1: Describe any anticipated changes to the governance of the school such as board composition, staffing and leadership changes, committee structure, amendments to bylaws, adding/removing an ESP (Education Support Professional) etc. How will your governing body be involved in monitoring academic performance and strategic planning, for the next five years? (1-3 paragraphs)

[Tap to enter](#)

Question 1: Describe any anticipated changes to your facility such as location, remodeling, additions, etc. (1-3 paragraphs)

[Tap to enter](#)

Task 1: Provide Facility Information and Documentation by completing the Appendix section Lease Review Charter School Facility Documents.

D. Financial Plans

Question 1: Describe any anticipated changes to the operations of your school in relation to finance such as new curriculum and instructional materials, modified staffing structure, decreased/increased enrollment, etc. (1-3 paragraphs)

[Tap to enter](#)

Task 1: Provide a projected budget for the next 5 year term including key revenue sources and expenditures.

E. Community Outreach

Task 1: Provide Contact Information for Students (20), Families (20) and Community Members (10)

In an effort to incorporate student voice, family voice and community voice in the Charter Renewal process, we are requesting that you populate a Google Sheet with contact information. *Note: It is not intended that the family members match up with the students on your student list. These will be unique lists.*

We will use each list to reach out to students, families, and community members, allowing them to give us feedback about your school. We hope to have a diverse group of individuals whom we can collect feedback. If you have any questions about this process, please contact the charter school team.

The Student, Family, Community Voice Google Form can be accessed here:

<https://docs.google.com/spreadsheets/d/1Uo-FPnRXuE5Ke80UP9ZfB3s3xFiljclF6guiG9bVoHY/edit?usp=sharing>

Please complete each sheet with the necessary contact information. Schools are encouraged to submit these lists early in the September timeframe. If you are unable to complete early, you can submit with your Renewal Application.

The Charter School team will be asking these contacts to send us short videos reacting the following prompts:

- What “wows” you about this charter school?
- What do you wonder about this charter school?
- Share any personal stories of your experience with this charter school.