

# **SOUTHWEST REGIONAL EDUCATION COOPERATIVE CALL FOR PEER REVIEWERS**

**on behalf of**

## **NEW MEXICO PUBLIC EDUCATION COMMISSION NEW CHARTER SCHOOL APPLICATIONS**

**CONTEXT:** SWREC, on behalf of our customer, The New Mexico Public Education Department (PED), Charter Schools Division (CSD), in support of the Public Education Commission's New Application process, is seeking individuals to serve as peer reviewers. The vision of the Charter Schools Division is to drive student success in New Mexico by supporting the vision of the Public Education Commission is for all students and families residing in New Mexico, regardless of background or circumstance, will experience equitable access to a diverse array of innovative, high-quality public charter schools, where students will learn, thrive, and realize their full potential. The purpose of the New Application process is to ensure that only the highest quality applicants, who demonstrate the capacity to operate an effective and high-quality public school, are granted a charter.

The Charter Schools Act ... is enacted to enable individual schools to structure their educational curriculum to encourage the use of different and innovative teaching methods that are based on reliable research and effective practices or have been replicated successfully in schools with diverse characteristics; to allow the development of different and innovative forms of measuring student learning and achievement; to address the needs of all students, including those determined to be at risk; to create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site; to improve student achievement; to provide parents and students with an educational alternative to create new innovative and more flexible ways of educating children within the public school system; to site-based budgeting; and to hold charter schools accountable for meeting the department's educational standards and fiscal requirements. (22-8B-3 NMSA 1978 *et seq*)

**WHO:** SWREC, on behalf of NM PED, is seeking peer reviewers from various professions and backgrounds, with preference given to those with experience in charter schools, including but not limited to:

- team lead (experience with charter school authorizing or high-level education policy preferred)
- team member
- licensed New Mexico business official

**WHAT:** Peer reviewers will independently read, score, and provide timely, well written comments, supported by the application submission, the rubric, and relevant laws and regulations. Reviewers must be available to meet virtually to discuss their scoring and comments for the eligible new charter school applications submitted to the New Mexico Public Education Commission via Options for Parents and Families - Charter Schools Division. Peer reviewers must also be available to conduct interviews of the applicant team (virtually with video capability) to determine the team's capacity to implement the charter school proposed in the application package.

**COMPENSATION:** Peer reviewers will be compensated for their time and service. Compensation for the May 18, 2024, training will be \$100.00. Compensation amounts for those chosen to complete the scope of work and expectations per application for each team member will be \$2,400.00 per application, which includes both scoring the written application and conducting the capacity interview. Team Leads will receive an additional \$600.00 per application as they have additional duties and responsibilities.

**SCOPE OF WORK:**

- Attend 3-hour training session online on May 18, 2024;
- Individually review and score written application(s) for potential new state charter school(s) from June 2 to June 14 and submit those to Team Lead and Charter Schools Division (CSD);
- Attend online consensus meeting(s) with rest of team, scheduled by Team Lead;
- Conduct a capacity interview of the applicant team virtually with video capability during the week of June 17; each team member individually scores the responses;
- Attend a virtual meeting to reach consensus on the interview ratings with the rest of the team, preferably immediately after the interview;
- Team Lead must provide consensus report to CSD **no later than June 30, 2024;**
- Invoices for all work completed must be submitted to the SWREC no later than **June 27, 2024.**

**REQUIREMENTS:** In addition to the skills, attributes and expertise highlighted above, peer reviewers must also meet the following requirements:

- **Availability:** Reviewers will need to dedicate between 60-80 hours per application (maximum two applications per team) to the review process. This general time estimate includes participation in orientation sessions in May by a virtual meeting prior to evaluating the applications, time for reading, scoring, developing comments, and discussing assigned applications during the month of June. Capacity interviews will be held in the last week of June. Exact dates for interviews will be finalized after all applications are received.
- **Tools:** Each reviewer must have access to the Internet, a phone, a computer, a printer (if desired) and have the ability to interact within the web environment.
- **Confidentiality:** Each reviewer must agree to maintain complete confidentiality on applications, applicant teams, and the discussions required to reach consensus on the evaluations.
- **Quality of review:** Each reviewer must provide detailed, objective, constructive, and timely, well written reviews for each assigned application. These reviews will inform the Charter Schools Division's recommendations for approval or denial. They will also be

shared with each applicant and the comments regarding applications will be made available to the public following the reviews.

**Evaluation:** Offers will be rated by a committee based on the following criteria.

Criteria	Maximum Points
<b>Skills and Knowledge</b> (as evidenced in resume)	<b>20</b>
• Education and NMPED License (10 points)	
• Experience (10 points)	
<b>Writing and Reasoning</b> (from candidate's review of a sample response to an application question*)	<b>40</b>
• Clarity and overall quality of writing (20 points)	
• Demonstration of skills (analytical, detailed, persuasive) (20 points)	
<b>Alignment to the Public Education Department's vision</b> (in the responses to the following questions):	<b>40</b>
• "What are the hallmarks of a high-quality charter school?" (10 points)	
• "Why do you want to participate in the peer review process for charter school applications?" (10 points)	
• Rating of the sample applicant's response in Attachment A (20 points)	
<b>TOTAL</b>	<b>100</b>

**\*See Attachment A for sample applicant's response for your review and feedback.**

**IF INTERESTED:** To be considered as a peer reviewer, register online with this [LINK](#) and upload a 1-2 page statement of interest, and a response to the sample application question in Appendix A. The statement of interest should answer the following questions:

- What are the hallmarks of a high-quality charter school?
- Why do you want to participate in the peer review process?

**Please also indicate the role(s) you are seeking to fill on the team (team lead, team member, or business official reviewer) and how many applications you are willing to review (minimum one; maximum four).**

**CONFLICT OF INTEREST:** Please be aware that if you or an organization with which you are associated intends to apply for a new charter in this year's application cycle, you are not eligible to serve as a reviewer.

You will not be considered eligible if:

- You did or will help prepare an application that will be considered in the current year's PEC new charter application cycle, regardless of financial interest in the success or failure of that application.
- You have agreed to serve, or you have been offered a position, as an employee, advisor, or consultant with any entity that is applying for a new charter in the current year's PEC new charter application cycle.
- Your personal financial interest will be affected by the outcome of the current year's PEC new charter application cycle, which would include any family members, employees or associates of the entity applying for funding.

If you have any questions about the peer review process, please contact Lauren Verduzco by email: [lverduzco@swrecnm.org](mailto:lverduzco@swrecnm.org)

**NON-DISCRIMINATION:** SWREC solicits reviewers without regard to race, color, national origin, gender, age or disability. Our customer NM PED will provide reasonable accommodations for a qualified individual with a disability so that individual might participate in the peer reviewer application process.

If you require a reasonable accommodation to apply and participate in this review, please contact the CSD Charter Schools Authorizing Practices Team at [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) no later than **5:00 pm Mountain Time, May 1, 2024**, to ensure we can facilitate the application process.

**PROGRAM INFORMATION:** For more information about the New Mexico Charter Schools Program, please see the following:

- NM Public Education Department - Charter Schools:  
<https://webnew.ped.state.nm.us/bureaus/charter-schools/>
- NM Public Education Commission:  
<https://webnew.ped.state.nm.us/bureaus/public-education-commission/>
- Email [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) with any general questions about the charter sector

**Name of Reviewer:** \_\_\_\_\_

## **ATTACHMENT A: SAMPLE APPLICANT RESPONSE**

**AS A REVIEWER, PLEASE RATE THIS RESPONSE AS “MEETS THE CRITERIA”, “APPROACHES THE CRITERIA”, or “DOES NOT MEET THE CRITERIA” AND PROVIDE A WRITTEN REVIEW RESPONSE. INCLUDE AN EXPLANATION AS TO WHY YOU DO OR DO NOT BELIEVE THIS APPLICANT’S RESPONSE MEETS THE CRITERIA.**

**APPLICATION QUESTION:** Identify whether the school intends on using grant funds to carry out community engagement activities. If the school plans to use grant funds in this way, describe how funds will be used to carry out community engagement activities. Explain the process the school will use to procure and purchase services and/or materials—including any vetting processes that will be used to evaluate the quality of potential service providers. The process must demonstrate proper stewardship of public funds.

**APPLICANT RESPONSE:** *The school currently utilizes a Social Media consultant to manage the social media footprint of the school. It is anticipated that this same manager will include the new school(s) however all procurement requirements will be observed.*

A complete response must:

- Identify whether the school intends on using grant funds to carry out community engagement activities
- Describe how funds will be used to carry out community engagement activities, which may include paying the cost of student and staff recruitment
- Provide a sufficient justification for why these activities are necessary for the successful implementation of the proposed program
- Identify only reasonable costs that will be paid out of sub grant funds for these purposes
- Explain the process the school will use to procure and purchase services and/or materials—including any vetting processes that will be used to evaluate the quality of potential service providers
- Demonstrate proper stewardship of public funds and comply with state procurement code requirements

The rating for this response is \_\_\_\_ MEETS, \_\_\_\_ APPROACHES, or \_\_\_\_ DOES NOT MEET the criteria.  
Please provide an explanation for the selected rating: