

AGENDA ITEM EXECUTIVE SUMMARY

- I. **Public Education Commission Meeting Date:** June 17, 2016
- II. **Item Title: Report from Options For Parents and the Charter School Division--Discussion and Possible Actions**
 - A. Schools of Concern
 - B. School Governance Changes
 - 1. Student Athlete Headquarters(SAHQ) Academy
 - 2. Southwest Aeronautics, Mathematics, and Sciences Academy
 - 3. Taos International School
 - C. Draft Schedule for Community Input Hearings
 - D. Report from New Mexico School for the Arts

III. **Executive Summary and Proposed Motions:**

A. **Schools of Concern**

The On-going Actions and Monitoring document on the next pages identifies the status of all on-going monitoring and/or actions.

Public Education Commission

On-going Actions and Monitoring as of June 8, 2016

Status of Charters Under a Notice of Intent to Revoke, Revocation Decision or Non-Renewal Decision

Charter School Name	Commission Action and Date	Alleged Violation	Status
Anthony Charter School	Non-renewal - December 10, 2014	<ul style="list-style-type: none"> • Failure to meet prior renewal conditions including: <ul style="list-style-type: none"> • Identifying how the Discovery short cycle aligns with academic program • Strategic planning by governing counsel to measure student progress • Strategic planning by governing counsel to evaluate principal • Approving all policies required by law • Failure to meet improvement plan requirements • Violations of material terms and failure to meet goals of contract • The application is otherwise contrary to the best interests of the charter school's projected students, the local community, or the school district in whose geographic boundaries the charter school applies to operate. 	<ul style="list-style-type: none"> • PED Office of General Counsel indicates it has negotiated a settlement with the school that retains the contract terms of the prior two year contract, but extends that contract an additional three years through June 30, 2018. • In September the PEC voted to have a subcommittee of the PEC engage in a negotiation process with the school to establish 2015-2016 framework goals for this school. • After this vote the school's attorney contacted CSD and stated that the settlement agreement negotiations included a performance framework and negotiations with the PEC would not be appropriate. • CSD confirmed with the PED Office of General Counsel that it is including Performance Framework goals in the negotiations. • In November the PEC voted to

Public Education Commission
On-going Actions and Monitoring as of June 8, 2016

			invite the school to engage in a negotiation process a subcommittee of the PEC on December 2 nd . The school declined the invitation, asserting that the 2015-2016 framework goals for this school will be established in the settlement agreement.
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Status of Commission Requested Reports, Monitoring, Inquiries, Site Visits

Charter School Name	Date of Commission Request	Matter	Status
Southwest Learning Centers		Ongoing investigation.	

Status of Corrective Action Plans

Charter School Name	Date of CAP Assignment	Matter	Status	Next Reporting Date
La Resolana Leadership Academy	May 15, 2015	<p>Special education compliance.</p> <p>The school has not been developing accurate IEP schedule of service pages resulting in placement in incorrect levels.</p> <p>The school reported 13 level 4 students on their</p>	<ul style="list-style-type: none"> - School submitted a corrective action plan that was accepted by the PED on June 19, 2015. - CSD evaluated the school's report on the implementation of the corrective action plan that was submitted on October 15. CSD has 	Reporting will continue through June 30, 2017 on October 15 , December 15, March 15, and May 15 annually.

Public Education Commission
On-going Actions and Monitoring as of June 8, 2016

		80th day and 120th day STARS report and received the funding accordingly, but at both the 80th day and 120th day the school had only 3 level 4 students enrolled.	<p>provided the school findings regarding the report.</p> <ul style="list-style-type: none"> - CSD evaluated the school's report on the implementation of the corrective action plan that was submitted on October 15. CSD has provided the school findings regarding the report. - CSD conducted a site visit to the school the week of May 2nd; the school has received its evaluation. 	
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Schools Looking for a New Facility

Charter School Name	Date of Notification to PEC
South Valley Preparatory School	August 19, 2015
Tierra Adentro: The New Mexico School Of Academics, Art and Artesanía	September 24-25, 2015
Technology Leadership High School	November 13
La Academia Dolores Huerta	March 11
Explore Academy	March 11

B. School Governance Changes

In February the PEC approved a policy to address the requirement in Section 8.10(b) of the charter contract regarding notification of the authorizer within 30 (thirty) days of a member's resignation or designation of a new member and sign the appropriate forms to ensure that the governing body continues to qualify as a board of finance. CSD has received notification from three schools, CSD's summary and the school's forms are provided as follows:

1. Student Athlete Headquarters (SAHQ) Academy

The school provided the Change of Governing Body Membership form, denoting the resignation of 2 board members and letters of resignation. The two board members resigned on May 4th and 5th.

CSD is also aware of the resignation of one additional member identified on the original board of finance application, Ricardo Martinelli, but has not received the Change of Governing Body Membership form for this resignation.

The school has not yet identified the designation of new members and has not completed the necessary forms to ensure the governing body continues to qualify as a board of finance.

All submitted forms are provided below:

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: SAHQ Academy

Date submitted: 5/11/16

Contact Name: Charlotte Rode

E-mail: coachrode@comcast.net

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Michael Madonia	Resigned	5/5/16	Letter received, no reason given	From: Oct 2015 To: May 2016
Rex Jung	Resigned	5/4/16	Letter received, no reason given	From: Oct. 2015 To: May 2016

Original Signature of Governing Council President or Designee: Charlotte Rode
Date: 5/11/16

Printed Name of Governing Council President or Designee: Charlotte Rode

Required Attachments:

This Form **MUST** include each of the following, as applicable:

- i. Notices of Resignation or Removal
 - a. The governing body minutes showing the vote to remove the member, or
 - b. The resigning member's signed and dated written resignation;
- ii. Notices of Designation:
 - a. An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members, and
 - b. An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

New member forms to follow from the Vigil group

From: Rex Jung rex.jung@runbox.com

Subject: Resignation

Date: May 4, 2016 at 10:57 AM

To: mmadonia@comcast.net

Cc: gstepic gstepic@yahoo.com, Luarkie, Richard rich@emerginge.com, Beach, David david.beach@usa.net, Travis G. Jackson travis@frjlaw.com, Charlotte Rode coachrode@gmail.com

RJ

Dear Mike:

Please let this email be notice of my resignation from the SAHQ Academy Governing Council, and as Secretary of the Council, today May 4th, 2016 at 11:00 am.

Thank you for everything you have done.

Rex

From: mmadonia@comcast.net
Subject: M. Madonia Resignation SAHQ Academy Governing Council
Date: May 5, 2016 at 6:05 AM
To: Beach, David david.beach@usa.net, gstepic gstepic@yahoo.com, Luarkie, Richard rich@emerginge.com
Cc: Travis G. Jackson travis@trjlaw.com, Rode, Charlotte coachrode@gmail.com



Dear SAHQ Academy Governing Council

Please see attached letter. I have transferred all my files to you in a form so that they may be quickly forwarded to future Council members.

Thank you.

Mike Madonia
(505) 239-6304

May 5, 2016

SAHQ Academy
1404 Lead Ave SE
Albuquerque, NM 87106

Attn: SAHQ Academy Governing Council Secretary

Please accept my resignation as Chairman and Member of the SAHQ Academy Governing Council effective May 5, 2016. I am resigning prior to the May 6, 2016 public meeting so that the Governing Council may fill the resulting vacancy through the nominating process without delay. It has been my honor to serve with all members of the SAHQ Academy Governing Council, and wish you the best in your efforts to drive SAHQ Academy forward to successful opening in the coming school year.

Sincerely,

Michael V. Madonia

Cc:

SAHQ Academy Council Member G. Stepić
SAHQ Academy Council Member R. Luarkie
SAHQ Academy Council Member D. Beach
SAHQ Academy Founder C. Rode
SAHQ Academy Counsel T. Jackson

2. Southwest Aeronautics, Mathematics, and Sciences Academy

The school provided the Change of Governing Body Membership form, denoting the resignation of one board member, and a letter of resignation. The board member resigned on April 26; the 45 day deadline for replacing the member will fall on June 10.

The school has not yet identified the designation of new members and has not completed the necessary forms to ensure the governing body continues to qualify as a board of finance. At this time, the board has only 4 members.

All submitted forms are provided below:

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

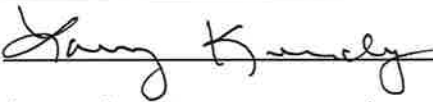
Name of State-Chartered School: Southwest Aeronautics, Mathematics, and Sciences Academy

Date submitted: 4/26/2016

Contact Name: Christine Herron

E-mail: cherron@sslc-nm.com

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Justin Lindgren	Resignation	4/9/2016	Member resigned due to growing conflicts with scheduling and time allocation.	<i>From: 10/21/2011 To: 4/9/2016</i>
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	<i>From: Click here to enter a date. To: Click here to enter a date.</i>
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	<i>From: Click here to enter a date. To: Click here to enter a date.</i>

Original Signature of Governing Council President or Designee:  Date: 4-26-16

Printed Name of Governing Council President or Designee: LARRY KENNEDY

Required Attachments:

This Form **MUST** include each of the following, as applicable:

- i. Notices of Resignation or Removal
 - a. The governing body minutes showing the vote to remove the member, or
 - b. The resigning member's signed and dated written resignation;
- ii. Notices of Designation:
 - a. An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members, and
 - b. An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

Justin B. Lindgren
8801 James Ave NE
Albuquerque, NM 87111

April 26, 2016

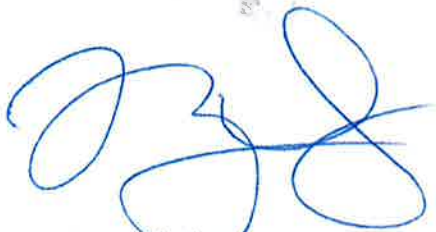
Mr. Larry Kennedy
4100 Aerospace Parkway NW
Albuquerque, NM 87120

For the attention of the Board President

Dear Mr. Kennedy:

Due to recent changes in my career, I am no longer able to serve as a member of board of directors. I hereby resign effective April 25, 2016 from my position as a Board Member for Southwest Aeronautics Mathematics and Science Academy. I thank you and all of the board for your support to this excellent school. I wish you the best of luck in your endeavors.

Sincerely,

A handwritten signature in blue ink, consisting of stylized loops and a horizontal line, representing the name Justin B. Lindgren.

Justin B. Lindgren

SOUTHWEST AERONAUTICS, MATHEMATICS AND SCIENCE ACADEMY

BOARD OF DIRECTORS 2015-2016

Larry Kennedy
2438 La Veta NE
Albuquerque, NM 87110-4026
505-350-0977
lkennedy@samsacademy.com

David Woodward
627 Cedar Hill Rd. NE
Albuquerque, NM 87122
(505) 967-7862
dwoodward@samsacademy.com

Ted Spitzmiller
1808 Platte River Dr. NE
Rio Rancho, NM 87144
(505) 867-6824
thspitmiller@msn.com

Roland Dewing
10225 Alder Dr. NW
Albuquerque, NM 87114
(505) 235-4520
redwing@samsacademy.com

3. Taos International School

The school provided the Change of Governing Body Membership form, denoting the resignation of one board member, and a letter of resignation. The board member resigned on December 15, 2016; the 45 day deadline for replacing the member passed on January 29th.

The school has not yet identified the designation of new members and has not completed the necessary forms to ensure the governing body continues to qualify as a board of finance. At this time, the board has only 4 members.

All submitted forms are provided below:

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: Taos International

Date submitted: 3/15/2016

Contact Name: Nadine M. Vigil

E-mail: director@taosinternational.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Dolores Trujillo	Resignation	1/11/2016	Resigned due to personal reasons	<i>From: 1/13/2014 To: 1/11/2016</i>
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	<i>From: Click here to enter a date. To: Click here to enter a date.</i>
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	<i>From: Click here to enter a date. To: Click here to enter a date.</i>

Original Signature of Governing Council President or Designee: _____

Date: 3-29-16

Printed Name of Governing Council President or Designee: _____

Required Attachments:

This Form **MUST** include each of the following, as applicable:

- i. Notices of Resignation or Removal
 - a. The governing body minutes showing the vote to remove the member, or
 - b. The resigning member's signed and dated written resignation;
- ii. Notices of Designation:
 - a. An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members, and
 - b. An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

516 Don Nicolas
Taos, NM 87571
December 15, 2015

Mrs. Nadine Vigil, Director
Taos International School
Diamond Plaza 118 Este Es Rd.
Taos, NM 87571

Dear Nadine:

Please accept my letter of resignation as member and secretary of the TIS Board, effective immediately.

Thank you for the opportunity to serve on the board of TIS, from the initial organizing meetings in 2013 through this year. It was a very educational experience for me, as I am sure it has been for you and your staff, as well as the original and new board members.

Congratulations to you and your staff on providing an excellent education for all students at the school. I have heard only positive comments in reference to the school, the staff, and the programs. The commitment of the board, time expended and total support of each board member as well as of the staff, ~~will~~ ensure that TIS continues to move forward in a positive direction. I look forward to seeing the IB program in place.

Best Wishes,

A handwritten signature in cursive script that reads "Dolores A. Trujillo". The ink is dark and the signature is fluid, with the first name being the most prominent.

Dolores A. Trujillo

C. **Draft Schedule for Community Input Hearings**

A draft schedule for the Community Input Hearings has been provided for all 4 applications that were received by CSD.

PEC NEW CHARTER SCHOOL COMMUNITY INPUT HEARINGS

2015 SCHEDULE

DATE	DISTRICT	SCHOOL	PLACE	TIME	LAST DAY FOR PUBLIC INPUT
Monday, July 18 th	Gallup	Hozo Academy	TBD	8:30 a.m.	July 21 st
Monday, July 18 th	Albuquerque	STAT Charter School	TBD	1:30 p.m.	July 21 st
Tuesday, July 19 th	Espanola	The Albert Einstein Academy	TBD	8:30 a.m.	July 22 nd
Wednesday, July 20 th	Raton	Willow Springs Academy	TBD	8:30 a.m.	July 25 th

D. **Report from New Mexico School for the Arts**

Per NMSA § 22-15F-6 (C), the New Mexico School for the Arts has provided its annual report that includes demographic information about both applicants and students admitted to the school, including the counties and the congressional districts represented by the students enrolled and the makeup of the student body in terms of socioeconomic status, gender and ethnicity. The school's report also provides performance data.



*Art Institute
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Slate Stern, Vice Chair
Pamela Saunders-Albin, Secretary
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Tom Ageson
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Trina Raper
Warren Sacks
Rose B. Simpson
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NEW MEXICO SCHOOL FOR THE ARTS High School & Art Institute

June 9, 2016

TO: Public Education Commission and Charter Schools Division

Patricia Gipson, Interim Chair
Carolyn Shearman, Member
Gilbert G. Peralta, Secretary
Karyl Ann Armbruster, Member
Jeff Carr, Member
Eleanor Chavez, Member
James Conyers, Member
Millie Pogna, Member
Katie Poulos, Options for Parents, Director
Carmie Lynn Toulouse, Member

FROM: New Mexico School for the Arts-Charter High School and Art Institute
RE: 2016 ANNUAL REPORT

Dear Public Education Commissioners and Charter Schools Division:

The faculty and staff of New Mexico School for the Arts (NMSA) and the NMSA-Art Institute appreciate the opportunity to update the PEC through this annual report on the accomplishments of NMSA over the 2015-2016 year.

We include in this report the latest demographic information regarding applicants, admitted students, enrolled students, Congressional district representation, and similar information in connection with the NMSA Residential and Outreach programs.

Please contact Ms. Montoya at cmontoya@nmschoolforthearts.org if you have any questions about this report.

Sincerely,

Cindy Montoya

Cindy Montoya
Head of School, NMSA

Riis Gonzales

Riis Gonzales
Director, NMSA-Art Institute



NEW MEXICO SCHOOL FOR THE ARTS High School & Art Institute

Academics • Dance • Music • Theater • Visual Arts • Residential Life

NMSA Annual Report 2016

Mission

NMSA provides access to a rigorous mastery arts and academic high school education for youth with passion and aptitude in the arts, leading to post-secondary learning, careers in the arts, and lives that contribute to society.

Statement of Purpose

NMSA is a public/private partnership comprised of NMSA, a legislatively created, residential, public high school, and the NMSA-Art Institute, a nonprofit art educational institution.

Goals

- Provide access to a mastery arts and rigorous academic education leading to a high school diploma for New Mexico's talented young artists, regardless of home community, previous academic standing, or family income.
- Establish a caring community of artistic learners nurtured and engaged in self-discipline, citizenship, continuous improvement, and joyful learning in and through art.
- Provide innovative and creative curricula in arts and academics based on fundamental skills that include exposure to New Mexico arts and culture.
- Prepare students for higher education and/or careers in the arts and to participate in the cultural and creative economy of New Mexico.
- Through partnerships, collaborations, and programming, serve as a statewide arts education leader working to share successful educational initiatives, and encourage arts education throughout New Mexico.

NMSA Annual Report 2016

CHARTER SCHOOL OVERVIEW

Introduction

The New Mexico School for the Arts High School (NMSA) and its Governing Council, along with the school's nonprofit partner, the NMSA-Art Institute (the Art Institute) and its Board of Directors, as well as their respective faculty and staffs, all work collaboratively to meet the goals of the NMSA High School. The overarching goal of our dual-track rigorous academic and mastery arts curricula in *Music, Dance, Theater, and Visual Arts* is to prepare students for success whether they choose to pursue professional careers in the arts or post-secondary education in another or related field. NMSA is also a Title 1 school due to the number of students who qualify for low-cost or free meal programs; 25% of incoming freshmen were enrolled in a middle school level pre-algebra class. All students have access to seminars in which they can learn or improve skills such as study habits, note taking, time organization, research and paper writing, to ensure that they have the tools to function successfully in and beyond NMSA.

NMSA began its sixth year of operation in August 2015, welcoming 215 students. The NMSA Class of 2016 seniors, who number 47, has already received over \$4 million in scholarship and financial assistance offers. Students from 34 New Mexico communities and all three Congressional districts have been admitted to NMSA, including from areas like Los Lunas, Las Vegas, Taos, Española, Albuquerque, Abiquiu, Silver City, Roswell, Cochiti, the Taos and Santa Clara Pueblos, and Las Cruces. More recently, we were excited to admit for the 2016-2017 school year, our first student from Artesia. As we noted in our 2015 Report, the percentage of students by geographic origin is likely to become more representative statewide once our new campus is built: with the 2015 acquisition of a site for NMSA's permanent home, the former Sanbusco Market complex in the heart of Santa Fe's thriving Railyard District, the long dreamt of new campus will begin serving students within two years. Its onsite Residential Program will accommodate up to 100 distance students, and allow NMSA to build and serve a student body that reflects the ethnic, geographic, and economic diversity of our state.

The new campus, when completed, will also provide room for the two new arts concentrations that have been held back for several years due to space issues: *Creative Writing and Literature*, and *Cinematic Arts*. These additions will bring many more, and students with more diverse skills to NMSA. The new campus, for which design and construction plans are already under way, will feature modern academic and arts classrooms, public exhibition studios, a public performance space, food service areas, and rehearsal and practice studios.

NMSA this year passed the mid-point of its first decade of operation. The next two-three years will be linked closely to the construction of the new campus, which will enable NMSA to fulfill its true capacity for growth and its mandate to serve up to 300 students, and honor its foundational goals of **Access and Opportunity** for talented youth in every corner of New Mexico.

The successful performance of our core mission, to prepare our students for success regardless of which paths they choose to follow after graduation, is evidenced by the information and data below:

Academic Achievements

- NMSA received its fourth A rating from PED for the SY2014-15.
- NMSA graduated its third four-year cohort this year.
- NMSA's 4-year graduation rate is 88.7%.
- We have Dual Credit agreements with Central New Mexico, University of New Mexico, Eastern New Mexico University, the Institute of American Indian Arts, and the Santa Fe Community College.
- **Honors Class Enrollment:** % students taking at least one Honors class:

SY2011-12	35%
SY2012-13	43%
SY2013-14	53%
SY2014-15	47%*
SY2015-16	35%**

* two fewer Honors classes were offered in SY2014-15

** a new placement policy based on prior academic achievement and teacher recommendation was implemented.

- **Retention rate** (% students who started and ended the school year at NMSA):

SY2012-13	93%
SY2013-14	96%
SY2014-15	94%
SY2015-16	95%

- **Reading Proficiency:** %proficient or advanced, state-wide % in parenthesis

	9 th Grade	10 th Grade	11 th Grade
2012 (SBA)	NA	76.7% (34.4%)	93.0% (45.3%)
2013 (SBA)	NA	86.0% (33.4%)	96.0% (43.7%)
2014 (SBA)	NA	78.4% (37.7%)	83.3% (51.7%)
2015 (PARCC)	82.4% (26.7%)	85.1% (31.0%)	73.5% (44.4%)

- **Math Proficiency:** %proficient or advanced, state-wide % in parenthesis

	9 th Grade	10 th Grade	11 th Grade
2012 (SBA)	NA	45.0% (29.0%)	72.0% (38.9%)
2013 (SBA)	NA	47.0% (30.2%)	76.0% (42.0%)
2014 (SBA)	NA	52.9% (30.4%)	66.7% (42.8%)
2015 (PARCC)	41.2% (16.0%)	29.2% (12.4%)	10.0% (8.8%)

- **Science Proficiency:** %proficient or advanced

	11 th Grade
2012 (SBA)	96%
2013 (SBA)	92%
2014 (SBA)	78%
2015 (SBA)	92%

2013 and 2014 Measure of College Readiness

- Fall 2013 ACT EXPLORE test (9th graders): average composite test score is 17.4 (16.2 nationwide).
- Spring 2014 ACT EXPLORE test (9th graders): average composite test score is 18.3 (16.2 nationwide).
- Fall 2013 ACT PLAN test (10th graders): average composite test score is 19.0 (17.5 nationwide).
- Spring 2014 ACT PLAN test (10th graders): average composite test score is 19.1 (17.5 nationwide).

2015 Measures of College Readiness

NMSA discontinued administering ACT EXPLORE and ACT PLAN in SY14-15. The NWEA's Measures of Academic Progress (MAP) are used instead as short-cycle assessments. MAP tests are not intended to measure college readiness. Therefore, we are presenting other measures of college readiness: PSAT scores, Dual Credit and Advanced Placement enrollment.

PSAT

- 71% of the 10th graders met college readiness benchmark in Critical Reading.
- 61% of the 10th graders met college readiness benchmark in Math.
- 73% of the 10th graders met the college readiness benchmark in Writing.

Dual Credit

- 43 students took one or several dual credit classes in SY1415, earning a total of 131 college credits.

Advanced Placement

- 12 students took AP courses.
- 8 students took an AP exam.

2016 Measures of College Readiness

PSAT

- 95% of the 10th graders met college readiness benchmark in English Reading and Writing.
- 48% of the 10th graders met college readiness benchmark in Math.

Dual Credit

- 56 students took one or several dual credit classes in SY1516, earning a total of 190 college credits.

Advanced Placement

- 22 students took AP courses.
- 18 students took an AP exam.

College Admission and Acceptances: NMSA 2016 seniors were accepted at a wide range of distinguished colleges and universities, including:

- University of Denver
- Southern Methodist University
- McGill University
- New York Conservatory of Dramatic Arts
- University of Minnesota – Guthrie Theater Program
- Boston University
- Rutgers University of Minnesota
- DuPaul University
- Art Institute of Austin
- University of New Mexico
- Penn State University
- University of Minnesota-Guthrie Theater BFA Program
- University of Oregon
- Arizona State University, School of Visual Art in NY
- San Francisco Art Institute
- Institute of American Indian Arts (IAIA)
- Colorado University at Denver
- Colorado University at Boulder
- New Mexico State University
- University of Oklahoma
- University of Wisconsin
- Texas A&M University
- Oakland University at Rochester, MI

- St. John's College
- University of Kansas
- University of Arizona
- Cornish College of the Arts
- State University of New York (SUNY) at Purchase
- West Texas A&M University
- University of North Carolina School of the Arts
- Berklee College of Music



NEW MEXICO SCHOOL FOR THE ARTS High School & Art Institute

Academics • Dance • Music • Theater • Visual Arts • Residential Life

NMSA Annual Report 2016

NMSA-ART INSTITUTE OVERVIEW

Introduction

The New Mexico School for the Arts High School (NMSA) and its Governing Council, with the school's nonprofit partner, the NMSA-Art Institute and its Board of Directors, their respective faculty and staffs, all work collaboratively to meet the goals of the NMSA High School. The overarching goal of our dual-track rigorous academic and mastery arts curricula in *Music, Dance, Theater, and Visual Arts* is to prepare students for success whether they choose to pursue professional careers in the arts or post-secondary education in another or related field. *Mastery arts* training means that the arts curricula at NMSA are not adjunct "enrichment" programs, but stand in equal importance to the academic curricula. NMSA students put in a full, normal school day in academic studies, and at 2:00PM turn to three hours of study and training in their chosen artistic discipline. This dual focus and schedule both challenges and motivates NMSA students.

With the 2015 acquisition of the former Sanbusco Market complex on which to build NMSA's new, permanent campus, NMSA will when the new campus open, at last be able to add the two new arts concentrations it has been preparing, *Creative Writing and Literature*, and *Cinematic Arts*. The new campus when completed will also expand the NMSA Residential Program, providing access to the educational opportunities available here to students beyond daily commuting distance. The Residential Program gives NMSA its statewide reach, so that it is New Mexico's only statewide, dual-curricula, arts-focused public high school.

For the School Year 2015/2016, NMSA welcomed 60 freshmen bringing the total student body to approximately 215 students, with 21 students utilizing the Residential Program, a 66% increase over the previous year.

We look forward to the time when the permanent NMSA campus is fully active and we can accept many more of the dozens of young hopefuls that we now must turn away each year due to lack of space. The growing reputation of NMSA, its achievements and accomplishments, are a primary reason for the increasing number of applicants, and are highlighted in the following report.

Artistic Achievements – Partial List

- NMSA received an extension of its coveted "Exemplary School" designation from the national Art Schools Network (ASN) through a highly competitive application and review.
- NMSA 2016 seniors, almost half of whom are pursuing careers in the arts, collectively received more than \$4 million in scholarships and financial assistance in their pursuit of post-secondary education and/or professional training.
- NMSA was nominated to be a National Blue Ribbon School (application pending, notification in September 2015)
- *Edutopia*, a web site (www.edutopia.org) started by legendary "Star Wars" director George Lucas, is dedicated to identifying, discussing, and disseminating cutting edge best practices and research in K-12 education. One section of the site, "Schools that Work", highlights



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approximately 15 schools each year as “schools that work”. After visiting NMSA and speaking with students and faculty, *Edutopia* selected NMSA as one of those schools. *Edutopia* visited NMSA in April and filmed a brief documentary on the school that will appear on the “Schools That Work” section of the web site.

- In July 2015, Dance Department Chair Adam McKinney completed a two-week National Artist Teacher Fellowship (NATF) residency in El Paso, Texas and Ciudad Juárez, Mexico. His project focused on the effects of borders and border technologies on communities. In October, he traveled to Boston, MA for the 2015 NATF convening, where he presented his work amongst the cohort of fellowship recipients. Later in October and April 2016, McKinney traveled to New York City to participate in The School of American Ballet’s prestigious National Visiting Fellows Program, as part of SAB’s Diversity and Inclusion initiative!
- In July and August 2015, Visual Arts Department Chair Cristina González completed a ten-day residency at the Sam & Adele Golden Foundation for the Arts in New Berlin, New York. González was one of three educators, out of a pool of over eight hundred nationwide, selected for this opportunity. The residency was a first-ever partnership between Golden Artist Colors and the Alliance for Young Artists & Writers, the nonprofit organization that coordinates the Scholastic Art & Writing Awards. During her residency, González received the unparalleled opportunity to experiment with new painting technology and to focus on her own artistic work.

Snapshot of Student Achievements in Art

Dance

Breanna Vigil was accepted into Cornish College for Arts Dance Department. A former NDI-New Mexico student, Breanna had never studied classical dance prior to attending NMSA.

Music

In the *2016 Jackie McGehee Young Artists’ Competition for Piano and Strings*, NMSA violinist Maggie King received First Place, NMSA cellist Sam Barrett received Second Place, NMSA violinist Hanna Zercher received Honorable Mention.

The NMSA Orchestra, designated 1A due to NMSA’s smaller size, took First Place in the April 2016 statewide competition in the 5A class, competing against larger schools.

The NMSA Choir also took First Place in the 2015-2016 statewide competition, again both the 1A category of smaller schools and in the 3A category of larger schools.

Sophomore Lila Baca was selected to participate in the National Association for Music Education National High School Honor Orchestral. She traveled to Tennessee to join other nationally recognized high school musicians.

Theater

Senior Gabe Kessler was named a 2016 “YoungArts Merit Winner”



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Senior Coleman Piburn was accepted into the University of Minnesota-Guthrie Theatre BFA Actor Training Program – NMSA's first admission to this renowned program!

Visual Arts

In the *Future Voices of New Mexico 2016 Photography and Video Contest*, NMSA students won the following honors:

- Lily Garcia placed first in *Manipulated* while Devon Ewy placed third; Sienna Sullivan-Ginn placed 1st in *Humorous*; MJ Lee placed 2nd in *Color*; Sam Ellvinger placed 1st in *People*; and Tess Heneghan and Jane Henry placed 1st in *Experimental Video*.
- Two Visual Arts seniors, Asa Benson-Core and Claire Motsinger were named 2016 "YoungArts Merit Winners".
- Visual Arts student Liliana Penny's photograph "fog1" was selected by Santa Fe Photographic Workshops as the monthly contest winner for October 2015.

Public/Private Partnerships

The NMSA-Art Institute (the "Art Institute") operates as a non-profit tax-exempt educational institution in accordance with the purposes set forth in its Articles of Incorporation. The Art Institute is responsible for its own operations and has the power to carry out its educational mission. It is affiliated with the New Mexico School for the Arts, a state public charter high school (the "High School"), to maximize opportunities for students throughout the state. The Art Institute and High School are separate legal entities, having different and separate operations and responsibilities, and have agreed to collaborate and coordinate administration, and curricula, in order to fulfill the linked mission and educational philosophy of both organizations. The Art Institute each year secures the funding, currently approximately \$1.9million, for the High School's arts programming, as well as its Residential and Outreach Programs, from private contributions. Thus, NMSA students benefit from what is nearly a dollar-to-dollar match of public SEG funds with private support.

Funding Summary

Last year: Public funding (SEG): \$1,895,748; private sector contribution was: \$1.9 million

This year: Public funding (SEG) \$2,047,180; private sector: \$2 million (projected)

Projected for next year: Public funding (SEG): \$2,065,566; private sector: \$2 million (projected)

As NMSA closes its sixth year, faculty and organizational leadership continue their custom of conducting reviews of processes and outcomes so that we can maintain our growing record of honors and achievements as a high school supported by a uniquely successful public/private, offering opportunities to youth in New Mexico that they would otherwise never have been able to access.

Funding Sources

NMSA receives private funding for its arts programming through its collaboration with the Art Institute, from the following revenue sources (contributions and earned income):

- | | | |
|-----------------------|-----------------------|-------------------------------------|
| - Founding Partners | - Board Contributions | - Individuals |
| - Parents Annual Fund | - Corporations | - Sales of DVDs and tickets |
| - Faculty-Staff | - Gifts In-kind | - Program fees |
| - Foundations | - Parent Fundraising | - State & local government agencies |



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- Residence Fees
- Art Fees
- *ArtSpring* Gala revenue
- Endowment earnings

The New, Permanent NNMSA Campus in Santa Fe

During SY2015-2016, the NMSA High School was still located in its original site at the former St. Francis Cathedral School in Santa Fe, rented from the Archdiocese of Santa Fe. However, we expect by fall 2017 to have completed Phase I of our campus and to begin serving students there. Until then, however, the space limitations at our current location prevent expansion of either the student body or the arts curriculum. The Residential Program is still located at the Immaculate Heart of Mary Retreat near St. John's College, and this year served 19 distance students.

The NMSA-Art Institute has now secured \$12 million dollars in pledges of private support for the design and construction of the new, permanent campus. Two architectural firms were selected as the team to collaborate on the design of the new campus: Lake Flato Architects from Texas and Studio Southwest from New Mexico.

The new campus will anchor NMSA's future. With modern academic and arts classrooms, public art exhibition studios and performance spaces, and facilities for food, health, and recreation, the permanent campus will create a rich and supportive environment that fosters both inspiration and hard work. Most importantly, it will enable NMSA to fulfill its mandated scope for growth and serve up to 300 students, as many as 100 of which may be utilizing the Residential Program.

Guest Artist Program

Exposure to Guest Artists is one of the core elements of any quality mastery arts curricula. In SY2015-2016, NMSA continued to attract high caliber professional artists who spent up to a week at a time at the school, and inspired both students and arts faculty. Guest Artists demonstrate professional standards of practice and performance, bring fresh insights to daily arts training and through master classes both challenge and augment students' technical skills in a way not always possible in a broader daily classroom environment; Guest Artists also provide first-hand insights into the rigors of a professional career in the arts. They are also invaluable in preparing students for the standards they will be competing against once they graduate. This year, several Theater Guest Artists specifically addressed audition preparation for post-secondary professional arts training programs in Drama. The result was that NMSA had its first student acceptance at the internationally renowned University of Minnesota-Guthrie Theater BFA Actor Training Program. Below is a list of the Guest Artists who came to NMSA to work with its student in SY2015-2016.

Theatre

Wendy Chapin
John Flax
Kristen Goodman
Scott Harrison
Kent Kirkpatrick
Lisa Lucas
Joey Price



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Antonia Romp
Shepart Sobel

Music

Branden James Duo
Carla Bond
Carla Dirlikov
Allan Harris
Greg Heltman
Norman Ludwig
Joseph Martin
New Orford String Quartet
Oreal Sans
Stephen Redfield
Keith Robinson
St. Lawrence String Quartet
Laura Spitzer
Karolina Syrovatkova
Denise Turner

Dance

Layla Amis
Alejandra Avila
Patricia Blair
Kaitlyn Gilliland
Linda Kent
Jessica Lang
Thomas Porras
Vladimir Conde Reche
Salvador Ruiz
Molly Sturgis and Acushla Bastible

Visual Arts

Stephen Auger
Gregory Leon Baird
Francisco Benitez
Christopher Benson
Agnes Chavez
Chris Collins
Nina Elder
Scott Parker
Willy Bo Richardson
Dario Robleto



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Brian Solomon
Diane Tintor
Charles Veasey
Erika Wanenmacher
Piers Watson

All School

Special Assembly with Neil Gaiman
Special Assembly with David Treuer
Special Assembly for Black History Month
Special Assembly for Native American History Month
Special Assembly for Asian History Month
Special Assembly with Tanya Covington
Special Assembly with Nancy Zeckendorf



NMSA Annual Report 2016

ART INSTITUTE'S RESIDENTIAL PROGRAM

Overview

When NMSA was established, its founders anticipated that families would be able to contribute 50% of the total costs of the Residential Program, which is approximately \$10,500 per student, per year. After NMSA's second year, it was clear that this had been an unrealistic expectation – in fact, since NMSA opened, only one student's family has been able to afford the full annual fee; the Art Institute's operating budget has to a large extent subsidized the rest. In 2014, the Program expanded to 16 students, and was moved to a dormitory on the grounds of the Immaculate Heart of Mary Retreat Center. The Program also has a Residential Director, a Residential Assistant, and a tutor. In SY2015-2016, the Program expanded again, this time to 21 students, although two left in the first semester. We anticipate that the IHMRC facility will continue to serve our distance students until the new NMSA campus opens with its own onsite Residential Program.

Daily Life

Our goal is to provide a safe, homelike environment for NMSA distance students, one that is also conducive to good study habits. Students live in the dormitory from Sunday night through noon on Friday. They return home for the weekend, released either to their parents or to an alternate, pre-authorized mode of transportation home, like the bus. Some students opt to stay with a local host family if they are part of school activities, such as rehearsals and/or public performances that take place on the weekend.

The Residential staff ensures that students are prepared and ready for school when they leave the dormitory in a bus that takes them directly to NMSA. A light breakfast is served Monday-Friday. Dinner is a group event, and is eaten in the IHMRC's dining hall Sunday-Thursday.

The importance of academic success is emphasized and students receive assistance with homework on an as-needed basis. Students study together in an assigned study area supervised by Resident staff. Personal computers are allowed in the dormitory; however, all computer and Internet activity is required to cease by 9:30PM.

NMSA recognizes that social activities are a necessary part of the social and emotional development of teenagers. Therefore, occasional trips to the movies, theater, dinner out, or other events are organized, always chaperoned by Resident staff. These outings are scheduled around the completion of study and homework.

Residential Program Costs

The operating budget of the Art Institute absorbs most of the cost for NMSA Residential students. This year, with 19 students in the program for most of the year, the cost was again approximately \$242,000, including rent, food, legal fees, telephone and Internet connectivity, supplies, maintenance, salaries for Residential staff, laundering, and catering. Families contribute on a sliding scale to offset the total costs of the residential program. The minimum that families are asked to contribute is \$950 per year. The maximum amount that families are asked to contribute is \$9,500.



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The total in these sliding scale fees collected from families for SY2015-2016 was less than \$32,000 (final figures will not be available until the books for June are closed by Finance in mid-July), or about 20% of the real costs of the Program.

Funding Sources

Allocations from the following sources of private support that NMSA receives in collaboration with the Art Institute help to support the Residential Program:

Thaw Charitable Trust
Thornburg Charitable Foundation
Two anonymous donors
Mara and Chuck Robinson
Frost Foundation
Revenue from the annual *ArtSpring* Gala



NMSA Annual Report 2016

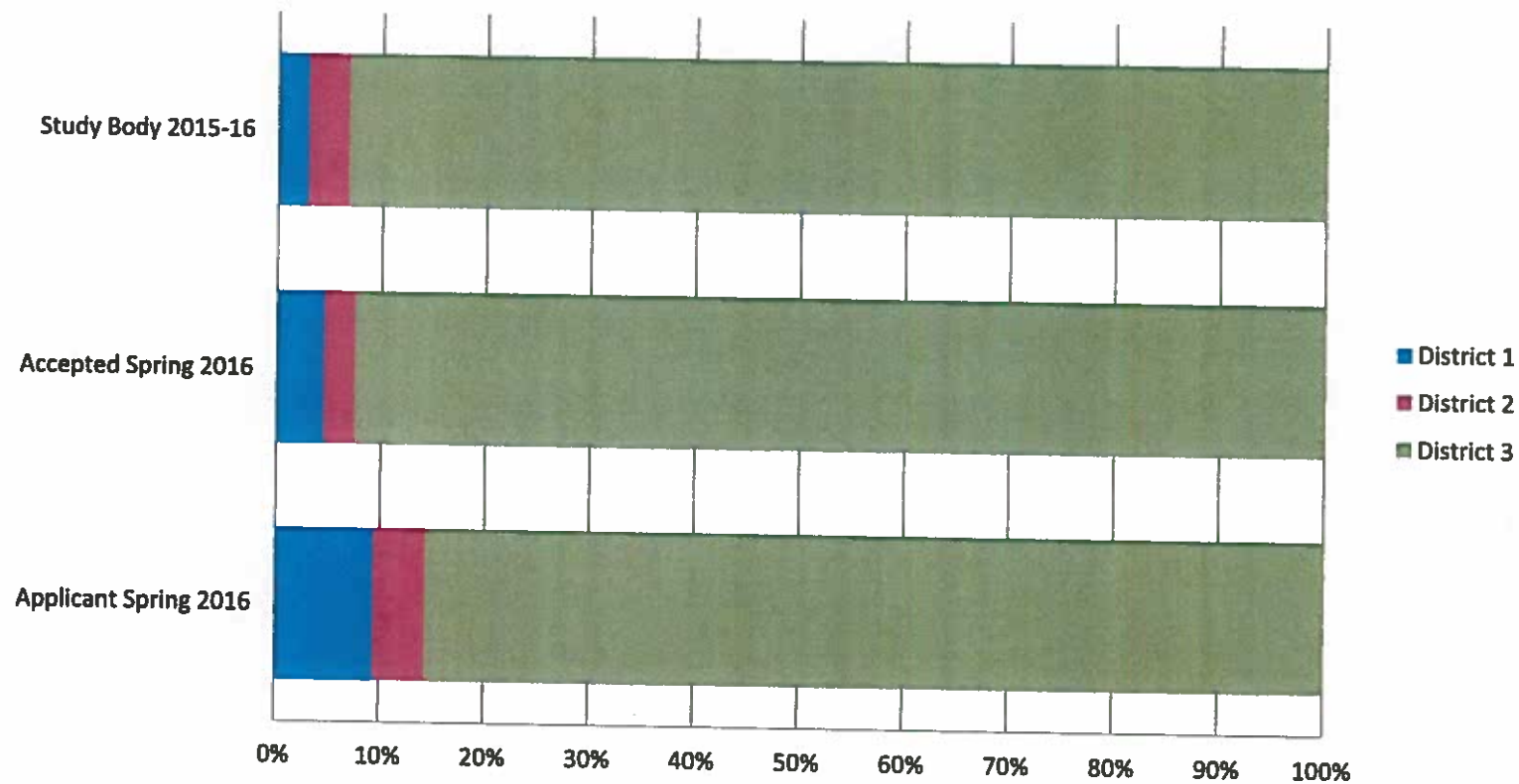
Conclusion

With its own permanent home in Santa Fe set to begin serving students within two years, and all that that will entail around the twin challenges of expansion and sustainability, NMSA will soon be opening a completely new chapter in its life: one that reflects its successful first half-decade and its transition from a new to an established organization with a track record of fulfilling the purpose for which it was created. Regardless of where our campus is located, or how many students we serve, our overarching goals remain the same: to give talented youth in New Mexico access and opportunity: access to the skills that can help them forge more satisfying futures, and the opportunity to find out whether those futures can be built on the passion for art that brought them to NMSA in the first place.

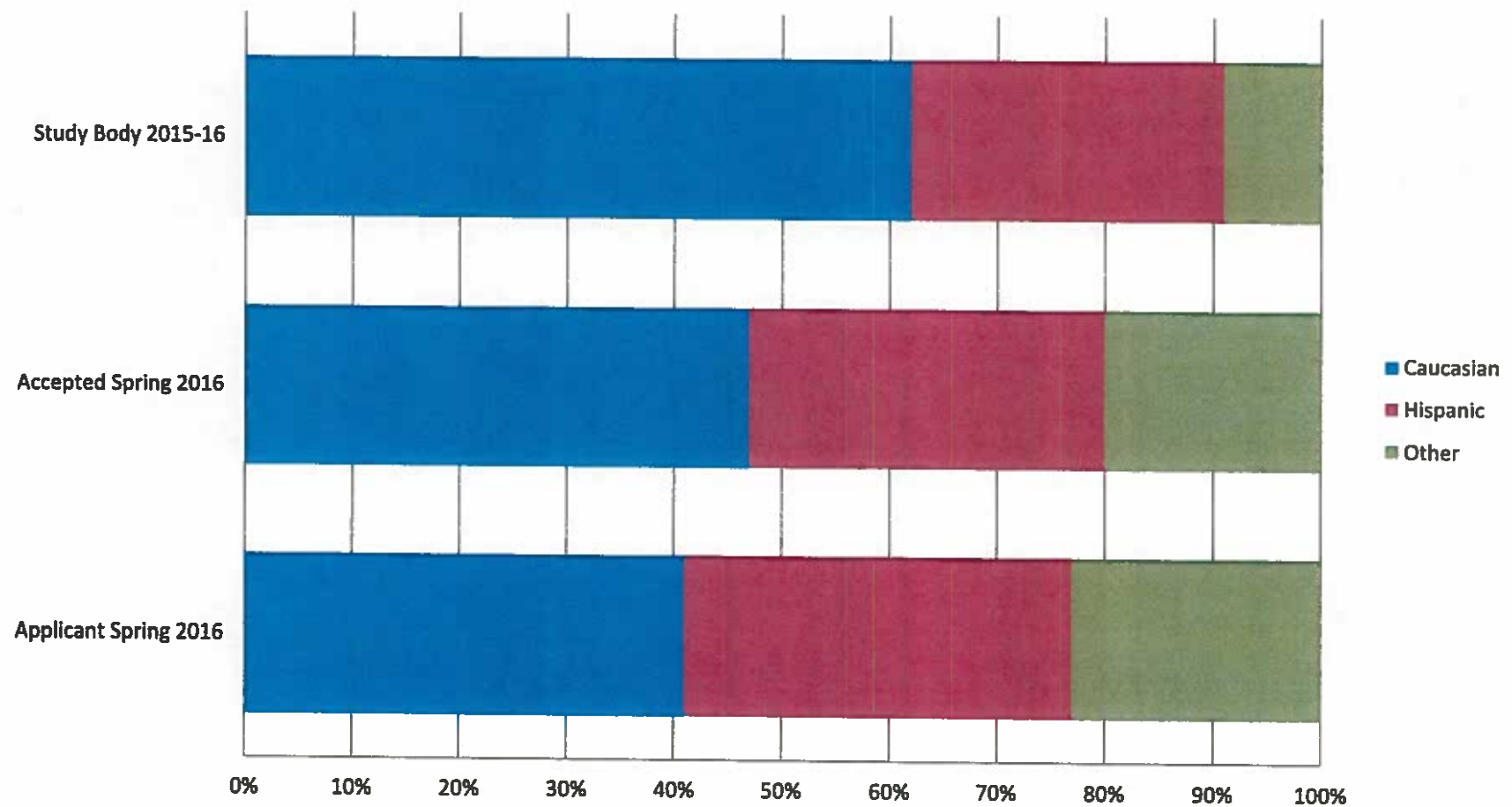
Whichever paths they choose after leaving NMSA, our graduation statistics, and the post-secondary institutions now accepting our graduates, demonstrate that our students are being well-prepared, academically and artistically, for life beyond high school. NMSA is helping its students acquire the most important tool of all: the knowledge that as they have met the challenges of the past four years, they can and will meet the challenges of the future. For a Title 1 school that accepts students only on the basis of blind auditions in their chosen artistic discipline, regardless of previous academic standing, in operation for only six years, this is an enormous achievement.

That achievement is in no small part also attributable to the leadership and determination of the NMSA High School Governing Council and the Board of Directors of the NMSA-Art Institute. Both groups will have their work cut out for them in the next two years, balancing planning for the opening of NMSA's permanent campus with keeping NMSA's daily promises to its current students. NMSA's leaders have shown themselves more than equal to the task, and our students will continue to be the beneficiaries of their experience and dedication.

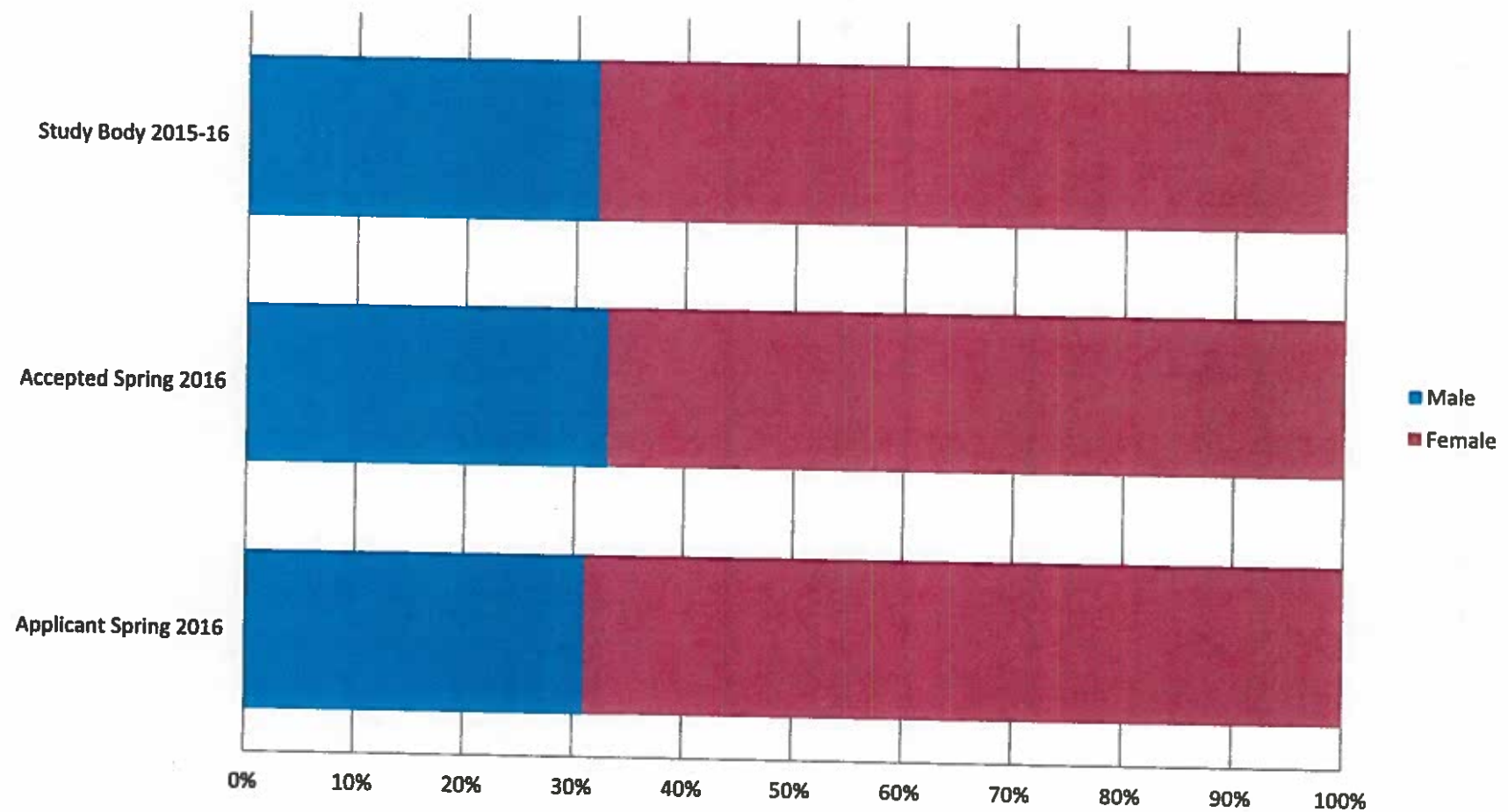
Congressional District Representation



Ethnic Representation



Gender Representation



D. **Report on closure of Creative Education Preparatory Institute (CEPi)**

The materials following this page constitute the closure protocol, updated as of June 7, 2016. Sandy Beery is on contract with the PED to execute the closure protocol for CEPi.

PUBLIC EDUCATION COMMISSION-CHARTER SCHOOL CLOSURE PLAN

SCHOOL STUDENT/STAFF/PARENTS/DISTRICT/COMMUNITY ACTIONS

	Action Item	Responsibility for Completing Action	Due Date	Status
	IMMEDIATE FUTURE STEPS			
1	Create “Charter School Closure: Frequently Asked Questions” Document	PEC/PED Staff School Staff		
2	Establish Transition Team and Assign Roles <u>Team to include but not limited to:</u> <ul style="list-style-type: none"> - Lead person from Authorizer(PEC/PED) Staff; --PED/CSD Attorney --Contract Business Official - School PED Budget Analyst; - Charter School Board chair; - Lead Administrator from the Charter School; - Lead Finance person from the Charter School; --School Attorney - Lead person from the Charter School Faculty; and, <ul style="list-style-type: none"> - Lead person from the Charter School Parent Organization -Representative from School District where school resides 	PEC/PED Staff School Staff	April 5	Complete 4/5/16

	Action Item	Responsibility for Completing Action	Due Date	Status
3	Assign Transition Team Action Item Responsibilities	PEC/PED Staff School Staff	4-15-16	4-15-16 Two team members from the school and the Executive Director and Sandy Beery met to outline tasks and roles
4	Initial Closure Notification Letter: Parents & School Distribute letter to faculty, staff and parents outlining: - Closure decision; - Timeline for transition; School to provide copy to PEC and CSD	School Staff	May 1	4-15-16 Waiting on official letter from PEC notifying school of closure
5	Initial Closure Notification Letter: PED and School District School to provide copy to PEC and CSD	School Staff	5-1-16	4-22-16 A list of agencies to notify was developed by the closure team. Follow up on 5-3-16

	Action Item	Responsibility for Completing Action	Due Date	Status
6	Talking Points/Notice to Community Create talking points for parents, faculty, community and press. School to provide copy to PEC and CSD	School Staff		<p>4-15-16 SB met with the faculty - discussed the timeline for closure, need to have all grades completed prior to the last contract day for teachers and teachers' role in inventory process</p> <p>4-22-16 There has been at least one parent community meeting. The school will provide the agenda from this meeting to SB</p> <p>5-27-16 All parents have been notified of closure</p>
7	Continue Current Instruction Continue instruction under current education program per charter contract until end of school calendar for regular school year.	School Staff	Continuous until the end of classes.	5-27-16 The school year is ended and all instruction is complete
8	Terminate Summer Instruction Program Take appropriate action to terminate any summer instruction, such as canceling teaching contracts.	School Staff	By May 14	4-8-15 The school did not plan on having summer school.

	Action Item	Responsibility for Completing Action	Due Date	Status
9	Secure Student Records Ensure all student records are organized, up to date and maintained in a secure location. -Need to organize school records -Review transfer process for legal requirements Includes: SBA/Report Cards, Cum Folders, Discipline/Medical Records, General Records, Special Ed/SAT records	School Staff PEC/PED Staff for consultation on where records will be stored.	Before June 1	NMAC 1.20.2 instructs on the categories of education records and retention time required. School and BPS will need to review. CSD available for consultation. 4-8-16 SB is in communication with APS about transferring all student files to APS 5-26-16 MT from APS notified SB that APS will not be taking any of the student files. SB notified PED and it is being looked into at that level.
10	Faculty Contact Information Create Faculty Contact List that includes: - name; - position; - address;- telephone- email. School to provide copy to PEC and CSD.	School Staff		4-8-15 School will provide this information to SB as needed 5-27-16 Through the staff check out process, the school collected future contact for all staff.

11	Parent Contact Information Create Parent Contact List to include: <ul style="list-style-type: none"> - student name;- address;- telephone; and - email, if possible. School to provide copy to PEC and CSD	School Staff		4-8-15 School will provide this information to SB as needed
	Action Item	Responsibility for Completing Action	Due Date	Status
12	Convene Faculty/Staff Meeting Communicate commitment to continuing coherent school operations throughout closure transition; <ul style="list-style-type: none"> - plan to assist students and staff by making closing as smooth aspossible; School to provide PEC and CSD copies of all materials distributed at the Faculty/Staff Meeting.	PEC/PED Staff School Staff		4-15-16 SB met with the faculty - discussed the timeline for closure, need to have all grades completed prior to the last contract day for teachers and teachers' role in inventory process
13	Convene Parent Closure Meeting Plan and convene a parent closure meeting.	School Staff		4-15-16 - The school has conducted several meetings for parents and will provide agendas for these meetings to SB
14	Maintenance of Location and Communication	School Staff	Ongoing until closure complete	

	Lease status			
	Action Item	Responsibility for Completing Action	Due Date	Status
	NOTIFICATIONS			
15	Parent/Guardian Closure Transition Letter Distribute letter with detailed guidance regarding transition plan. School to provide copy to PEC and CSD.	School Staff		4-15-16 SB and the school are working together on this communication to parents and will send ASAP. 6-1 16 SB received notification from APS that they will not be accepting student records from CEPi. Arrangements are being made for these files to be moved to PED.
16	Staff/Faculty Closure			

	Transition/Termination Letter Outline transition plans and timelines for staff School to provide copy to PEC and CSD.	School Staff		4-15-16 This letter should be ready to go out to staff by May 6 th . 5-18-16 letter sent to staff
	Action Item	Responsibility for Completing Action	Due Date	Status
	RECORDS			
17	Final Report Cards and Student Records Notice School to provide copy of notice to PEC and CSD.	School Staff	One week after end of classes. STARS reporting complete before 6/30.	5-27-16 School personnel are completing entry of final grades, EoC information, and generating official transcripts. They will give SB an estimated date that we will be ready to mail them out to families.
18	Transfer of Student Records As required by state statute, the school must transfer all student records to students' new school, state agency or other entity.	School Staff	Within one month after end of classes.	4-15-16 SB is working with APS to finalize transfer of all student files to APS. 5-26-16 MT from APS notified SB that APS will not be taking any of the student files. SB notified PED and it is being looked into at that level. 6-1 16 SB received notification from APS that they will not be accepting student records from CEPi. Arrangements are being made for these files to be moved to PED.

19	Documenting Transfer of Records School to provide copy of documentation to PEC and CSD Spreadsheet with areas for receipt of records signature(s)	School Staff PEC/PED Staff	Within one month after end of classes.	See above
	Action Item	Responsibility for Completing Action	Due Date	Status
20	Transfer of Testing Materials The school must determine state requirements regarding disposition of state assessment materials stored at the school and return as required. School to provide letter/documentation outlining transference of SBA testing materials (if applicable). Should be complete as of end of testing window.	School Staff PED/CSD	According to the PED Assessment Timeline	All testing is on line and therefore there are no testing materials to transfer.

	Action Item	Responsibility for Completing Action	Due Date	Status
21	Technology -Server Data-Electronic Records -Network -Backups PEC/PED to contact Mike Archibeque: PED Chief Information Officer for protocols	PEC/PED Staff School Staff	June 1	4-29-16 Inventory of the technology is complete and a plan is in place to have all equipment scrubbed prior to disposition of the inventory This is a joint process with the school and SB 5-24-16 The school has a quote to wipe all the harddrives. This is scheduled for as late in June as possible

PUBLIC EDUCATION COMMISSION
CHARTER SCHOOL CLOSURE PLAN
FINANCIAL/OPERATIONAL ACTIONS

	Action Item	Responsibility for Completing Action	Due Date	Status
22	Secure Financial Records Ensure all financial records are organized, up to date and maintained in a secure location.	School Staff PEC/PED Staff	Week of April 1 and ongoing updates	

23	Establish Authorization for Bank Accounts and Financial Accounting System Contact financial institutions to permit PEC to become signatory and have access to all bank accounts and provide access to PEC to computer accounting system.	PEC/PED Staff School Staff	TBD	
	Action Item	Responsibility for Completing Action	Due Date	Status
24	Insurance The school's assets and any assets in the school that belong to others must be protected against theft, misappropriation and deterioration.	School Staff	Ongoing until all business related to closure is completed	

25	Notification to Vendors/Creditors School to provide copy of notification to PEC and CSD	School Staff	By May 1	4-29-16 The school is working on this process 5-1-16 All vendors have been notified.
	Action Item	Responsibility for Completing Action	Due Date	Status
26	Inventory Need to get inventory list of assets and books to BPS asap.	School Staff	By May 15	4-29-16 Inventory of technology and all other inventory is being verified to prepare for the disposition 5-13-16 - All Technology has been inventoried Other inventory will be complete by June 6th

27	Disposition of Inventory Asset Inventory list to PED	School Staff	Final by 30 days after school closes	School needs to account for any assets over \$5k. Those assets need to be handled differently. See above
28	Disposition of Federal Property Check with PED regarding proper procedures for the disposition of property purchased with federal funds.-Title I, Special Ed-IDEA B, and other federal flow through grants	School Staff	Final by 30 days after school closes	See above
	Action Item	Responsibility for Completing Action	Due Date	Status
29	Payment of Funds/Financial Status The school should notify the authorizer (PEC/PED) to prioritize payment strategy considering state and local requirements.	School Staff	Plan complete by April 15 to close school and ongoing activity until completed	
30	Facility	School Staff	By May 1	

	Action Item	Responsibility for Completing Action	Due Date	Status
	Determine lease status and notify landlord.			

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

31	Notification of Employees and Benefit Providers School to provide copy to PEC and CSD	School Staff PEC/PED Staff	By March 1	
32	Notification of Contractors Agreement The school must create a list of all contractors with contracts in effect. School to provide documentation that this has occurred to PEC and CSD	School Staff	By April 15 and continuing until school operations are finished after closure.	
	Action Item	Responsibility for Completing Action	Due Date	Status

33	Disposition of Records Business Records Storage (?) -Reports -MOUs -Contracts -Personnel Records -Other records (?)	School Staff	Within 2 months of the closing date and ongoing (Starting May 1)	
34	Audit The school must perform final close out audit. Notify and schedule audit with independent auditors. School to provide copy to PEC and CSD.	School Staff	Within 1 month of year-end thru completion of audit	
35	Itemized Financials School to prepare and provide report to PEC and PED/CSD with a Copy to BPS.	School Staff	Within 30 days of closure (year-end)	
	Action Item	Responsibility for Completing Action	Due Date	Status

36	Payroll Reports School to provide copies of all materials to PEC and CSD.	School Staff	Within 30 days of closure	
37	List of Creditors and Debtors Formulate list of creditors and debtors and any amounts accrued and unpaid with respect to such creditor or debtor. School to provide copy to PEC and PED/CSD and BPS.	School Staff	Monthly updates	
38	IRS Status-Cancel/Update -1099 and W2 -941 Final Report	School Staff	Jan/Feb. 2015	
39	Legal Issue(s): (If applicable)	School Staff NMPSIA PED/CSD	Ongoing	
	Action Item	Responsibility for Completing Action	Due Date	Status

40	Utilization of Operational Budget approved by PED (if applicable)	School Staff PED/CSD	On going	
41	Notice to PED Divisions and Bureaus	CSD	60 Days prior to school closure	
42	<p>Identify any and all additional retirement accounts for the school employees that may exist. (ex. 403b accounts, financial service companies (e.g. VOYA, TIAA-CREF, etc.)). The following needs to be done:</p> <p>Terminated by binding resolution of the governing council.</p> <p>Notify <u>all</u> school employees of the plan's termination, providing the date of the binding resolution.</p> <p>Provide information on how to roll the plan over to another retirement plan (contact me if you need to on this, we can use some documents on the IRS's or TRD's website).</p> <p>In instances where we have suspended the board of finance, inform school employees that if they wish to keep the funds with the current third party provider that they need to contact the Public Education Department to transfer back the signatory authority.</p>	school		

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This document not intended as legal advice, should not serve as the basis for decision-making in specific situations, and does not create an attorney-client relationship.

We strongly suggest you retain legal counsel to assist you in the closure process.

PED/CSD and PEC will provide oversight and monitoring for all applicable actions.

DRAFT