

November 17, 2017

TO:

Katie Poulos, Director

Dr. Icela Pelayo, Deputy Director Options for Parents and Families

New Mexico Public Education Department

FROM:

Cynthia Carter, Director

Horizon Academy West

SUBJECT:

Response to the August 25, 2017 Charter School Renewal Report – Part A and the

November 7, 2017 PED Preliminary Analysis of the Renewal Application (Parts B-E)

Horizon Academy West wishes to respond to both the August 25, 2017 Charter School Renewal Report – Part A and the November 7, 2017 Public Education Department (PED) Preliminary Analysis of Renewal Application (Parts B-E). The intent of the response is to provide clarification regarding two items, the first of which is the rating for Part B, Section 1a, Department's Standards of Excellence, A-F Letter Grades, and the second of which is the method used to calculate Recurrent Enrollment.

# 1. Clarification of rating for Part B, Section 1a, Department's Standards of Excellence, A-F Letter Grades

PED's November 7, 2017 Preliminary Analysis includes two conflicting statements regarding the rating for Part B, Section 1a, Department's Standards of Excellence, A-F Letter Grades:

Stated on Page 1 of 12 is the following: "Based on the data and the site visit to the school, Part B, Section 1a, Department's Standards of Excellence, A – F Letter Grades, is rated as Failing to Demonstrate Progress."

Stated on Page 8 of 12 is the following: "Consequently, the rating for Part B, Section 1a, Department's Standards of Excellence, A – F Letter Grades, is rated Demonstrates Substantial Progress."

The conclusion as stated on Page 8 is preceded by PED's rationale for the rating of "Demonstrates Substantial Progress" which is in alignment with the attached rubric from the renewal application that was used to evaluate the narratives in Part B. This appears to indicate that Horizon Academy West earned a final rating of "Demonstrates Substantial Progress" for Part B, Section 1a, Department's Standards of Excellence, A-F Letter Grades.

PED's full statement on page 8 is presented below for ease of reference:

HAW's narrative described "specific adult [teachers, leaders, board] actions taken to improve performance and outcomes by addressing root cause" (Renewal Application, p. 15) of low student performance as indicated by the school's letter grade of "D" during the 2014-2015



school year which it raised the following year to a "C." The
narrative also provided specific evidence that the PED site visit
team was able to review and confirm. These actions appeared to result in the school moving
"towards achievement of the department's standards of excellence" (NM Stat § 22-8B-12 NMSA)
during the 2015-2016 school year which it felt confident will result in the same outcome at end
of the 2017-2018 school year. Consequently, the rating for Part B, Section 1a, Department's
Standards of Excellence, A – F Letter Grades, is rated "Demonstrates Substantial Progress."

### 2. Clarification of Methods Used to Calculate Recurrent Enrollment Percentages

The second item for clarification is a difference in the methods used to calculate recurrent enrollment by Horizon Academy West and by the PED. PED addresses Horizon Academy West's recurrent enrollment on page 13 of 17 in Chart 17 of the August 25, 2017 Charter School Renewal Report – Part A and on page 11 of 12 in the November 7, 2017 Preliminary Analysis.

Recurrent Enrollment Background Information:

The method for calculating recurrent enrollment is not specified in the Public Education Commission's Performance Framework. Following is a snapshot of the Recurrent Enrollment section of the Performance Framework Template:

1.g.	Did the school meet the following recurrent enrollment goals?
(To b year)	e completed upon negotiation with the PEC of the Performance Indicators prior to the start of a new school
Α	. The school has the following enrollment at the present time:
В	. Out of these total students, the following students are eligible for re-enrollment at the school:
С	. Out of these total students, the following students are not eligible for re-enrollment at the school:
D	. Describe the reasons that the students identified immediately above are not eligible for re-enrollment:
OR O	ther method for assessing recurrent enrollment goals
	s Standard: the students eligible for re-enrollment, at least 85% of these students did re-enroll in the school.
	ing to Meet Standard: the students eligible for re-enrollment, at least 50% of these students did re-enroll in the school.

As noted above, the school is simply required to identify the following:

- A. enrollment at the present time (end of each year);
- B. the number of students eligible for re-enrollment;
- C. the number of students not eligible for re-enrollment; and
- D. the reason that the students identified are not eligible for re-enrollment.

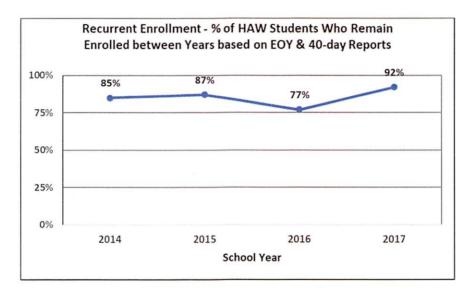


At least 85% re-enrollment is required for a "Meets Standard" rating. At least 50% re-enrollment is required for a "Working to Meet Standard" rating.

Re-enrollment Calculation Method Used by Horizon Academy West:

Horizon Academy West documented re-enrollment percentages <u>based on the official End-of-Year (EOY)</u> <u>STARS Reports and the official 40-day STARS reports.</u> This method has been accepted by the PED through School Year 2016 as shown on CSD-rated Site Visit and Monitoring Instrument Item Reports.

Following are the recurrent enrollment percentages based on STARS EOY and 40-day count method of calculation used by Horizon Academy West:



As displayed in the chart above, Horizon Academy West's recurrent enrollment percentage was above 85% in 2014, 2015, and 2017 (Meets Standard) and above 50% in 2016 (Working to Meet Standard). Horizon Academy West experienced a 7-percentage point increase in student retention during the term of its contract.

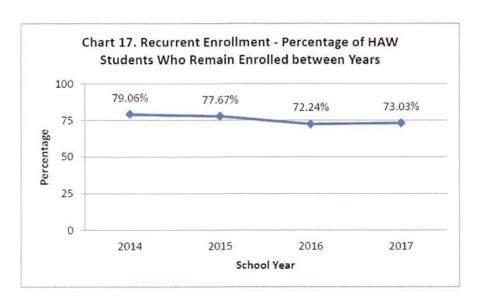
Horizon Academy West's Recurrent Enrollment Reports for each of the four years are attached.

Re-enrollment Calculation Method Used by the PED:

Beginning in School Year 2017, as indicated on page 13 of the August 25, 2017 Charter School Renewal Report – Part A, the PED "... calculated this measure by identifying the students enrolled at the end of each year who are eligible to reenroll (not graduated), and then identifying the <u>students who reenroll on or before the 10<sup>th</sup> day of the subsequent year."</u>

This change in method of calculation introduced by the PED in 2017 results in much lower recurrent enrollment rates for each year of the current charter term as displayed in PED's Chart 17 below:





In the August 25, 2017 Part A Report, the PED concluded the following based on this new method of calculation: "According to the data, HAW has experienced a 6.03 percentage point decrease in student retention during the term of its contract. Moreover, the school failed to meet the PEC's target of 85% by nearly 12%." This rating was then changed by PED after a review of Horizon Academy West's evidence during the Renewal Site Visit.

PED's Conclusion and Change of Rating after Site Visit Review of Horizon Academy West's recurrent enrollment evidence:

During the renewal site visit on October 11, 2017, the PED reviewed Horizon Academy West's documentation showing a recurrent enrollment of 92% for 2017. The PED addressed the two different STARS-generated reports with the following statement on page 11 of the November 7, 2017 Preliminary Analysis: "The school also provided a STARS report countering re-current enrollment that was not met during the 2016-2017 school year which was also a STARS generated report specifically showing recurrent enrollment from one year to the next. Consequently, the rating for the Organizational Performance Framework, Subsection b, is **Demonstrates Substantial Progress**."



In closing, Horizon Academy West wishes to thank the Public Education Commission, the Charter Schools Division, and the Public Education Department for the opportunity to clarify the PED rating of Part B, Section 1a, Department's Standards of Excellence A-F Letter Grades, and the difference in methods used by Horizon Academy West and PED to calculate recurrent enrollment percentages over the past four years of the current charter term.

### Attachments (5):

- Rubric used to evaluate the narratives in Part B
- Horizon Academy West 2013-2014 Recurrent Enrollment Report
- Horizon Academy West 2014-2015 Recurrent Enrollment Report
- Horizon Academy West 2015-2016 Recurrent Enrollment Report
- Horizon Academy West 2016-2017 Recurrent Enrollment Report

# The following rubric will be used to evaluate the narratives in Part B:

Meets the Standards	<ul> <li>In each year of the contract term, the school has a demonstrated record of meeting all standards, which is supported by evidence.</li> </ul>
Demonstrates	<ul> <li>The narrative describes specific adult (teachers, leaders, board) actions taken to improve performance and outcomes by addressing the root cause of the inadequate performance; and</li> </ul>
Substantial Progress	<ul> <li>The narrative identifies specific evidence the site visit team should review to understand the improvement actions taken. An evaluation of this evidence supports the implementation of reported improvement actions; and</li> </ul>
	<ul> <li>The narrative identifies sustained, measurable successes resulting from the improvement actions over the contract term. An evaluation of all data and evidence supports the reported successes.</li> </ul>
	<ul> <li>The school does not have a demonstrated record of meeting all standards in each of the years of the contract term.</li> </ul>
	AND
Approaching Progress	The narrative describes general improvement actions to improve performance and outcomes, which may or may not be connected to specific root causes; or
	<ul> <li>The narrative fails to identify evidence the site visit team should review to understand the improvement actions taken. Or an evaluation of this evidence does not fully support the implementation of reported improvement actions; or</li> </ul>
	The narrative identifies measurable successes resulting from the improvement actions over the contract term, but the successes are inconsistent and not maintained over time. Or an evaluation of the data
	and evidence does not fully support the reported successes.
	<ul> <li>The school does not have a demonstrated record of meeting all standards in each of the years of the contract term.</li> </ul>
	AND
Failing to Demonstrate Progress	<ul> <li>The narrative is focused on describing circumstances that connected to the poor performance or excuses for the poor performance, but either does not describe improvement actions or describes minimal improvement actions; or</li> </ul>
	<ul> <li>The narrative does not identify any evidence the site visit team should review to understand improvement actions. Or there is no evidence for the site visit team to review to support the implementation of improvement actions; or</li> </ul>
	The narrative fails to identify any measurable successes over the contract term, or the data demonstrates performance that has continued to decline or remained at an unacceptable level, or evaluation of the data and evidence directly contradicts reported successes.

#### Horizon Academy West 2016-17 Recurrent Enrollment Report

- A. The school has the following enrollment at the present time: 433 as of EOY 6/1/16
- B. Out of these total students, the following students are eligible for re-enrollment at the school:  $\frac{368}{}$
- C. Out of these total students, the following students are not eligible for re-enrollment at the school: 65
- D. Describe the reasons that the students identified immediately above are not eligible for reenrollment:

This represents the 5<sup>th</sup> graders who will leave the school to attend middle school.

E. 85% of the students eligible to re-enroll is: 312

F. 50% of the students eligible to re-enroll is: 184

#### **Conclusion**

As of the 10/1/16 40-day report, Horizon had 451 K-5<sup>th</sup> grade enrolled. Out of 451, 109 students (including Kindergarten) are new students. This leaves 342 returning students, which equals 92% returning students.

See attached 6/1/16 EOY STARS Report and 10/1/2016 40-Day STARS Report.

STARS Site Collection : STARS Reporting : Public Folders > eScholar Framework : Verify > District and Location Reports :> Membership Reports

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## **EOY Membership - District Detail Report**

School Year: 2015-2016

**District: HORIZON ACADEMY WEST** 

**Charters & Non-Charters** 

Snapshot Date: 2016-06-01 - EOY

This membership report is only for EOY and not used for funding purposes.

		Memb	ership	F	ΓE	
			Mem Total	Basic	FTE Total	
HORIZON ACADEMY	01	74	74	74.0	74.0	
WEST	02	77	77	77.0	77.0	433 Total Student
	03	86	86	86.0	86.0	433 Total Student - 65 5th goode 368 Eligible to return
	04	54	54	54.0	54.0	ZLK Slightle to return
	05	65	65	65.0	65.0	200 6113
	KF	77	77	77.0	77.0	
	HORIZON ACADEMY WEST	433	433	433.0	433.0	
District Total	01	74	74	74.0	74.0	
	02	77	77	77.0	77.0	
	03	86	86	86.0	86.0	
	04	54	54	54.0	54.0	
	05	65	65	65.0	65.0	
	KF	77	77	77.0	77.0	
Grand Total		433	433	433.0	433.0	

<sup>&#</sup>x27;Basic' includes all active students in the school except for C Level (Level of Integration Code = 3), D Level (LoIC = 4), Special Ed, 3Y, a students.

STARS Site Collection > STARS Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > Membership Reports > Current Year Membership Reports

Actions = | 3 | 4 | 1 | of 2 | 0 | 1 | 2 |

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# Membership - District Detail Report 2016-2017 District and State Charters only

**District: HORIZON ACADEMY WEST** 

**State Charter** 

Snapshot Date: 2016-10-01 - 40D

		Membe	rship	FI	ΓE	
			/lem otal	Basic	FTE Total	
HORIZON ACADEMY	01	83	83	83.0	83.0	
WEST	02	66	66	66.0	66.0	
	03	81	81	81.0	81.0	
	04	91	91	91.0	91.0	New Students 30 15 5th
	05	51	51	51.0	51.0	30 15 5th
	KF	79	79	79.0	79.0	109
	HORIZON ACADEMY WEST	451	451	451.0	451.0	<u> </u>
District Total	01	83	83	83.0	83.0	sic clable Students to return from
	02	66	66	66.0	66.0	368 Eligible Students to return from Earl report.
	03	81	81	81.0	81.0	
	04	91	91	91.0	91.0	
	05	51	51	51.0	51.0	451 Enrollment - 109 New Students
	KF	79	79	79.0	79.0	- 109 New Students
Grand Total		451	451	451.0	0 451.0	342

'Basic' includes all active students in the school except for C Level (Level of Integration Code = 3), D Level (LoIC = 4), Special Ed, 3Y, a students.

Students in KN (Half Day Kindergarten) and students in 3Y and 4Y (by definition in Pre-K) are counted as .5 FTE. All other students are FTE. If no students in the district are KN, no summary row for KN will appear for any school.

Horizon Academy West 2015-2016 Recurrent Enrollment Report

- A. The school has the following enrollment at the present time: 446 as of EOY 6/1/15
- B. Out of these total students, the following students are eligible for re-enrollment at the school: 427
- C. Out of these total students, the following students are not eligible for re-enrollment at the school: <u>19</u>
- D. Describe the reasons that the students identified immediately above are not eligible for reenrollment: 19 Students are in 6<sup>th</sup> grade promoted to 7<sup>th</sup> grade. Horizon Academy West does not serve 7<sup>th</sup> grade.

#### Conclusion:

At the 40<sup>th</sup> day count in Stars (10-1-2015) Horizon had an enrollment of 435 students. Horizon had 103 new students.

Therefore, 435 (Students enrolled at 40 day count) minus103 (New students) equals 332 (students that returned). 332of 427 (students eligible to return) is <u>77%</u>

# Membership - District Detail Report 2015-2016 District and State Charters only

**District: HORIZON ACADEMY WEST** 

**State Charter** 

Snapshot Date: 2015-10-01 - 40D



	Membersh ip		FTE		
			Mem Total	Basic	FTE Total
HORIZON ACADEMY WEST	01	73	73	73.0	73.0
	02	77	77	77.0	77.0
	03	87	87	87.0	87.0
	04	55	55	55.0	55.0
	05	67	67	67.0	67.0
	KF	76	76	76.0	76.0
	HORIZON ACADEMY WEST	435	435	435.0	435.0
District Total	01	73	73	73.0	73.0
	02	77	77	77.0	77.0
	03	87	87	87.0	87.0
	04	55	55	55.0	55.0
	05	67	67	67.0	67.0
	KF	76	76	76.0	76.0
<b>Grand Total</b>		435	435	435.0	435.0

'Basic' includes all active students in the school except for C Level (Level of Integration Code = 3), D Level (LoIC = 4), Special Ed, 3Y, and 4Y students.

Students in KN (Half Day Kindergarten) and students in 3Y and 4Y (by definition in Pre-K) are counted as .5 FTE. All other students are 1 FTE. If no students in the district are KN, no summary row for KN will appear for any school.

## Size Adjustment Units

Basic Mem includes all students in the school except for C Level (Level of Integration Code = 3), D Level (LoIC = 4), Special Ed, 3Y, and 4Y students.

School Type	School Name	School ID	Basic Mem	Program Units	
Elementary / Jr. High	HORIZON ACADEMY WEST	022	435	0.000	
	Elem	0.000			
	Summary: 0				

https://eui.ped.state.nm.us/sites/stars/prod/Public Folders/eScholar Framework - Verify/District and Location Reports/Membership Reports/Past Membership Reports/1516 membership/Membership - District Detail Report - 2015 - 2016.rdl

# **EOY Membership - District Detail Report**

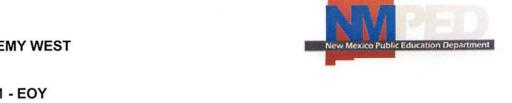
School Year: 2014-2015

**District: HORIZON ACADEMY WEST** 

**Charters & Non-Charters** 

Snapshot Date: 2015-06-01 - EOY

This membership report is only for EOY and not used for funding purposes.



		Membersh ip		FTE	
		Basic	Mem Total	Basic	FTE Total
HORIZON ACADEMY WEST	01	75	75	75.0	75.0
WEST	02	88	88	88.0	88.0
	03	54	54	54.0	54.0
	04	70	70	70.0	70.0
	05	66	66	66.0	66.0
	06	19	19	19.0	19.0
	KF	74	74	74.0	74.0
	HORIZON ACADEMY WEST	446	446	446.0	446.0
District Total	01	75	75	75.0	75.0
	02	88	88	88.0	88.0
	03	54	54	54.0	54.0
	04	70	70	70.0	70.0
	05	66	66	66.0	66.0
	06	19	19	19.0	19.0
	KF	74	74	74.0	74.0
Grand Total		446	446	446.0	446.0

<sup>&#</sup>x27;Basic' includes all active students in the school except for C Level (Level of Integration Code = 3), D Level (LoIC = 4), Special Ed, 3Y, and 4Y students.

Students in KN (Half Day Kindergarten) and students in 3Y and 4Y (by definition in Pre-K) are counted as .5 FTE. All other students are 1 FTE. If no students in the district are KN, no summary row for KN will appear for any school.

### Horizon Academy West 2014-2015 Recurrent Enrollment Report

- A. The school has the following enrollment at the present time: 405 as of EOY 6/1/14
- B. Out of these total students, the following students are eligible for re-enrollment at the school: **387**
- C. Out of these total students, the following students are not eligible for re-enrollment at the school: **18**
- D. Describe the reasons that the students identified immediately above are not eligible for reenrollment: 18 Students are in 6<sup>th</sup> grade promoted to 7<sup>th</sup> grade. Horizon Academy West does not serve 7<sup>th</sup> grade.

#### Conclusion:

At the 40<sup>th</sup> day count in Stars (10-1-2014) Horizon had an enrollment of 457 students. Horizon had 118 new students.

Therefore, 457 (Students enrolled at 40 day count) minus118 (New students) equals 339 (students that returned). 339of 387 (students eligible to return) is 87%

# Membership - District Detail Report 2014-2015 District and State Charters only

**District: HORIZON ACADEMY WEST** 

State Charter

Snapshot Date: 2014-10-01 - 40D



		Membersh ip		FTE	
		Basic	Mem Total	Basic	FTE Total
HORIZON ACADEMY WEST	01	79	79	79.0	79.0
	02	87	87	87.0	87.0
	03	56	56	56.0	56.0
	04	72	72	72.0	72.0
	05	68	68	68.0	68.0
	06	19	19	19.0	19.0
	KF	76	76	76.0	76.0
	HORIZON ACADEMY WEST	457	457	457.0	457.0
District Total	01	79	79	79.0	79.0
	02	87	87	87.0	87.0
	03	56	56	56.0	56.0
	04	72	72	72.0	72.0
	05	68	68	68.0	68.0
	06	19	19	19.0	19.0
	KF	76	76	76.0	76.0
Grand Total		457	457	457.0	457.0

'Basic' includes all active students in the school except for C Level (Level of Integration Code = 3), D Level (LoIC = 4), Special Ed, 3Y, and 4Y students.

Students in KN (Half Day Kindergarten) and students in 3Y and 4Y (by definition in Pre-K) are counted as .5 FTE. All other students are 1 FTE. If no students in the district are KN, no summary row for KN will appear for any school.

https://eui.ped.state.nm.us/sites/stars/prod/Public Folders/eScholar Framework - Verify/District and Location Reports/Membership Reports/Past Membership Reports/Membership - District Detail Report - 2014 - 2015.rdl

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# **EOY Membership - District Detail Report**

School Year: 2013-2014

**District: HORIZON ACADEMY WEST** 

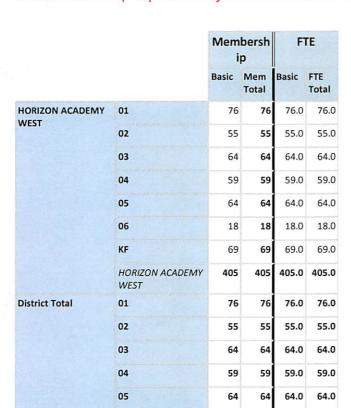
Charters & Non-Charters

Snapshot Date: 2014-06-01 - EOY

06

KF





18

69

405

18

69

405

18.0

69.0

405.0 405.0

Students in KN (Half Day Kindergarten) and students in 3Y and 4Y (by definition in Pre-K) are counted as .5 FTE. All other students are 1 FTE. If no students in the district are KN, no summary row for KN will appear for any school.

18.0

69.0

**Grand Total** 

<sup>&#</sup>x27;Basic' includes all active students in the school except for C Level (Level of Integration Code = 3), D Level (LoIC = 4), Special Ed, 3Y, and 4Y students.

Horizon Academy West 2013-2014 Recurrent Enrollment Report

- A. The school has the following enrollment at the present time: 426 as of EOY 6/1/13
- B. Out of these total students, the following students are eligible for re-enrollment at the school: **396**
- C. Out of these total students, the following students are not eligible for re-enrollment at the school: **30**
- D. Describe the reasons that the students identified immediately above are not eligible for reenrollment: 30 Students are in 6<sup>th</sup> grade promoted to 7<sup>th</sup> grade. Horizon Academy West does not serve 7<sup>th</sup> grade.

#### Conclusion:

At the 40<sup>th</sup> day count in Stars (10-1-2013) Horizon had an enrollment of 417 students. Horizon had 77 new students.

Therefore, 417 (Students enrolled at 40 day count) minus77 (New students) equals 340 (students that returned). 340 of 396 (students eligible to return) is <u>85%</u>

# Membership - District Detail Report 2013-2014 District and State Charters only

**District: HORIZON ACADEMY WEST** 

**State Charter** 

Snapshot Date: 2013-10-01 - 40D



		Membersh ip		FTE	
		Basic	Mem Total	Basic	FTE Total
HORIZON ACADEMY WEST	01	79	79	79.0	79.0
	02	54	54	54.0	54.0
	03	65	65	65.0	65.0
	04	59	59	59.0	59.0
	05	67	67	67.0	67.0
	06	20	20	20.0	20.0
	KF	73	73	73.0	73.0
	HORIZON ACADEMY WEST	417	417	417.0	417.0
District Total	01	79	79	79.0	79.0
	02	54	54	54.0	54.0
	03	65	65	65.0	65.0
	04	59	59	59.0	59.0
	05	67	67	67.0	67.0
	06	20	20	20.0	20.0
	KF	73	73	73.0	73.0
Grand Total		417	417	417.0	417.0

'Basic' includes all active students in the school except for C Level (Level of Integration Code = 3), D Level (LoIC = 4), Special Ed, 3Y, and 4Y students.

Students in KN (Half Day Kindergarten) and students in 3Y and 4Y (by definition in Pre-K) are counted as .5 FTE. All other students are 1 FTE. If no students in the district are KN, no summary row for KN will appear for any school.

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# **EOY Membership - District Detail Report**

School Year: 2012-2013

**District: HORIZON ACADEMY WEST** 

**Charters & Non-Charters** 

Snapshot Date: 2013-06-01 - EOY



This membership report is only for EOY and not used for funding purposes.

		Membersh ip		FTE		
		Basic	Mem Total	Basic	FTE Total	
HORIZON ACADEMY WEST	01	59	59	59.0	59.0	
	02	64	64	64.0	64.0	
	03	63	63	63.0	63.0	
	04	69	69	69.0	69.0	
	05	64	64	64.0	64.0	
	06	30	30	30.0	30.0	
	KF	77	77	77.0	77.0	
	HORIZON ACADEMY WEST	426	426	426.0	426.0	
District Total	01	59	59	59.0	59.0	
	02	64	64	64.0	64.0	
	03	63	63	63.0	63.0	
	04	69	69	69.0	69.0	
	05	64	64	64.0	64.0	
	06	30	30	30.0	30.0	
	KF	77	77	77.0	77.0	
Grand Total		426	426	426.0	426.0	

'Basic' includes all active students in the school except for C Level (Level of Integration Code = 3), D Level (LoIC = 4), Special Ed, 3Y, and 4Y students.

Students in KN (Half Day Kindergarten) and students in 3Y and 4Y (by definition in Pre-K) are counted as .5 FTE. All other students are 1 FTE. If no students in the district are KN, no summary row for KN will appear for any school.