

Albuquerque Public Schools – Charter School Office  
2020 Charter School Renewal Rubric - <School Name>

Renewal Team Member:

**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.

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<b>Part 1: Executive Summary</b>			
<b>School's Mission and Vision</b>			
	<b>Meets</b>	<b>Does Not Meet</b>	<b>Notes</b>
Mission statement is present			
Vision statement is present (if applicable)			
Examples of how the student experience is unique to the mission. <i>(The school provided sufficient evidence regarding the connection between the student experience and the school's mission.)</i>			
Description of target population and how the school program is designed to support that population. <i>(The school provided sufficient evidence regarding the connection between the student experience and the school's program.)</i>			
Provide your mission-specific goal statement and if the school has met the goal			

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*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 Frameworks</b> <i>(Meets: 80% of performance indicators met, Working to Meet: 70% to 80%, Does Not Meet: ≤69%)</i>				
<b>Mission Specific Goals</b> <i>(Meets: 70% of mission specific goals met, Working to Meet: 60% to 70%, Does Not Meet: ≤59%)</i>				
<b>Self-Report</b>				
<b>Educational opportunities students have experienced that are unique to the school.</b> <i>(The school provided sufficient evidence describing unique educational opportunities.)</i>				
<b>Student Performance to Goals</b> <i>(The school provided sufficient evidence regarding student achievement and progress to established goals.)</i>				
<b>Academic Proficiency</b>	<i>The school provided sufficient evidence regarding <b>academic proficiency disaggregated by subgroup</b>: English Learners, Students with Disabilities, Economically Disadvantaged and Ethnicity in the following categories:</i>			
<b>English Proficiency</b>				
<b>Math Proficiency</b>				
<b>Science Proficiency</b>				
<b>Mission Specific Indicators</b> <i>(The school provided sufficient evidence regarding mission specific indicators.)</i>				
<b>Graduation Rate</b> <i>(If applicable, the school provided sufficient evidence regarding graduation rate.)</i>				

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<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>Grade Level Curriculum</b> <i>(The school provided sufficient evidence addressing the curriculum in use and how the curriculum is tied to New Mexico Standards.)</i>				
<b>Academic Assessments</b> <i>(The school provided sufficient evidence of academic assessments which are given in addition to summative assessments.)</i>				
<b>Data-Driven Decision Making</b> <i>(The school provided sufficient evidence addressing the use of assessment data to inform instructional practice.)</i>				
<p style="text-align: center;"><b>Special Education Services</b></p> <p>To “Meet” the application must include <u>all</u> of the following:</p> <ul style="list-style-type: none"> <li>• Plan to evaluate and identify children with disabilities;</li> <li>• Plan to develop, review, and revise IEPs;</li> <li>• The process, including timeline, for evaluation, development, and review of IEPs;</li> <li>• Plan to integrate special education into the general education program;</li> <li>• Plan to deliver special education and related services;</li> <li>• Projected cost of special education program;</li> <li>• Plan to access and account for special education funds;</li> <li>• Plan to ensure that the school facility meets the requirements of other related services such as ADA and Section 504;</li> <li>• Plan for enrollment/IEP transition procedure;</li> <li>• Plan to address discipline for students with disabilities;</li> <li>• Plan to ensure confidentiality of special education records; and</li> <li>• Plan to secure technical assistance and training.</li> </ul>				

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<b>Part 2: Record of Performance A. Acad. Perf. / Ed. Plan</b>	<b>Meets</b>	<b>Working to Meet</b>	<b>Does Not Meet</b>	<b>Notes</b>
<p style="text-align: center;"><b>English Language Learners</b></p> <p>To “Meet” the application must include <u>all</u> of the following:</p> <ul style="list-style-type: none"> <li>• Plan to identify students as English Learners</li> <li>• Plan to assess students identified as English Learners</li> <li>• Plan to notify and communicate with parents/guardians regarding English Learner status and services.</li> <li>• Description of English Learner program and services, including any curriculum used</li> <li>• Plan to monitor students exited from English Learner status</li> <li>• Description of recruitment or maintenance plan to hire and retain qualified staff for the ESL/ELD program</li> <li>• Description of ELD program professional development</li> <li>• Describe the process the school uses to provide English Learners access to extracurricular (academic, and non-academic) activities</li> <li>• Plan to evaluate effectiveness of English Learner program</li> </ul>				

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<b>Part 2: Record of Performance</b> <b>A. Acad. Perf. / Ed. Plan</b> <b>Mission Specific Goals from Current Charter</b>	<b>Meets</b>	<b>Working to Meet</b>	<b>Does Not Meet</b>	<b>Notes</b>
<b>Goal #1</b> <i>(The school met the goal and provided sufficient evidence, including identification of short-cycle assessment, data visualization and analysis of data.)</i>				
<b>Goal #2</b> <i>(The school met the goal and provided sufficient evidence, including identification of short-cycle assessment, data visualization and analysis of data.)</i>				
<b>Goal #3</b> <i>(The school met the goal and provided sufficient evidence, including identification of short-cycle assessment, data visualization and analysis of data.)</i>				
<b>Goal #4</b> <i>(The school met the goal and provided sufficient evidence, including identification of short-cycle assessment, data visualization and analysis of data.)</i>				
<b>Goal #5</b> <i>(The school met the goal and provided sufficient evidence, including identification of short-cycle assessment, data visualization and analysis of data.)</i>				
<p><b>Questions:</b>  <i>Simple clarifying questions can be asked at the site visit; other questions should be written and submitted to the charter renewal team so they can be provided to the charter leader before the Site Visit.</i></p>				

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*The Charter School Act provides as follows:*

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<b>Part 2: Record of Performance</b>				
<b>B. Financial Performance Internal Controls, Financial Policies</b>	<b>Meets</b>	<b>Does Not Meet</b>	<b>Notes</b>	
Internal Controls <i>(Meets criteria on internal control checklist)</i>				
Financial Policies and Procedures <i>(Financial Policies and Procedures are included in the application)</i>				
<b>Audit Findings</b>				
	<b>Meets</b>	<b>Working to Meet</b>	<b>Does Not Meet</b>	<b>Notes</b>
Total # of Findings <i>(Meets: 0-2 Findings, Working to Meet: 3-4 Findings, Does Not Meet: ≥5 Findings)</i>				
Nature of Findings including Rating <i>(Meets: 0 Findings, Working to Meet: 1 Compliance or 1 Significant Deficiency, Does Not Meet: 1 Material Weakness or 2+ Significant Deficiency)</i>				
School's Corrective Action Plan <i>(The school's Corrective Action Plan resulted in no repeat findings)</i>				
Financial Statement <i>(The Financial Statement table in the application is complete and percentages/amounts are acceptable.)</i>				

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<b>Part 2: Record of Performance</b>			
<b>C. Organizational Performance</b>	<b>Meets</b>	<b>Does Not Meet</b>	<b>Notes</b>
<b>Governing Council members</b> <i>(NMSA 1978 § 22-8B-4 – Shall have at least 5 members, shall not serve on the governing body of another charter school or be a local school board member.)</i>			
<b>Finance &amp; Audit Committee members</b> <i>(NMSA 1978 § 22-8-12.3 – Each governing council shall appoint at least 2 members of the board as a finance subcommittee. Audit committee must consist of 2 board members, 1 volunteer member who is a parent of a student attending the school district, 1 volunteer who has experience in accounting or financial matters.)</i>			
<b>Open Meetings Act Resolution</b> <i>(School provides proof of the latest Open Meetings Act Resolution)</i>			
<b>Governing Council’s role in the school’s strategic planning process</b> <i>(School provides sufficient evidence of Governing Council’s role in strategic planning)</i>			
<b>Governing Council’s process of evaluating the principal/director</b> <i>(School provides sufficient evidence of Governing Council’s role in evaluating the principal/director)</i>			



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<b>Part 2: Record of Performance</b> <b>C. Organizational Performance</b>	<b>Meets</b>	<b>Does Not Meet</b>	<b>Notes</b>
Petition of Support from Employees			
Petition of Support from Households			
<b>Part 2: Record of Performance</b> <b>D. Organizational Performance</b>	<b>Meets</b>	<b>Does Not Meet</b>	<b>Notes</b>
E Occupancy <i>(School provides a copy of the building E Occupancy certificate)</i>			
Long-Term Facility Plans <i>(School provides sufficient evidence of a long-term plan to comply with state statute of being in a public building.)</i>			
<p><b>Questions:</b>  <i>Simple clarifying questions can be asked at the site visit; other questions should be written and submitted to charter leader.</i></p>			

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*The Charter School Act requires that each school include two goals in their renewal application.*

<b>Part 3: Plans for the Next Charter Term</b> <b>A. Performance Self-Study /Analysis Key Questions</b>	<b>Meets</b>	<b>Working to Meet</b>	<b>Does Not Meet</b>	<b>Notes</b>
Based on the academic results from the past four years, discuss the school’s academic priorities over the next five years, if approved.				
What main strategies will be implemented to address these priorities?				
What changes to the program will be made based on the analysis of the past charter term?				
How has data been used to make improvements at the school?				
How have systems and structures been modified to support student achievement? Reflection on the academic performance of: the lowest-performing students, Students with Disabilities, English Learners, students who are Economically Disadvantaged and Ethnicity.				

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<b>Part 3: Plans for the Next Charter Term</b> <b>A. Performance Self-Study /Analysis Key Questions</b>	<b>Meets</b>	<b>Working to Meet</b>	<b>Does Not Meet</b>	<b>Notes</b>
Describe how you plan to provide Special Education Services. Reference the school’s self-report on Special Education. Does their plan for the next term incorporate improvements?				
Describe how you plan to provide services for English Language Learners. Reference the school’s self-report on English Learners. Does their plan for the next term incorporate improvements?				
How will the governing board be involved in monitoring academic performance and in strategic planning for the next five years?				
How does the school enhance the APS School of Choice Portfolio?				

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*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>B. Mission-Specific Goals and Indicators</b>	<b>Meets</b>	<b>Working to Meet</b>	<b>Does Not Meet</b>	<b>Notes</b>
<p style="text-align: center;">Goal #1</p> <p><i>(“Meet” must include <u>all</u> of the following criteria: SMART format, demonstrate the ability of the school to implement its mission, includes metrics and measures to “meet standards,” “Working to meet standards,” and “Does not meet standards,” and provides a detailed rationale for the chosen indicators)</i></p>				
<p style="text-align: center;">Goal #2</p> <p><i>(“Meet” must include <u>all</u> of the following criteria: SMART format, demonstrate the ability of the school to implement its mission, includes metrics and measures to “meet standards,” “Working to meet standards,” and “Does not meet standards,” and provides a detailed rationale for the chosen indicators)</i></p>				
<p><b>Questions:</b> <i>Simple clarifying questions can be asked at the site visit; other questions should be written and submitted to charter leader.</i></p>				

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Date: \_\_\_\_\_

Renewal Team Member Name: \_\_\_\_\_

<b>Site Visit</b>	<b>Meets</b>	<b>Working to Meet</b>	<b>Does Not Meet</b>	<b>Notes</b>
<b>School Leadership Roundtable</b>				
Clear mission and vision?				
Goals and how they will impact student achievement.				
What is your plan for working with English Learners?				
What is your plan for working with students with disabilities?				
How will you approach the sometimes complex issues that accompany students who have an IEP and multiple diagnoses?				
Describe the school's discipline policies and practices.				
What opportunities will there be for parental involvement and input in the school's governance?				
Describe how your school is financially viable, long term.				
Were questions from Review Team addressed?				

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<b>Site Visit</b>	<b>Meets</b>	<b>Working to Meet</b>	<b>Does Not Meet</b>	<b>Notes</b>
<b>Student Roundtable</b>				
Why did you choose this school?				
What supports does the school provide that impacts student success?				
Tell us about your experiences here.				
<b>Staff Roundtable</b>				
Why did you choose to be a teacher at this school?				
What is it like teaching/working here? What are some of the successes and challenges?				
Share your understanding of the school's vision and mission?				
How does the leadership utilize staff input in strategic planning?				

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Date: \_\_\_\_\_

Renewal Team Member Name: \_\_\_\_\_

<b>Renewal Recommendation</b>	<b>YES</b>	<b>NO</b>	<b>Notes</b>
Has the school committed a material violation of any of the conditions, standards, or procedures set forth in the 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?			
Has the school failed to meet generally accepted standards of fiscal management?			
Has the school violated any provision of law from which the charter school was not specifically exempted?			
Should the charter school's contract be renewed?			
<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>			