

AGENDA ITEM EXECUTIVE SUMMARY

I. Public Education Commission Meeting Date: October 7, 2016

II. Item Title:

**Discussion and Possible Action on the Charter School
Self-Assessment Timeline**

III. Proposed Motion:

IV. Executive Summary:

Patricia Gipson, PEC Chair, will discuss items with the Commission.



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HANNA SKANDERA
SECRETARY OF EDUCATION

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October 1, 2016

«AddressBlock»

«GreetingLine»

Please find enclosed materials for consideration of Item 8 on the agenda for Friday's meeting. Members of the Executive Committee advised that I should provide materials for this Item in hard copy prior to the PEC meeting.

These materials include 1) the timeline and process proposed by the Charter Schools Division (CSD) for ensuring a meaningful and comprehensive evaluation of the annual performance frameworks; 2) the timeline and process previously voted on by the Public Education Commission (PEC) at the May meeting for evaluating the annual performance frameworks, and 3) the questions CSD posed at the June PEC meeting regarding the timeline and process previously voted on by the PEC at the May meeting for evaluating the annual performance frameworks.

CSD's proposal, previously presented at the August meeting and contained in this mailing, was created in response to the request by the PEC at the July PEC meeting. In preparing these materials, CSD sought to answer the questions, included in this mailing, that were posed to the PEC at the June meeting about the timeline and process previously voted on and were not addressed during the PEC work session in July.

The materials specifically address:

- What the expectations are for a self-assessment including what information will use and what information they schools should submit.
- Specific reporting dates.
- Conflicts with expectations and availability of data that existed in the process previously voted on by the PEC.
- CSD's responsibility for providing data and feedback to the schools.

As an explanation of these materials, I would like to provide the following highlights:

- CSD's proposed timeline and process incorporates timely self-assessment by each school to drive their own corrective actions and improvements prior to a final evaluation.
 - At various points throughout the year, when data and feedback is available from various PED bureaus, schools are able to complete an informed self-assessment of progress and performance.

- Schools are able to utilize the Public Education Department's (PED) feedback and expertise in multiple areas as technical assistance to identify and address areas of need and ensure informed and accurate self-assessment.
- CSD's proposed timeline and process ensures the PEC has comprehensive access to PED data and decreases duplicitous reporting burdens on schools that are required, under the PEC's approved process, to report to the PEC the same information about compliance that is already regularly reported to the PED.
 - By utilizing PED's internal compliance reviews, schools do not have to account for the same information more than once.
 - Schools data is shared within PED; this places much of the data collection burden on CSD/PED, not the schools. Schools can self assess on the data already collected by PED.
 - Only schools that demonstrate compliance concerns must demonstrate and report on corrective action. The reporting and response dates align with other PED reporting dates so to decrease the number of reporting dates.
- CSD's proposed timeline and process is focused on continuous improvement, and ensures schools have an opportunity to improve performance prior to a final evaluation.
 - By allowing schools to demonstrate and report on corrective action throughout the year (in real time) the final evaluation will better recognize improvement throughout the term of the year.
 - Final annual ratings will recognize schools' improvements and performance after appropriate technical assistance is received and utilized.
- CSD's proposed timeline and process ensured evaluation.
 - This proposed timeline and process ensures that all relevant areas for which PED has data are evaluated using that data and reported to the PEC and the schools.
 - Schools and the PEC will receive final evaluations on August 31, annually.

Please let me know if you have any questions about these materials, or if you would like additional materials or information.

Sincerely,

Katie Poulos, Director

Options for Parents and Families

Enc. (3): Timeline and process for evaluating annual performance frameworks proposed by the CSD
Timeline and process for evaluating annual performance frameworks previously voted on by the PEC
Questions CSD posed at the June PEC meeting regarding timeline and process for evaluating annual performance frameworks previously voted on by the PEC

cc: Audrey McKee, Assistant Attorney General

Incorporates Timely Self-Assessment to Drive Corrective Actions/Improvement Plans – When evaluated data and feedback is available from various PED bureaus, schools are able to complete an informed self-assessment of progress and performance. Schools are able to utilize PED’s feedback and expertise in multiple areas as technical assistance to identify and address areas of need and ensure informed and accurate self-assessment.

Leverages PED data and Decreases Duplicitous Reporting – By utilizing PED’s internal compliance reviews, schools do not have to account for the same information more than once. Schools data is shared within PED; this places much of the data collection burden on CSD/PED, not the schools. Only schools that demonstrate compliance concerns must demonstrate and report on corrective action. The reporting and response dates align with other PED reporting dates so to decrease the number of reporting dates.

Focused on Continuous Improvement – By allowing schools to demonstrate and report on corrective action throughout the year (in real time) CSD will be able to recognize improvement throughout the term of the year, so that final annual ratings recognize schools’ improvements and final performance after appropriate technical assistance.

Ensures Evaluation – This plan ensures that all relevant areas for which PED has data are evaluated using that data and reported to the PEC and the schools. Schools and the PEC will receive final evaluations on August 31, annually.

	PEC Responsibilities	School Responsibilities	PED Responsibilities
Site Visits	<ul style="list-style-type: none">Review school performance data including school self assessment and PED feedback	<ul style="list-style-type: none">Self assess areas of compliance and needed follow up, based on evaluation/information provided by PED.Respond to any findings or compliance issues within 45 calendar days of CSD’s transmittal of the written site visit feedback or by the school’s next STARS reporting date for the current FY, whichever is later.Develop corrective action plan as needed for any areas in which the school does not meet or exceed standards.	<ul style="list-style-type: none">Conduct new school visits and “struggling school” visits early in the year (September/October)Conduct renewal school visits in October.Conduct annual visits at a convenient time from November – April.Provide written site visits feedback to schools within 45 calendar days.Focus site visits on school needs, but implement a standard protocol (which identifies school needs based on known data and prior year challenges)
40/80/120/EOY Data, NM Teach Data, and Budget Data	<ul style="list-style-type: none">Review school performance data including school self assessment and PED feedback	<ul style="list-style-type: none">Self assess areas of compliance and needed follow up, based on evaluation/information provided by various PED bureaus.Respond to any findings or compliance issues in manner required by PED bureau and provide evidence by next reporting date, if not available within PEDDevelop corrective action plan as needed for any areas in which the school does not meet or exceed standards.	<ul style="list-style-type: none">Coordinate with PED bureaus who validate, collect, and follow up on compliance issues to identify data in WebEPSS.Coordinate with PED bureaus to ensure follow up/response from school to other PED bureaus is reflected in WebEPSS.
Other verified data (AG, OCR, Courts, etc.)	<ul style="list-style-type: none">Review school performance data including school self assessment and other verified data	<ul style="list-style-type: none">	<ul style="list-style-type: none">
Governing Body Observations	<ul style="list-style-type: none">Review school performance data including school self assessment and CSD observation feedback	<ul style="list-style-type: none">Self assess areas of compliance and needed follow up, based on evaluation/information provided by CSD.Respond to any findings or compliance issues within 45 calendar days of CSD’s transmittal of written feedback or by the school’s next STARS reporting date for the current FY, whichever is later.Develop corrective action plan as needed for any areas in which the school does not meet or exceed standards.	<ul style="list-style-type: none">Conduct at least one governing body observation for each school during the FY
School Specific Goal Data	<ul style="list-style-type: none">Review school performance data including school self assessment and verification	<ul style="list-style-type: none">Upload data for semester 1 by the 40th day reporting dateUpload data and analysis for semester 2 by EOY reporting dateSelf areas of progress toward expectations at first reporting date, and final performance at second reporting date.Develop corrective action plan as needed for any areas in which the school does not meet or exceed standards.	<ul style="list-style-type: none">Evaluate semester 1 data and provide feedback by March 1stEvaluate semester 2 data and incorporate evaluation into final report by August 15
Final Report and Rated Performance Framework	<ul style="list-style-type: none">Review Report Annually in OctoberTake Action, as appropriate	<ul style="list-style-type: none">Self assess throughout the year, reflect progress throughout year.Respond to August 15 draft by August 25Provide improvement plans for all item rated lower than Meets in final report by 40th day of subsequent year	<ul style="list-style-type: none">Provide Final Draft to Schools by August 15Finalize report by August 31, provide to PEC and school, and post to website

<div><div>July</div><div><ul style="list-style-type: none">July 1-31<ul style="list-style-type: none">CSD evaluates school specific data and all annual submissions to rate the performance frameworks, includes PED EOY data reporting review and final quarterly budget reportCSD attends governing body meetingsSchools respond to GB observation findings or site visit findings as applicable with corrective actions</div></div>	<div><div>August</div><div><ul style="list-style-type: none">August 1-31<ul style="list-style-type: none">CSD attends governing body meetingsAugust 1-15<ul style="list-style-type: none">CSD continues to evaluate school specific data and all annual submissions to rate the performance frameworks, includes PED EOY data reporting review, final quarterly budget report and A-F Letter GradesAugust 15<ul style="list-style-type: none">CSD provides school draft report and rated framework for comments and response.August 25<ul style="list-style-type: none">School provides response and comment to draft reportAugust 31<ul style="list-style-type: none">CSD completes, posts to website, and submits to PEC Charter School Rated Performance Frameworks</div></div>	<div><div>September</div><div><ul style="list-style-type: none">September 1-30<ul style="list-style-type: none">CSD attends governing body meetingsCSD will conduct extra annual monitoring visits required by school contracts</div></div>	<div><div>October</div><div><ul style="list-style-type: none">October 1-31<ul style="list-style-type: none">CSD attends governing body meetingsCSD will conduct renewal site visits and new school monitoring visits (includes schools that changed authorizer)Mid-October (40th day)<ul style="list-style-type: none">40 day reportingSchools respond to prior year Does Not Meet/Falls Far Below Ratings with improvement plansSchools respond to GB observation findings as applicable with corrective actionsCSD uploads into WebEPSS internal PED compliance data from quarterly budget reportingOctober PEC Meeting<ul style="list-style-type: none">Based on Annual Performance Frameworks and Reports, PEC addresses schools with major compliance concerns with CAPs, or Notices of Intent to Revoke, or Notices of Intent to Non-Renew</div></div>
<div><div>November</div><div><ul style="list-style-type: none">November 1-30<ul style="list-style-type: none">CSD attends governing body meetingsCSD will conduct regular annual monitoring visits and provide feedback within 45 calendar daysSchools respond to GB observation findings, site visit findings, or budget compliance information as applicable with corrective actions<div>October PEC Meeting<ul style="list-style-type: none">Based on Annual Performance Frameworks and Reports, PEC addresses schools with major compliance concerns with CAPs, or Notices of Intent to Revoke, or Notices of Intent to Non-Renew</div></div></div>	<div><div>December</div><div><ul style="list-style-type: none">December 1-31<ul style="list-style-type: none">CSD attends governing body meetingsCSD will conduct regular annual monitoring visits and provide feedback within 45 calendar daysEarly-December (80th day)<ul style="list-style-type: none">80 day reportingSchools respond to GB observation findings or site visit findings as applicable with corrective actions</div></div>	<div><div>January</div><div><ul style="list-style-type: none">January 1<ul style="list-style-type: none">CSD uploads into WebEPSS internal PED compliance data from 40/80 day reporting reviews and quarterly budget reportingJanuary 1-31<ul style="list-style-type: none">CSD attends governing body meetingsCSD will conduct regular annual monitoring visits and provide feedback within 45 calendar daysSchools respond to GB observation findings or site visit findings as applicable with corrective actions</div></div>	<div><div>February</div><div><ul style="list-style-type: none">February 1-28<ul style="list-style-type: none">CSD attends governing body meetingsCSD will conduct regular annual monitoring visits and provide feedback within 45 calendar daysEarly-February (40th day)<ul style="list-style-type: none">120 day reportingSchools upload school specific goal data from semester 1.Schools respond to 40/80 day compliance data with corrective actions and to GB observation findings as applicable</div></div>

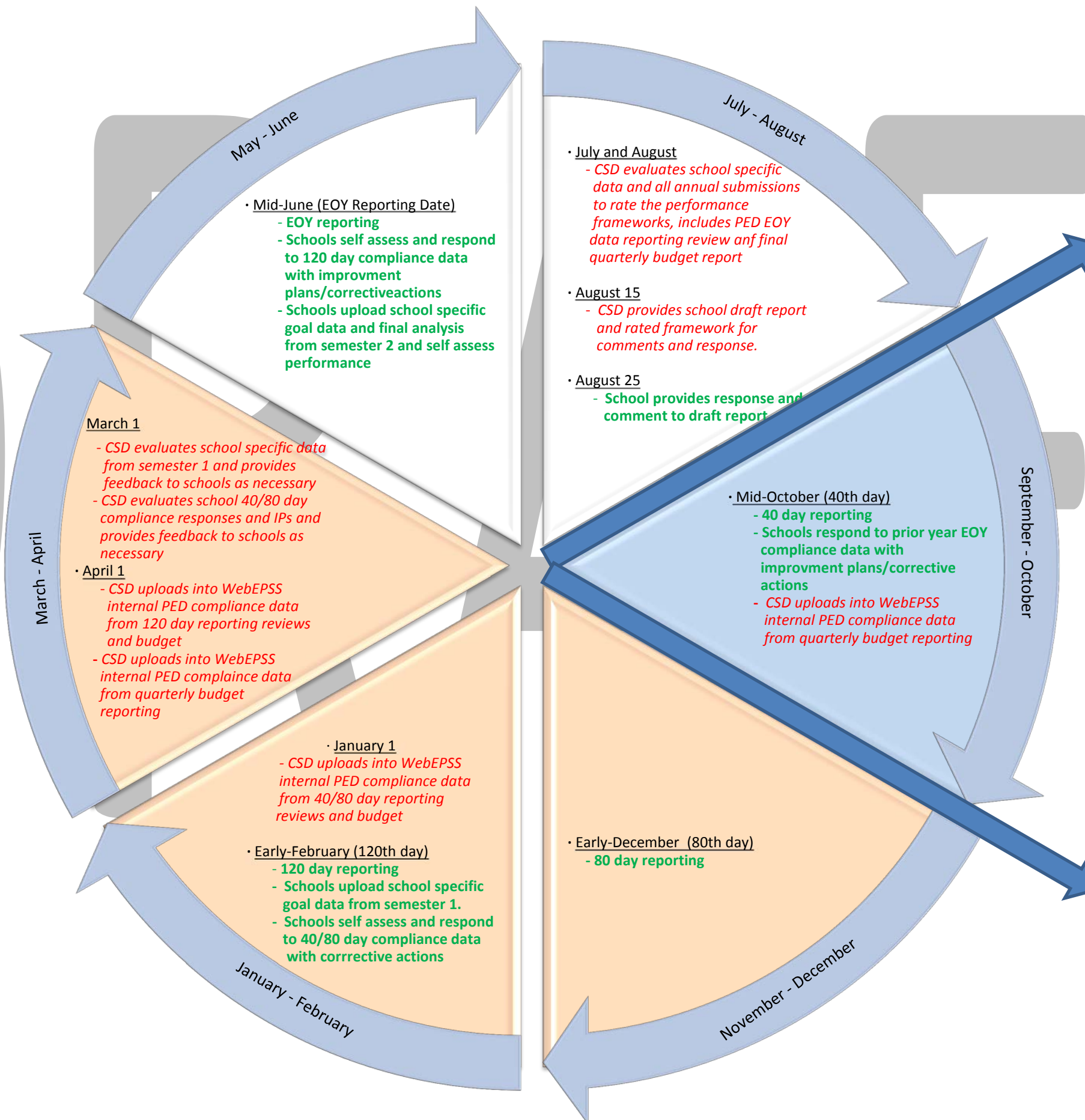
March	April	May	June
<ul style="list-style-type: none">• <u>March 1</u><ul style="list-style-type: none">○ CSD evaluates school specific data from semester 1 and provides feedback to schools as necessary○ CSD evaluates school 40/80 day compliance responses and IPs and provides feedback to schools as necessary• <u>March 1-31</u><ul style="list-style-type: none">○ CSD attends governing body meetings○ CSD will conduct regular annual monitoring visits and provide feedback within 45 calendar days○ Schools respond to GB observation findings or site visit findings as applicable with corrective actions	<ul style="list-style-type: none">• <u>April 1</u><ul style="list-style-type: none">○ CSD uploads into WebEPSS internal PED compliance data from 120 day reporting reviews and quarterly budget reporting• <u>April 1-30</u><ul style="list-style-type: none">○ CSD attends governing body meetings○ CSD will conduct regular annual monitoring visits and provide feedback within 45 calendar days○ Schools respond to GB observation findings or site visit findings as applicable with corrective actions	<ul style="list-style-type: none">• <u>May 1-31</u><ul style="list-style-type: none">○ CSD attends governing body meetings• <u>EOY Reporting Dates</u><ul style="list-style-type: none">○ EOY reporting as applicable○ Schools upload school specific goal data and final analysis from semester 2.○ Schools respond to 120 day compliance data with corrective actions and to GB observation findings or site visit findings as applicable	<ul style="list-style-type: none">• <u>June 1-30</u><ul style="list-style-type: none">○ CSD attends governing body meetings• <u>EOY Reporting Dates</u><ul style="list-style-type: none">○ EOY reporting as applicable○ Schools upload school specific goal data and final analysis from semester 2.○ Schools respond to 120 day compliance data with corrective actions and to GB observation findings or site visit findings as applicable

CSD will conduct regular annual monitoring visits from November through April.

- Site visits will be scheduled based on school requested dates.
- Site visits will follow an established standard protocol, with some adjustments based on school needs/school specific data/data red flags.
- Site visit protocol includes specific follow up to current and prior year “Does Not Meet” rated items (current year ratings based on STARS data)
- CSD will provide written feedback from the site visit within 45 calendar days of the visit.
- Schools must self assess and respond to any findings or compliance issues within 45 calendar days of CSD’s transmittal of the written site visit feedback or by the school’s next STARS reporting date for the current FY, whichever is later.

Throughout the year, CSD will visit GB meetings.

- Each school will receive 1 GB visit during the year.
- Schools may receive multiple GB visits based on concerns flagged during the GB visit or at other times.
- All GB visits will follow an established standard protocol.
- CSD will provide written feedback from the observation within 45 calendar days.
- Schools must self assess and respond to any findings or compliance issues within 45 calendar days of CSD’s transmittal of the written feedback or by the school’s next STARS reporting date for the current FY, whichever is later.



August 31

CSD completes, posts to website, and submits to PEC Charter School Rated Performance Frameworks

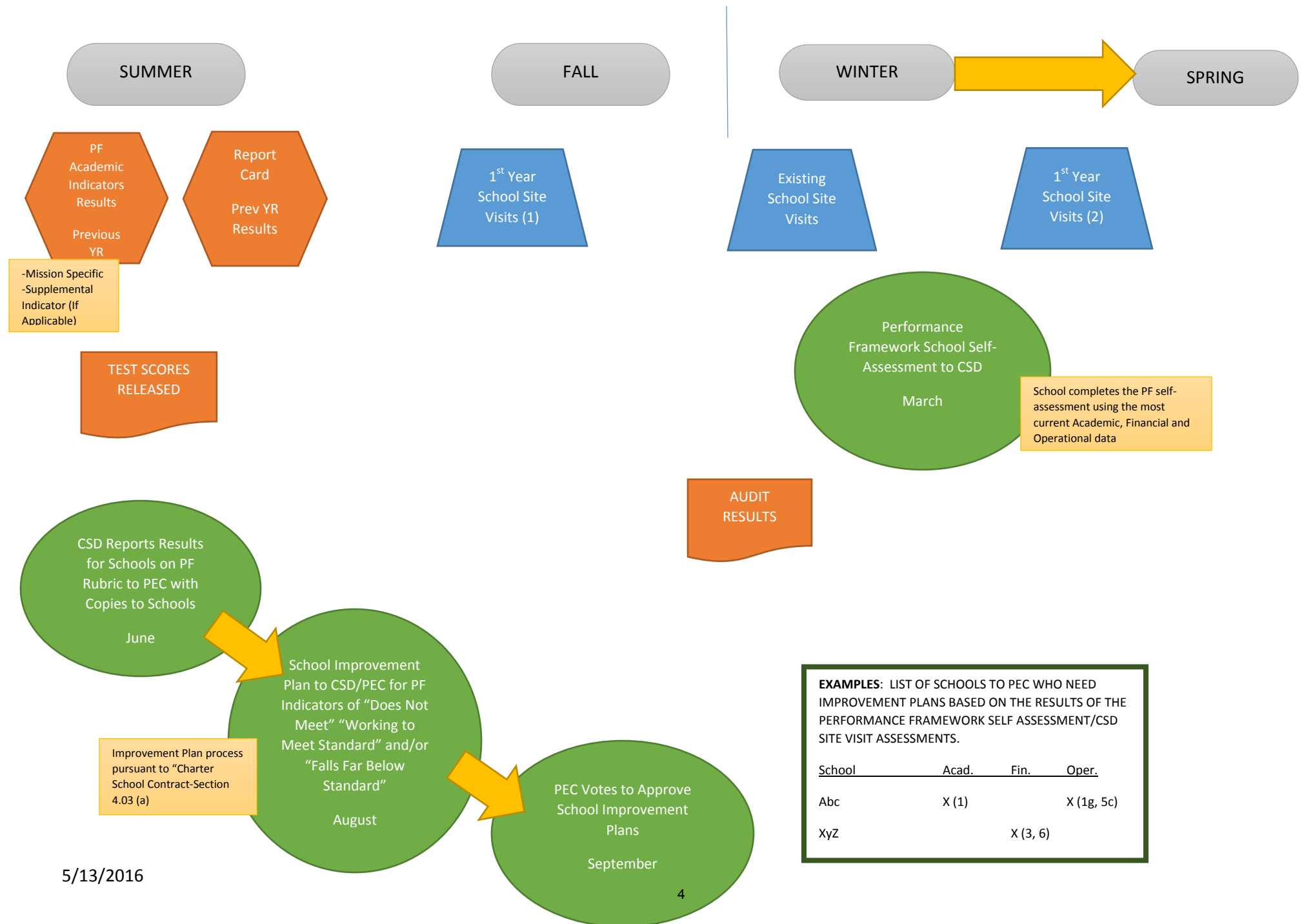
CSD will conduct renewal site visits, new school monitoring visits, and extra annual monitoring visits required by the contract in September and October.

- Site visits will follow an established standard protocol, with some adjustments based on school needs/school specific data/data red flags.
- Site visit protocol includes specific follow up to prior year “Does Not Meet” rated items
- CSD will provide written feedback from the site visit within 45 calendar days of the visit.
- Schools must self assess and respond to any findings or compliance issues within 45 calendar days of CSD’s transmittal of the written site visit feedback or by the school’s next STARS reporting date for the current FY, whichever is later.

October or November PEC Meeting

Based on Annual Performance Frameworks and Reports, PEC addresses schools with major compliance concerns with CAPs, or Notices of Intent to Revoke, or Notices of Intent to Non-Renew

PROPOSED: PEC Charter School Performance Framework Improvement Plan Process/Timeline



PROPOSED: PEC Charter School Improvement Plan (SIP)

Name of Charter School				School State ID Number		
Head Administrator				School Year		
Governing Board Approval Date				Submission Date		
Performance Framework Area for Improvement (Academic, Financial, Organizational) Specific Performance Indicator in Need of Improvement		Academic	Financial	Organizational	Deadline for Charter School to Demonstrate Improvement	
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	Outcome Evidence (Data)	Met/ Did Not Meet

- School Improvement Plan (SIP) process pursuant to *Charter School Contract*-Section 4.03 (a)
- Timelines: 1) CSD Report on PF for schools-June 2) SIP to CSD/PEC-August 3) PEC Approves/Disapproves SIP-September
- **One (1)** Improvement Plan Template for **each** Performance Indicator identified as “Does Not Meet,” “Working to Meet Standard” or “Falls Far Below Standard”
- Outcomes of the charter school’s improvement must be evidenced with data
- Completion and evaluation of SIP results by CSD/PEC-May

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: June 17, 2016**
- II. Item Title:** Discussion and Possible Action on Charter School Performance Framework Evaluation Timeline and Process
- III. Executive Summary:**

At its May 13 meeting, the PEC voted to approve the “Charter School Performance Framework Improvement Plan Process/Timeline” and “Charter School Improvement Plan (SIP)” attached to this document.

The “Charter School Performance Framework Improvement Plan Process/Timeline” requires the following:

- In **March**, each school must complete a “Performance Framework School Self-Assessment” and provide that to CSD
- In **June**, the CSD must report the “Results for Schools on PF Rubric to PEC with Copies to Schools”
- In **August**, each school must provide “School Improvement Plan to CSD/PEC for PF Indicators of ‘Does Not Meet’ ‘Working to Meet Standard’ and/or ‘Falls Far Below Standard’”
- In **September**, the “PEC Votes to Approve School Improvement Plans”

CSD is seeking guidance from the PEC regarding the timelines and expectations for this current year. Specifically, we will be seeking to understand:

- the deadlines by which the PEC expects schools to complete the “Performance Framework School Self-Assessment” and any required “School Improvement Plan.”
 - The schools were previously unaware of any “self-assessment” requirement and therefore need a reasonable amount of time to complete this.
 - The schools were previously unaware of the improvement plan requirement for non-academic indicators and therefore, need a reasonable amount of time to complete this entire process.
- the PEC’s expectations for the Financial Framework, which currently indicates schools must complete the questionnaire “On a date specified in early August.”

- the PEC’s expectations for the CSD’s report of the “Results for Schools on PF Rubric to PEC with Copies to Schools.”
 - What information should be contained in this report? Does CSD report only what the schools reported? Or an objective evaluation?
 - When does the PEC expect to receive this information?

CSD is additionally seeking guidance from the PEC regarding the *process generally*. CSD’s questions can be found below:

- **The “Charter School Performance Framework Improvement Plan Process/Timeline” requires that in March, each school must complete a “Performance Framework School Self-Assessment” and provide that to CSD**
 - What are the expectations for a “self-assessment” do schools simply mark a rating or are they required to submit evidence and documentation?
 - If they must provide evidence and documentation what evidence is required for each item?
 - How does the March submission work with the current language in the Financial Performance Framework that states “On a date specified in early August, following the final reporting on the previous FY, the school principal, school business manager and the chairman of the Finance Committee will complete and sign the questionnaire made up of the questions set forth below.”
 - Each item has several questions, will schools need to rate themselves in this section and provide documentation?
 - When “in March” should these be submitted?
 - How will schools be prepared to submit these in March? Much of the school year will still be left and many of these items, especially academic goal data, will not be ready to be evaluated in March.
- **In June, the CSD must report the “Results for Schools on PF Rubric to PEC with Copies to Schools”**
 - What is CSD’s role?
 - Does CSD simply provide the school’s self-assessments?
 - Does CSD check only for completion?
 - Does CSD complete an evaluation based on the evidence and information CSD has?

- What evidence and documentation should CSD consider?
- If the CSD and school disagree on ratings, how will this be handled?
- How does this interact with the site visits?
 - Should information from the site visits be used?
- How does this timeline work with the current language in the Financial Performance Framework. See above.
- When “in June” should these be submitted?
 - Is this presented as part of the June PEC agenda?
- This may be a challenging deadline. In past years, schools have not been prepared to submit data and other information until mid-June.
- In **August**, each school must provide “School Improvement Plan to CSD/PEC for PF Indicators of ‘Does Not Meet’ ‘Working to Meet Standard’ and/or ‘Falls Far Below Standard’”
 - How does this timeline work with the current language in the Financial Performance Framework. See above.
 - When “in August” should these be submitted?
 - What is CSD’s role?
 - Does CSD simply provide the school’s plan?
 - Does CSD check only for completion?
 - Does CSD complete an evaluation of the plan?
 - What standards should CSD use to evaluate plans?
 - If the CSD and school disagree on ratings, how will this be handled?
- In **September**, the “PEC Votes to Approve School Improvement Plans”
 - How does this timeline work with the current language in the Financial Performance Framework. See above.
 - What standard will the PEC be using to determine whether to approve improvement plans?
 - When and how will the PEC monitor the implementation of the improvement plans?
 - What is CSD’s role in the monitoring process?