

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: April 13, 2018
- II. Item Title: Report from Options for Parents & The Charter School Division—Discussion and Possible Actions
 - A. Ongoing Actions Tracker
 - B. Update on Notices of Intent
 - C. Update on Implementation Year
 - D. Governance Changes and Policy Compliance
 - i. Coral Community Charter School
 - ii. Health Leadership High School
 - iii. La Academia Dolores Huerta
 - iv. Six Directions Indigenous School
- III. Executive Summary and Proposed Motions:

- A. Ongoing Actions Tracker

Please find attached the Ongoing Actions Tracker. The CSD may provide additional information.

Public Education Commission | On-going Actions and Monitoring as of March 27, 2018

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

Charter School Name	Commission Action and Date	Alleged Violation	Status
<p>Dzil Ditl'ooi School of Empowerment, Action and Perseverance (DEAP)</p>	<p>Notice of Intent to Revoke DEAP Charter – July 7, 2017</p>	<ul style="list-style-type: none"> • The PED presented a list of concerns about the school based on it audits findings and provided testimony to the PEC on June 15, 2017. • The Intent to Revoke is based on concerns about fiscal management, the implementation of generally accepted accounting procedures, and the performance of administrative functions by a non-licensed individual. 	<ul style="list-style-type: none"> • Notice of Intent to Revoke the DEAP Charter was emailed to the head administrator, board chair, and attorneys. • On July 12, 2017, the DEAP Governing Board President informed the CSD that a new Head Administrator started on July 11, 2017. • The date of the revocation hearing has been changed from October 12, 2017 to October 13, 2017. • At the October 13, 2017 hearing, the PEC decided to conduct a second hearing scheduled for Tuesday, October 24, 2017. • At the October 24th hearing, the PEC voted (6-3) not revoke DEAP but instead impose a Corrective Action Plan. • On January 17, 2018, a CAP Negotiation meeting was held with the school, members of the PEC and CSD Director. • DEAP submitted its CAP to the CSD on February 22, 2018. The CSD provided the school feedback that the submitted documents did not contain

Public Education Commission | On-going Actions and Monitoring as of March 27, 2018

Charter School Name	Commission Action and Date	Alleged Violation	Status
			<p>detailed plans and CSD would not be able to present them with a favorable recommendation as they were.</p> <ul style="list-style-type: none"> • On March 9, 2018, the school submitted 10 documents as its revised CAP. • At the March 16, 2018 meeting, the PEC required the school to revise and resubmit its CAP for the April 13, 2018 meeting. • On Friday, March 30, 2018, the school submitted revised CAPS for the PEC's consideration.
New Mexico Connections Academy	Non-renewal Decision on December 15, 2017	<p>Renewal denied due to the following reasons:</p> <ul style="list-style-type: none"> • The school failed to meet and has not demonstrated substantial progress toward the Department's standards of excellence and the student performance standards identified in the charter contract. <ul style="list-style-type: none"> ○ The school earned a three-year average of "D" on the State's A-through-F school grading report, earning an overall grade of "F." ○ Taos International School was ranked in the bottom 5 percent in three of four academic categories on the most recent A-through-F school grading report when compared to similar schools across the state. • The school has not demonstrated the implementation of improvement efforts that are 	<ul style="list-style-type: none"> • Signed notice of PEC decision dated December 21, 2017 was received by the school electronically on January 2, 2018. • On January 19, 2018, the school submitted a letter of intent for notice of appeal. • On February 2, 2018, the school submitted additional exhibits in support of its appeal. • A public hearing on the school's appeal has been scheduled for March 19, 2018 from 1:30-4:30pm at Mabry Hall in Santa Fe, NM. • The public hearing was

Public Education Commission | On-going Actions and Monitoring as of March 27, 2018

Charter School Name	Commission Action and Date	Alleged Violation	Status
		<p>effectively improving student achievement.</p> <ul style="list-style-type: none"> • And the school has failed to demonstrate that the governing board is able to meet its obligations to oversee financial oversight, including oversight of audit findings. 	<p>conducted as scheduled.</p> <ul style="list-style-type: none"> • On April 6, 2018, the Secretary of Education issued a decision accepting the hearing officer's decision and upholding the PEC's decision to deny renewal.
Taos International School	Non-renewal Decision December 14, 2017	<p>Renewal denied due to the following reasons:</p> <ul style="list-style-type: none"> • The school failed to meet the Department's standards for excellence. <ul style="list-style-type: none"> ○ The school earned a three-year average of "D" on the State A-through-F school grading report and earned an overall grade of "F" in the last two years. ○ The school ranked in the bottom quartile in six of seven indicators: Current standing, school growth, highest performing, lowest performing, graduation, and college-and-career readiness on the most recent A-through-F school grading report when compared to similar schools across the state. • And the school has not demonstrated the implementation of improvement efforts that are effectively improving student achievement. 	<ul style="list-style-type: none"> • Signed notice of PEC decision dated December 21, 2017 was received by the school electronically on January 2, 2018. • On February 1, 2018, the school submitted a letter of intent for notice of appeal. • A public hearing on the school's appeal has been scheduled for March 23, 2018 from 9:00am - 12:00pm at Mabry Hall in Santa Fe, NM. • The public hearing was conducted as scheduled. To date, the hearing officer has not yet submitted its report and recommendations.
Horizon Academy West	Three- Year Renewal Decision with Conditions on December 14, 2017	<p>Renewal, with conditions, approved:</p> <ul style="list-style-type: none"> • The renewal application presented by Horizon Academy West was approved for a term of 3 years, and the school will implement the New Mexico DASH system, and the CSD will monitor with two visits. 	<ul style="list-style-type: none"> • Signed notice of PEC decision dated December 21, 2017 was received by the school electronically on January 2, 2018. • On January 23, 2018, the school submitted a letter of intent for

Public Education Commission | On-going Actions and Monitoring as of March 27, 2018

Charter School Name	Commission Action and Date	Alleged Violation	Status
			<p>notice of appeal.</p> <ul style="list-style-type: none"> • On February 12, 2018 a motion to extend deadlines was submitted to the school. • A certificate of agreement to extend the deadline for entering into a contract was signed by all parties. • A public hearing on the school's appeal has been scheduled for April 11, 2018 from 9:00am - 12:00pm at Mabry Hall in Santa Fe, NM. • The school and the PEC negotiated a settlement to the appeal on March 27, 2018. The school has received a 5-year renewal with no conditions.
Media Arts Collaborative	Five-Year Renewal Decision with Conditions on December 14, 2017	<p>Renewal, with conditions, approved due to the school's to following reasons:</p> <ul style="list-style-type: none"> • The renewal application presented by Media Arts Collaborative Charter School was approved for a term of 5 years because the school has earned "C" letter grades in three of the last four years on the state's A-F School Grading Report over the term of its current contract. • However, because the school has not demonstrated compliance with all organizational requirements, has been designated a school in need of Comprehensive School Intervention, and has earned an F in more than one area of the report card, without being able to demonstrate 	<ul style="list-style-type: none"> • Signed notice of PEC decision dated December 21, 2017 was received by the school electronically on January 2, 2018. • On February 1, 2018, the school submitted a letter of intent for notice of appeal. • On February 9, 2018, a revised decision letter was provided to the school clarifying the conditions of the renewal from the December 14, 2017 PEC meeting.

Public Education Commission | On-going Actions and Monitoring as of March 27, 2018

Charter School Name	Commission Action and Date	Alleged Violation	Status
		<p>substantial progress on that measure, the renewal is granted with the following conditions, the school must:</p> <ul style="list-style-type: none"> ○ Implement an NMDASH continuous improvement plan that results in raising and maintaining performance such that: The school does not earn an F in any area of the school report card during the term of the contract. ○ The school's 4-year graduation rate is improved and the school exits Comprehensive School Intervention status prior to the next designation period (within 3 years). ○ Correct and abstain from noncompliance related to organizational performance framework specifically correcting repeat noncompliance in serving English learners for the term of the renewal contract. ○ Provide evidence of implementation of student-focused terms in each year of the renewal contract. 	<ul style="list-style-type: none"> ● On February 12, 2018 a motion to extend deadlines was submitted to the school. ● A certificate of agreement to extend the deadline for entering into a contract was signed by all parties. ● A public hearing on the school's appeal has been scheduled for March 30, 2018 from 9:00am - 12:00pm at Mabry Hall in Santa Fe, NM. ● The school and the PEC negotiated a settlement to the appeal on March 27, 2018. The school has received a 5-year renewal with one condition (that the school implement the NM DASH system).

Public Education Commission | On-going Actions and Monitoring as of March 27, 2018

Status of Commission Requested Reports, Monitoring, Inquiries, Site Visits

Charter School Name	Date of Commission Request	Matter	Next Report
La Promesa Early Learning Center	May 12, 2017	<ul style="list-style-type: none"> • Corrective Action Plan 	<ul style="list-style-type: none"> • July 21, 2017 – PED’s PSB provides the school individual onsite NM DASH training. • August 15,2017 (repeated annually) – assurances that the school has not hired Analee Maestas or family members • August 15-16, 2017 – PED provides 16 hours of GB training; not all members attend the training • October 5, 2017 – 2nd NM DASH training provided – school team attended • October 12, 2017 PEC Meeting – LPELC reported on its CAP progress related to several items: training/professional development plan for school leader; report on NMDASH planning; Submission of governance recruitment and selection plan and revised bylaws; submission of credentials of external board and principal evaluator; report on compliance with FY16 audit CAP; • October 12, 2017 PEC Meeting – The PEC unanimously voted on Shelly Cherrin as the external evaluator for head administrator. • October 20, 2017 – CSD conducted LPELC Site Visit. Compliance concerns have been reported in WebEPSS and were released to school. • November 8, 2017 – LPELC attended the 3rd NM DASH training on in Albuquerque. LPELC

Public Education Commission | On-going Actions and Monitoring as of March 27, 2018

Charter School Name	Date of Commission Request	Matter	Next Report
			<p>was informed it is required to submit its NM DASH plan for PSB review and receive plan approval before login credentials will be released to enter its plan using the online system.</p> <ul style="list-style-type: none"> • January 26, 2018 – CSD conducted 2nd site visit, per CAP. Compliance concerns are reported in WebEPSS and will be released to the school for further action. • <i>April 1, 2018 – final report on training/professional development and report on NMDASH planning.</i> <ul style="list-style-type: none"> ○ <i>Per its CAP, the school is required to report its progress at the PEC’s April 13, 2018 meeting.</i> • <i>Three days after WIDA testing – WIDA data</i> • <i>May 20, 2018 – NWEA data reporting</i> • <i>Date of Annual Audit – disclosures of foundation membership</i>
Sandoval Academy of Bilingual Education (SABE)	November 17, 2017	<ul style="list-style-type: none"> • Discussion and possible action on Schools required to provide monthly Financial reporting 	<ul style="list-style-type: none"> • The PEC unanimously voted to require SABE to create a plan to improve the governing body's ability to monitor and oversee the school's monthly fiscal reports, including training on public school finances, financial requirements, and financial reports, specific actions by the finance committee and the old board and specific targets for financial service; • Develop a plan to better estimate school enrollment using best practices; • Submit monthly reporting to the PEC,

Public Education Commission | On-going Actions and Monitoring as of March 27, 2018

Charter School Name	Date of Commission Request	Matter	Next Report
			<p>including monthly reports on student enrollment, including updates on the number of withdrawals and enrollments, actions taken to improve financial management, budget adjustments required to adjust for growth that has not materialized, or repayments for prior-year repayments and updated year-end position forecasts.</p> <ul style="list-style-type: none"> • On December 3, 2017, the notice of the decision was sent to the school. • On December 22, 2018, the school submitted various documents per the PEC's decision. • The school submitted a January report dated January 23, 2018. • The school submitted February report with updates in its plans and additional required documentation on February 23, 2018. • The school submitted March report with updates in its plans and additional required documentation on March 21, 2018.
<p style="text-align: center;">Roots and Wings Charter Academy</p>	<p style="text-align: center;">November 17, 2017</p>	<ul style="list-style-type: none"> • Discussion and possible action on Schools required to provide monthly Financial reporting 	<ul style="list-style-type: none"> • The PEC voted unanimously to require Roots and Wings Charter School to monitor and oversee the school's monthly fiscal reports, which should include specific training on public school finances, financial requirements, and financial reports, specific actions by the finance committee and the whole board, and specific targets

Public Education Commission | On-going Actions and Monitoring as of March 27, 2018

Charter School Name	Date of Commission Request	Matter	Next Report
			<p>for financial reserves.</p> <ul style="list-style-type: none"> • Submit monthly reporting to the PEC, including monthly reports on actions taken to improve financial management, budget adjustments required to adjust for decreased availability of funds, and updated year and position forecasts. • On December 3, 2017, the notice of the decision was sent to the school. • On December 21, the school submitted a financial oversight plan. • On January 2, 2018, the school submitted a January report, however, it does not include the specificity of details and documentation requested by the PEC as stated above. • A February monthly report dated January 31, 2018 was also received. • At its February 9, 2018 meeting, the PEC requested that the school revise and resubmit its Financial CAP with additional detail. • The school submitted its monthly report on March 1, 2018 and resubmitted its Financial CAP on March 9, 2018. • At the March 16, 2018 meeting, the PEC required the school to revise and resubmit its CAP for the April 13, 2018 meeting.
Cariños de los Niños Charter School	November 17, 2017	<ul style="list-style-type: none"> • Discussion and possible action on Schools required to provide 	<ul style="list-style-type: none"> • The PEC voted unanimously voted to require Cariños de los Niños to create a

Public Education Commission | On-going Actions and Monitoring as of March 27, 2018

Charter School Name	Date of Commission Request	Matter	Next Report
		monthly Financial reporting	<p>plan to improve the governing body's ability to monitor and oversee the school's monthly fiscal reporting, which should include specific training on public school finances, financial requirements and financial reports, specific actions by the financial committee and the whole board, and specific targets for financial reserves.</p> <ul style="list-style-type: none"> • Develop a plan to better estimate school enrollment using best practices from other schools, which should include visiting the schools' enrollment processes, communications and recruitment strategies. • Submit monthly reporting to PEC, including monthly reports on student enrollment, including updates on the number of withdrawals, enrollments, action taken to improving financial management, budget adjustments required to adjust for growth that has not materialized, or repayments for prior year repayments, and updated year-end position forecasts. • On December 3, 2017, the notice of the decision was sent to the school. • On December 20, 2017, the school submitted an action plan. • Monthly reporting has not been received for January or February, as of this writing (2/2/18). • On February 15, 2018, the school

Public Education Commission | On-going Actions and Monitoring as of March 27, 2018

Charter School Name	Date of Commission Request	Matter	Next Report
			<p>submitted documentation pertaining to its financial monthly reporting.</p> <ul style="list-style-type: none"> • On February 19, 2018, the school submitted the outstanding monthly reporting documentation and February’s monthly reporting. • On March 1, 2018, the school submitted additional documentation. • On March 12, 2018, the CSD staff provided a full-day (8hr) training to the school’s 5-member governing board. The training covered a range of topics related to ethics, effective governance, and included detailed information related to its financial performance and reporting. David Craig, PED School Budget Director, was in attendance and provided training support to the board. • The school was due to provide an update on its CAPs, however, the PEC decided to remove the school as an agenda item from the March PEC meeting to April. • The school has indicated it is in negotiations with Espanola Public Schools to become authorized by the local district. • The school received a disclaimed audit with two multi-year repeat findings (one significant deficiency and one material weakness), two single-year repeat findings (one significant deficiency and one material weakness), four new current year

Public Education Commission | On-going Actions and Monitoring as of March 27, 2018

Charter School Name	Date of Commission Request	Matter	Next Report
			compliance findings , and one new significant deficiency.
Cariños de los Niños Charter School	February 9, 2018	<ul style="list-style-type: none"> • Corrective Action Plan 	<ul style="list-style-type: none"> • At its February 9, 2018 meeting, the PEC voted to impose a Corrective Action Plan on the school in addition the Financial CAP previously imposed in November 2017. • On February 16, 2018, the school submitted revised bylaws per the PEC-imposed CAP. • On February 20, 2018, the CSD staff met with the school’s leadership to provide technical assistance and feedback and review in detail its site visit non-compliance and revised financial CAP. The school was given an additional opportunity to revise its Financial CAP after the CSD Director provided feedback. • The CSD staff will provide the school’s governing board a school-specific full day training on March 12, 2018. • On March 12, 2018, the CSD staff provided a full-day (8hr) training to the school’s 5-member governing board. The training covered a range of topics related to ethics, effective governance, and included detailed information related to its financial performance and reporting. David Craig, PED School Budget Director, was in attendance and provided training support to the board.

Public Education Commission | On-going Actions and Monitoring as of March 27, 2018

Charter School Name	Date of Commission Request	Matter	Next Report
			<ul style="list-style-type: none"> • The school was due to provide an update on its CAPs, however, the PEC decided to remove the school as an agenda item from the March PEC meeting to April.

Schools Looking for a New Facility

Charter School Name	Date of Notification to PEC
Technology Leadership High School	November 13, 2015
La Academia Dolores Huerta	March 11, 2016
Explore Academy	March 11, 2016
Cesar Chavez Community School	October 31, 2016
Aldo Leopold Charter School	August 17, 2017

PEC Policy 3.16.17 Section A						Section B					Section C						Other Compliance					
School Name	• Resignation • Removal • Term Expired	Outgoing Member's Name	Date of Action	Reported Timely	Days Overdue for Reporting	Completed Documentation	Days Overdue for Complete Submission	Position Closed	Minutes Received	Extension Requested	Incoming Member's Name	Date of Action	Filled Timely	Days Overdue for Designation	Reported Timely	Days Overdue for Reporting	Completed Documentation	Days Overdue for Complete Submission	Number of Currently Seated Members	Compliant	Days Non-Compliant	Training prior to voting
Coral Community Charter School	Resignation	Kimberlee Brazell	10/24/2017	N	15	Y	0	N		N	Denise Brissey-Cohen	11/28/2017	Y	0	Y	0	Y	0	11	Y	0	N
Coral Community Charter School	Resignation	Catherine Begaye	1/30/2018	N	6	Y	0	N		N	Lynette Martinez	2/27/2018	Y	0	Y	0	Y	0	11	Y	0	Y
Coral Community Charter School	Resignation	Denise Brissey-Cohen	2/27/2018	Y	0	Y	0	Y	Y										10	Y		
Health Leadership High School	Resignation	Melissa Steffan	unknown	N		N		unk			unknown	unknown				unk	N	0	unk			
La Academia Dolores Huerta	unknown	unknown	unknown	N		N					unknown	unknown				unk	N	unk				
La Academia Dolores Huerta	unknown	unknown	unknown	N		N					unknown	unknown				unk	N	unk				
La Academia Dolores Huerta	unknown	unknown	unknown	N		N					unknown	unknown				unk	N	unk				
La Academia Dolores Huerta	unknown	unknown	unknown	N		N					unknown	unknown				unk	N	unk				
La Academia Dolores Huerta	unknown	unknown	unknown	N		N					unknown	unknown				unk	N	unk				
Six Directions Indigenous School							0				Lane Towery	2/19/2018	N/A	0	Y	0	Y	5	6	Y	0	Unknown

B. Update on Notices of Intent

NOI Update

There are **6** schools submitting applications to the **PEC**:

1. Endless Sky Charter School for Boys-Bernalillo
2. Polaris Charter School-Los Alamos
3. Raices del Saber Xinachtli Community School-Las Cruces
4. Res Primae Classical School-Albuquerque
5. Solare Collegiate Charter School-Albuquerque
6. Eastern Navajo Nation Early College High School-Cuba ISD

There are **2** schools that are **undecided**:

1. Care Academy-Deming
2. South Valley Innovation Academy-Albuquerque

There are **3** schools that have **withdrawn** their Intent

1. Catalyst Preparatory Charter School
2. Explore Academy-Las Cruces
3. Foundations Learning Disabilities Center of New Mexico

There are **5** schools submitting applications to **local districts**:

1. Academy of Civics and Educational Sciences (ACES)-Gadsden Independent School District
2. Cayetana Romero Charter School-Albuquerque Public Schools
3. City Schools Charter School-Albuquerque Public Schools
4. International District Success Academy-Albuquerque Public Schools
5. Window of Hope Elementary School K-5-Albuquerque Public Schools

Notice of Intent 2018

NAME OF PROPOSED SCHOOL	FOUNDER	INTENDED LOCATION	Grades Served	Student Cap	Withdrawn	Seeking Authorization With	Trainings Attended
Academy of Civics and Educational Sciences (ACES)	Jimmy Gonzalez	Gadsden Independent School District	7-12	90		Gadsden Independent School District	1
Care Academy	Donald J. Heacox	Deming Public Schools	K-6	280		Undecided	3
Catalyst Preparatory Charter School	Elisa Cundiff	Santa Fe Public Schools	4-8	396	Withdrawn		1
Cayetana Romero Charter School	Shelly Cherrin	Albuquerque Public Schools	5-8	400		APS	1
City Schools Charter School	Chris Jones	Albuquerque Public Schools	6-12	600		APS	1
Eastern Navajo Nation Early College High School	Pamela Engstrom	Cuba Independent School District	9-12	300		PEC	3
Endless Sky Charter School for Boys	Paul Lockhart	Bernalillo Public Schools	5-8	264		PEC	2
Explore Academy-Las Cruces	Justin Baiardo	Las Cruces Public Schools	6-12	700	Withdrawn		1
Foundations Learning Disabilities Center of New Mexico	Donna Wollmann	Rio Rancho Public Schools	K-8	486	Withdrawn		1
International District Success Academy	Khadijah Bottom	Albuquerque Public Schools	K-8	135		APS	1
Polaris Charter School	Michele Altherr	Los Alamos Public Schools	6-8	260		PEC	3
Raices del Saber Xinachtli Community School	Lucia V. Carmona	Las Cruces Public Schools	K-5	265		PEC	3
Res Primae Classical School	Tara Beam	Albuquerque Public Schools	K-12	500		PEC	3
Sandoval Institute for Math and Science @ UNM (SIMS@UNM)	Katharina Sandoval-Snider	Rio Rancho Public Schools	6-12	360		Undecided	0
School of Innovation Academy	Aaron Lohman	Rio Rancho Public Schools	9-12	200		Undecided	0
Solare Collegiate Charter School	Rachael Sowards	Albuquerque Public Schools	4-8	390		PEC	3
South Valley Innovation Academy	Alma Sanchez	Albuquerque Public Schools	K-8	400		Undecided	2
Window of Hope Elementary School	Rianne Herrera	Albuquerque Public Schools	17 K-5	270		APS	0

C. Update on Implementation Year

Implementation Year Schools

There are currently approved charter schools working toward opening in the 2018-2019 school year: Albuquerque Collegiate Charter School, Altura Preparatory School and Hozho Academy. Below is a brief description of each school:

Albuquerque Collegiate Charter School is a school seeking to serve K-5 in the Albuquerque area. It intends to open with grades K-1. The school’s mission is: *“Altura Preparatory School will provide every student with access to an inclusive, equitable, comprehensive and exceptional college preparatory education. Every child that walks through our doors has the potential to succeed in both college and life, and we will foster their development and joy of learning through rigorous academic content, personalized instruction, and multidisciplinary project-based learning. Our intentionally diverse student body will leave the school ready to be agents of their own education: prepared to seek opportunities, persevere through challenges, and succeed at high academic levels in middle school, high school, and postsecondary pursuits”*

Altura Preparatory School is a school seeking to serve K-5 in the Albuquerque area. It intends to open with grades K-2. The school’s mission is: *“Within a structured and ambitious school community, driven by high quality instruction and intensive academic supports, Albuquerque Collegiate Charter School educates all kindergarten through grade 5 students for college graduation and life success.”*

Hozho Academy is school seeking to serve grades K-12 in Gallup. It intends to open with grades K-5. The school’s mission is: *“Hózhó Academy is committed to the tradition of a Classical education. We are committed to a rigorous program that will develop students who are educated in all of the liberal arts and sciences as well as in moral character and civic virtue.” The school’s goal is to “provide the best education possible which will permit a full understanding of all students’ cultures in the four corners area.”*

Implementation Year Training

Representatives from each school’s team have attended monthly training that began in September 2017. Below is brief description of topics covered at monthly trainings:

Month	Trainer/Entity	Topic(s)
September 22, 2017	PED’s Charter School Division Staff	Introduction, overview, Implementation Year Checklist and submission requirements, due dates, training schedule
October 27, 2017	PED’s Charter School Division Staff	Governing body ethics and responsibilities, charter school fiscal requirements, understanding and evaluating academic data, open government requirements, legal and organizational performance requirements (7-hour introductory governing body training)
November 15, 2017	Public Schools and Facility Authority	Facility requirements E-Occupancy, NMCI, facility master plans, leases, lease reimbursement payments, long-term planning, resources and tools
December 1, 2017	PED’s School Budget and Financial Analysis Bureau	State law regarding school finances and the authority of PED and charter schools; Support and communication with/from SBFA ; annual budgeting process including first year processes; budget maintenance and board monitoring; quarterly reporting to PED, monthly report, board of finance suspension, professional

Month	Trainer/Entity	Topic(s)
		development and technical assistance
January 5, 2018	PED's Safe & Healthy Schools Bureau; Bilingual Multicultural Education Bureau; Information Technology; Instructional Materials Bureau	Safe Schools Plans, Athletics Equity Act requirements, school immunization requirements, student hearing and vision, tobacco, alcohol and drug-free schools policies, bullying prevention, McKinney Vento and Homeless Education complaint procedure requirements, compulsory attendance; identifying, assessing, instructing and monitoring English learners; federal and state requirements related to English learners; Student Teacher Accountability Reporting System (STARS) reporting requirements, course, licensure, assignment requirements, data validation processes; local School information systems and STARS; identifying high quality instructional materials and resources to assist in the adoption processes, allocations and reporting requirements
February 2, 2018	PED's Science & Math Bureau; Literacy Bureau; Special Education; Audit Bureau	Math and Science standards, assessments, resources, professional development, and technical assistance; literacy programs, funding supports, required early literacy assessments; federal and state special education requirements, reporting, IEPs, service to students; internal controls, procurement, training and experience, etc.
March 9, 2018	PED's Assessment & Accountability Division; Educator Quality Division	Federal and state assessment requirements, various state level assessments (PARCC, iStation, ACCESS for ELLs, NMAPA, SBA, NAEP); test coordinator responsibilities; communication to/from PED Assessment staff; data review responsibilities; tools/resources, assessment accommodations; reporting, and waiver requests; educator licensure structure and requirements for various groups; endorsements, licensure application processes, waiver opportunities; alternative licensure, long-term substitutes, reporting requirements, best practices; NMTEACH educator evaluation system overview, sources of data (observation and assessment); options and requirements for observation, data submission and platform guidelines; inquiry process; and report issuance
April 20, 2018	PED's Transportation Bureau; Family Engagement and Teacher Outreach	Overview of transportation, sources of funding, program reporting requirements, communication with local districts; best practices and pitfalls to avoid; engaging families, cultivating parent voice and outreach efforts; resources (Family Toolkit) and opportunities for parent engagement (Family Cabinet); Parent Teacher Academic Teams, New Mexico Teacher Leader Network; Secretary's Teacher Advisory group; opportunities for teachers to engage and get involved (e.g. Literacy Dream Team, etc.)
May 18, 2018	TBD	<i>Potential topics include: Title I, tribal consultation, serving Native American students, federal nutrition program, procurement and state purchasing guidance, etc.</i>

Implementation Year Checklist – Progress Update

The PEC's Implementation Year Checklist serves as a guide and tool for charter schools to develop and produce all necessary materials to demonstrate compliance with all applicable laws, rules, and charter provisions necessary to demonstrate readiness to operate a public school. Through its submissions, the charter school has the opportunity to demonstrate it has the capacity to both operate and function as a place of education and learning. Prior to end of the implementation year, schools must apply to the PEC for authorization to commence full operations. The PEC makes the final determination regarding the

commencement of operations. According to the PEC's approved Implementation Year Checklist, schools are required to submit documentation for the CSD's review at three times: November 15, 2017; March 1, 2018; and May 15, 2018.

November 15, 2017 - To date, all three schools have timely submitted documentation at each of the two past submission periods. The CSD has reviewed all documents submitted each school. Each school is required to contact the CSD within 10 days of receiving its feedback to schedule a conference to discuss any findings, issues or concerns. After the first submission, the CSD met with each school discuss in detail its summary of findings, issues and concerns identified during the review process. For schools requiring resubmission of documents, the CSD has or will review revised documents and update the checklist.

March 1, 2018 – All schools have also timely submitted required documentation at the March 1, 2018 deadline. Submitted documents for each school were reviewed and feedback was provided to each school. At this time, schools are in the process of scheduling a conference meeting/call to discuss the most recently submitted documents.

The last submission deadline for required documents has not yet occurred (May 15, 2018). In addition to documents required at this time, schools must submit any remaining documents requiring revision, to address any findings, issues and concerns from prior submissions. The CSD will meet with schools to discuss any remaining findings, issues, and concerns. Schools will have the opportunity to address any remaining items and revise any documents, per CSD feedback. Then the CSD will prepare its recommendations to the PEC in advance of its June 15, 2018 meeting.

- D. Governance Changes and Policy Compliance
- i. Coral Community Charter School
 - ii. Health Leadership High School
 - iii. La Academia Dolores Huerta
 - iv. Six Directions Indigenous School

PEC Policy 3.16.17 Section A

Section B

Section C

Other Compliancy

School Name	• Resignation • Removal • Term Expired	Outgoing Member's Name	Date of Action	Reported Timely	Days Overdue for Reporting	Completed Documentation	Days Overdue for Complete Submission	Position Closed	Minutes Received	Extension Requested	Incoming Member's Name	Date of Action	Filled Timely	Days Overdue for Designation	Reported Timely	Days Overdue for Reporting	Completed Documentation	Days Overdue for Complete Submission	Number of Currently Seated Members	Compliant	Days Non-Compliant	Training prior to voting
Coral Community Charter School	Resignation	Kimberlee Brazell	10/24/2017	N	15	Y	0	N		N	Denise Brissey-Cohen	11/28/2017	Y	0	Y	0	Y	0	11	Y	0	N
Coral Community Charter School	Resignation	Catherine Begaye	1/30/2018	N	6	Y	0	N		N	Lynette Martinez	2/27/2018	Y	0	Y	0	Y	0	11	Y	0	Y
Coral Community Charter School	Resignation	Denise Brissey-Cohen	2/27/2018	Y	0	Y	0	Y	Y										10	Y		
Health Leadership High School	Resignation	Melissa Steffan	unknown	N		N		unk			unknown	unknown				unk	N	0	unk			
La Academia Dolores Huerta	unknown	unknown	unknown	N		N					unknown	unknown				unk	N	unk				
La Academia Dolores Huerta	unknown	unknown	unknown	N		N					unknown	unknown				unk	N	unk				
La Academia Dolores Huerta	unknown	unknown	unknown	N		N					unknown	unknown				unk	N	unk				
La Academia Dolores Huerta	unknown	unknown	unknown	N		N					unknown	unknown				unk	N	unk				
La Academia Dolores Huerta	unknown	unknown	unknown	N		N					unknown	unknown				unk	N	unk				
Six Directions Indigenous School							0				Lane Towery	2/19/2018	N/A	0	Y	0	Y	5	6	Y	0	Unknown

School Governance Change

Coral Community Charter School

On February 27, 2018, a vacancy was created on the board by the resignation of Denise Brissey-Cohen. On March 20, 2018, the board voted not to fill the position for the remainder of the fiscal year. Minutes were provided indicating that vote.

**Coral Community Charter School
Governance Council Meeting Minutes**

4401 Silver Ave SE

Albuquerque, NM 87108

March 20, 2018

GC Members Present: Keren Fenderson, Krista Martinez, Fawn Turner, Mary Merchant, Tania Triolo, Patrick Correa, Lynette Martinez, Ashley Sarracino

Guests: Lori Bachman, Angie Lerner, Cathy Cavin (Scribe)

Absent: Mike Reeves, Freeman Leaming

A regular meeting of the Governance Council of Coral Community Charter School (CCCS) was held on Mar 20, 2018 and called to order with a quorum at 5:33 p.m. by Keren Fenderson.

The meeting began with the reading of the mission, and an introduction of guests.

OPENING ITEMS

AGENDA

Motion to approve agenda was made by Krista Martinez; Patrick Correa seconded. The agenda was approved unanimously.

MINUTES

A motion to approve the minutes of 2/27/18 was made by Krista Martinez who also motioned that finance committee propose a plan to review financials when members are absent or cannot make scheduled meetings; Mary Merchant seconded. Motion passed unanimously.

BUDGET/FINANCE

No update from committee.

BUDGET ADJUSTMENT REQUESTS

Angela Lerner gave the itemized overview of BARS. Tania Triolo moved to approve Budget Adjustment Requests 41 I – SEG; 43 I - Instructional Materials; 44 M - SB-9 as presented, seconded by Patrick Correa. BARS were approved unanimously.

FACILITY COMMITTEE

Ms. Bachman reported that there is no current update since the Foundation Executive Director having forwarded the real estate contract between the Foundation and building owners to PED General Counsel.

AUDIT COMMITTEE

Tania Triolo presented the final audit as complete. Last quarterly meeting was held on Nov. 1 and initial findings and financials were reviewed. This year’s audit financials and findings were published/released on March 8th. There were no material weaknesses and no repeat findings. The total amount of carryover mentioned in one of the findings remains to be clarified by the auditor, but overall findings will stay the same. Mrs. Lerner has already contacted the school auditor to discuss. Committee Meeting is scheduled for Apr 10 at which time the CAP content and monitoring process will be discussed.

ACADEMIC COMMITTEE

Chair Ashley Sarracino reported a meeting was held and MOY data was reviewed. GC members would like to see BOY data to compare as well as existing charter goals.

ED Support Committee

Krista Martinez reported the committee met.

ED Report

Lori Bachman gave an Executive Director reporting that budget is due Apr 26; also asked APS District Staff to visit for discussion at April meeting. Changes to the 18/19 SY report cards will be implemented by PED.

GOVERNANCE COMMITTEE

Tania Triolo reminded the committee that all training for the year is to be completed by June 30. June 20-21 is the annual Charter School Conference and will be the last chance to get training hours by June 30. No approval for online training as of this date.

No prospects for new members; 2 interested members decided not to commit at this time.

PEC policy changes made last week state that a vote to not fill a vacancy can be made. **Mary Merchant motioned that the GC vote to not fill the vacancy for the remainder of the fiscal/school year; Krista Martinez seconded; vote was unanimous. GC now has 10 members.**

Bylaws: discussion was held about changing bylaws to require background checks and to make language consistent with new training requirements. These items will be placed on May agenda.

TECHNOLOGY COMMITTEE

Fawn Turner reported that the committee is working on a Tech plan. No scheduled meeting.

NEW BUSINESS

The next regular meeting of the GC is scheduled on April 24, 2018.

ADJOURNMENT

Krista Martinez motioned for the meeting to adjourn; Mary Merchant seconded. Meeting adjourned at 6:55p.m.

Respectfully Submitted,

Krista Martinez, Secretary

School Governance Change

Health Leadership High School

On March 23, 2018, the school provided governance membership contact information. At that time, it was noted that a member currently listed on the PED files, was not included. Further communication with the school leader confirmed that Melissa Steffan was no longer seated on the board, but had resigned due to family obligations. A change form and supporting documentation was requested at that time. No information has been provided. It is not known when Ms. Steffan left the board, so whether the school is in compliance with reporting requirements cannot be determined.

The board currently has 7 seated members.

From: [Pierce, Laurel, PED](#)
To: [Lopez, Blanca](#)
Cc: "adriann@forwardtogether.org"
Subject: RE: Governing Board Information Forms
Date: Wednesday, April 04, 2018 11:34:00 AM
Attachments: [Incomplete Notification.pdf](#)

Dear Ms. Lopez,

Please see the attached letter for further information regarding your governing board change.

Thank you,

Laurel Pierce
Technical Assistance, Training and Support Program Coordinator
Charter Schools Division
505-827-4527
Charter School [Website](#)

Driving student success in New Mexico by supporting excellent authorizing practices and charter schools that provide innovative, quality education.



300 Don Gaspar Ave.
Santa Fe, NM 87501
www.ped.state.nm.us

From: Blanca Lopez [mailto:blanca@healthleadershiphighschool.org]
Sent: Friday, March 23, 2018 3:58 PM
To: Pierce, Laurel, PED
Subject: Re: Governing Board Information Forms

Hi Laurel,

You are correct, Ms. Melissa Steffan resigned from the board due to illness in the family. I will send you the documentation as soon as I can get the proper signatures.

Blanca

On Fri, Mar 23, 2018 at 2:44 PM, Pierce, Laurel, PED <Laurel.Pierce@state.nm.us> wrote:
Thank you for the information Ms. Lopez, and I will look for the remaining addresses in a future email. From your list, it appears Ms. Melissa Steffan is no longer on the board. If this is correct, please submit a Change Report Form and her letter of resignation to the charter.schools@state.nm.us email so we can provide notice to the PEC. I have attached the Change Form for your convenience, but it can also be located on our website at the following link:

<https://webnew.ped.state.nm.us/bureaus/charter-schools/charter-schools-resources/>

If you have any questions, or if you need further assistance, please let me know.

Thank you,

Laurel Pierce
Technical Assistance, Training and Support Program Coordinator
Charter Schools Division
[505-827-4527](tel:505-827-4527)
Charter School [Website](#)

Driving student success in New Mexico by supporting excellent authorizing practices and charter schools that provide innovative, quality education.



300 Don Gaspar Ave.
Santa Fe, NM 87501
www.ped.state.nm.us

From: Blanca Lopez [mailto:blanca@healthleadershiphighschool.org]
Sent: Friday, March 23, 2018 1:54 PM
To: Pierce, Laurel, PED
Subject: Governing Board Information Forms

Hi Laurel,

Attached is our information forms for our governing board members. I do not have addresses for two of our members, but as soon as I get them I will send them to you.

Thanks for your help,

Blanca

--
Blanca A. López
Principal & Executive Director
Health Leadership High School
[505- 948-1092](tel:505-948-1092)
<http://leadershiphsn.org/health/>

--
Blanca A. López
Principal & Executive Director
Health Leadership High School

505- 948-1092

<http://leadershipsn.org/health/>



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

April 4, 2018

Blanca Lopez
Health Leadership High School
1900 Randolph Road, SE
Albuquerque, NM 87106

Dear Ms. Lopez:

Thank you for your notification of a governing body resignation dated March 23, 2018 in which Health Leadership High School provided notification to the Public Education Commission (PEC) of the resignation of Melissa Steffan. The notification did not contain all required information; please provide a Change of Governing Body Membership form and Ms. Steffan's letter of resignation no later than April 9, 2018.

Please be advised the school's contract with the PEC requires that the school fill the vacancy on its governing body created by this resignation no later than 45 days from the date of the vacancy or seek an extension for such appointment from the Authorizer in writing. Therefore, Health Leadership High School must designate a new member to fill the vacancy created by the resignation of Melissa Steffan, or request an extension, no later than 45 days from the date the letter of resignation was received. If the vacancy is not filled or the school does not request an extension, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification of a governing body resignation will be presented to the PEC at the meeting on April 13, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Pierce".

Laurel Pierce
Options for Parents and Families

School Governance Change

La Academia Dolores Huerta

On March 9, 2018, an email requesting training was received from the school. This email indicated there were 5 new governing board members. The school was notified that documentation needed to be submitted for these new members via email on March 23, 2018. A follow-up email on March 27, 2018 reiterated the need to supply documentation regarding these changes.

Since the addition of 5 new members would indicate resignations or removals of members, a letter was emailed on April 4, 2018, requesting all information and documentation for the changes to the board be submitted. No documentation has been received.

From: [Pierce, Laurel, PED](#)
To: "Steve Pereira"
Subject: RE: Governing Board Follow-up
Date: Tuesday, March 27, 2018 10:34:00 AM
Attachments: [Governing Board Membership Changes FORM 3.19.18.docx](#)

Hi Steve,

Thank you for the quick response. Changes to membership need to be reported within 30 days regardless of whether they have the ability to vote or whether a position has been assigned. The 30-day notification "clock" starts at the point any member's resignation is received by the school leader or any member of the board, or a designation is approved by the remaining governing board members in an open vote. Even if you do not have all of the documentation required at the time, the Change of Governing Body Membership form can be submitted through charter.schools@state.nm.us. I have attached the form for your convenience. A list of supporting documentation needed for each circumstance is also listed on this form, but again, if you have any trouble locating the forms please let me know.

The training will be held at O'Donnell Hall in Room #300. Amanda Romero is my contact at NMSU and she is holding the room until I confirm whether the training will take place or not. I am guessing the key is picked up from the main office at O'Donnell Hall, but I will confirm with Amanda.

Laurel Pierce
Technical Assistance, Training and Support Program Coordinator
Charter Schools Division
505-827-4527
Charter School [Website](#)

Driving student success in New Mexico by supporting excellent authorizing practices and charter schools that provide innovative, quality education.



300 Don Gaspar Ave.
Santa Fe, NM 87501
www.ped.state.nm.us

From: Steve Pereira [mailto:spereira@nmsu.edu]
Sent: Tuesday, March 27, 2018 10:21 AM
To: Pierce, Laurel, PED
Cc: Miranda, Melissa
Subject: Re: Governing Board Follow-up

Hi Laurel,

Many thanks for the information. Although the members have been on the board for 30 days, I have not sent the information yet since we have not had the opportunity for all members to secure voting rights to officially give you their positions and roles on the GC. I am trying my best to at least have all

members secure voting rights through the online training so that we can vote positions. Please be understanding of our transitions as we had a high turn over of resignations all while recruiting to secure board members. I will communicate to all current and new board members about the training on April 14, 2018 in Las Cruces and give you a response soon. Please let me know where I should go to get the key card? Which room will you be using and which building. If you have not been given that information, I do have access to ODH and can have access to use a room. Please let me know your thoughts.

Thanks,

Steve R. Pereira, M.S.

Counseling Psychology Doctoral Candidate

New Mexico State University

spereira@nmsu.edu

On Mar 27, 2018, at 10:05 AM, Pierce, Laurel, PED <Laurel.Pierce@state.nm.us> wrote:

Hello Mr. Pereira,

I wanted to touch base with you regarding some governing board information. I have received waiver requests from four of your new members and sent approvals to three of them: Mr. Sena, Ms. Montoya, and Ms. Silva. I have sent an email to Mr. Gaytan regarding his waiver submission. He chose a different reason for requesting a waiver and didn't provide supporting documentation. In my email to him, I noted he could either provide the documentation, or resubmit under the distance option.

I noticed that Mr. Sena and Ms. Montoya both joined the board in February. It has been over 30 days since their start date, but I have not received any documentation regarding their designations or documentation regarding the resignation/removal of the members they replaced. Please remember that according to your charter contract Section 8.10(B):

The School will notify the Authorizer within 30 (thirty) days of a member's resignation or designation of a new member and shall sign the appropriate forms to ensure that the governing body continues to qualify as a board of finance. The School shall fill any vacancy on its governing body no later than 45 days from the vacancy or shall seek an extension for such appointment from the Authorizer in writing. The new member must execute the required statements for Board of Finance designation to the NMPED.

Please submit documentation for these changes immediately to correct this compliance issue. These changes will be submitted to the PEC for review in April and I would like to present them with a completed packet. If you are having difficulty accessing the forms, please let me know and I will send them to you.

I have secured a venue for an Introductory training on Saturday, April 14th at

NMSU in Las Cruces, pending your ability to insure all-day attendance for a minimum of 5 members. It will most likely be from 8:30-3:30 and include a working lunch. Members should plan to bring their lunch as there will not be time to leave the venue to procure food off-campus. I will need either you or one of the attending members to procure the key card on Friday afternoon, as I am planning to drive down the day of the training. Please let me know if this arrangement will work for your members as soon as possible. If you are having difficulty securing attendees, please reach out to other charter schools in your area to see if this training could benefit their members as well.

Thank you,

Laurel Pierce
Technical Assistance, Training and Support Program Coordinator
Charter Schools Division
505-827-4527
Charter School [Website](#)

Driving student success in New Mexico by supporting excellent authorizing practices and charter schools that provide innovative, quality education.

<image002.jpg>

300 Don Gaspar Ave.

Santa Fe, NM 87501

www.ped.state.nm.us

From: [Pierce, Laurel, PED](#)
To: "Steve Pereira"
Subject: RE: New GC Member Training
Date: Friday, March 23, 2018 11:29:00 AM

Hello Steve,

I have been working with our director to see if a training on Saturday, April 14th would be viable. We could provide an Introductory training on the 14th if a venue can be obtained. We must have at least 5 members that will commit to being at the training all day. If that is not something you can assure from your school, you could reach out to other schools in your area to make up that number. We will be posting it on the website, but again, we do need registrants that will commit to being there for the entire class as partial credit will not be offered. It is likely the training will include a working lunch, as we are some distance from Las Cruces and would be returning to Santa Fe that afternoon.

I have reached out to NMSU to see if their facility is available, but will probably not hear back before early next week. If we can procure the venue, we can offer the Introductory Course on Saturday, April 14th. This would fulfill the 7-hour, in-person training, mandated in 6.80.5.8 NMAC. Your new members would still need to acquire 3 hours of training prior to June 30th.

If you have continuing members that have not yet taken the Introductory training, they can attend this training as well. It does not match the requirements for continuing members as outlined in 6.80.5.9 NMAC completely, however, it will fill most of the training requirements. Continuing members would need to still obtain 1 hour of Fiscal Responsibilities and 1 hour of Academic Data prior to June 30th. They will be receiving 1 extra hour of Ethics from the Introductory training.

I would also like to remind you to report your governing board changes to the charter.schools@state.nm.us webmail address. All changes must be reported within 30 days, and supporting documentation submitted. If you are having trouble locating the appropriate forms, please let me know and I would be happy to help. I will be reaching out to you as soon as I have further information regarding a venue. If you have any questions, please let me know.

Thank you,

Laurel Pierce
Technical Assistance, Training and Support Program Coordinator
Charter Schools Division
505-827-4527
Charter School [Website](#)

Driving student success in New Mexico by supporting excellent authorizing practices and charter schools that provide innovative, quality education.



300 Don Gaspar Ave.

Santa Fe, NM 87501

www.ped.state.nm.us

From: Steve Pereira [mailto:spereira@nmsu.edu]

Sent: Tuesday, March 20, 2018 9:54 AM

To: Pierce, Laurel, PED

Subject: Re: New GC Member Training

Hi Laurel,

Many thanks for your message.

The current board members are not able to attend trainings during the week. Thus, they asked to know if any upcoming Saturday trainings for a 7 hour introductory training was available or can be arranged in Las Cruces since the 12th is not an available option. Could you please send me the link to the waiver request form? I appreciate your time.

Thank you,

Steve R. Pereira, M.S.

Counseling Psychology Doctoral Candidate

New Mexico State University

spereira@nmsu.edu

On Mar 19, 2018, at 11:59 AM, Pierce, Laurel, PED <Laurel.Pierce@state.nm.us> wrote:

Hello Mr. Pereira,

I am not sure the 14th is a viable date as we currently have the venue booked for Thursday, the 12th, and availability may be an issue. Is the 12th an option for your members? I do want to clarify which training you were requesting. The Introductory training is a 7 hour training for new board members, or continuing members that have not yet taken this training. The Full-Day training is an 8 hour training for continuing members. Which is the training most needed? Neither training completely fills the requirements for both new and continuing members, so additional training will be necessary for all members. There is an Introductory training available in Albuquerque on Saturday, April 21st that may be an option for your members as well.

As far as the online training course, yes, your new members can submit a waiver and, if approved, can take the 2-hour virtual course. If they pass with an 80%, they will then be eligible to vote. Although the new members will still need to take the 7-hour Introductory training course, they will be able to apply the 2 hour virtual course toward their additional mandatory 3 hours.

Please let me know which course you are requesting and if the 12th is a possible date.

Thank you,

Laurel Pierce
Technical Assistance, Training and Support Program Coordinator
Charter Schools Division
505-827-4527
Charter School [Website](#)

Driving student success in New Mexico by supporting excellent authorizing practices and charter schools that provide innovative, quality education.

<image002.jpg>

300 Don Gaspar Ave.

Santa Fe, NM 87501

www.ped.state.nm.us

From: Steve Pereira [<mailto:spereira@nmsu.edu>]

Sent: Monday, March 19, 2018 9:53 AM

To: Pierce, Laurel, PED

Subject: Re: New GC Member Training

Dear Laurel,

Many thanks for your email.

The Governing Council members of La Academia Dolores Huerta would like to know if it would be possible to schedule an all-day introductory training on Saturday, April 14, 2018, in Las Cruces, NM. There are 5 new members and 2 LADH staff who are interested in attending. In the meantime, is it possible to have all new members complete an essential online training course to earn voting rights? Please let me know your thoughts.

I appreciate your time and guidance.

Gracias,

Steve R. Pereira, M.S.

Counseling Psychology Doctoral Candidate

New Mexico State University

spereira@nmsu.edu

****Statement of Confidentiality:** The contents of this e-mail message and any attachments are intended solely for the addressee(s). The information may also be confidential and/or legally privileged. If you have received this transmission in error, any use, reproduction, or dissemination of this transmission is strictly prohibited. If you

are not the intended recipient, please immediately notify the sender by reply e-mail and delete this e-mail and its attachments, if any. E-mail is covered by the Electronics Communications Privacy Act, 18 USC SS 2510-2521 and is legally privileged.

From: Pierce, Laurel, PED <Laurel.Pierce@state.nm.us>

Sent: Monday, March 12, 2018 10:18:45 AM

To: Steve Pereira

Subject: RE: New GC Member Training

Hello Mr. Pereira,

The training for April 12 in Las Cruces was not originally designated as an all-day training. Due to lack of interest in the offered courses and a conversation regarding a need for an Introductory or Full Day training in your area, I had originally asked if there would be interest in trading out the courses. You are the first to reply. If you would like to work with your board members and other schools in the area to determine what courses would be most beneficial to the Las Cruces area, we may be able to offer training more applicable to your needs.

There will need to be at least 5 attendees to provide any course. For the Full-day or Introductory course, the attendees must come for the full day. They must come on time and complete the entire course as partial credit will not be given. If an Introductory course is what is most needed, the course will run from 8:30 AM – 4:30 PM with an hour lunch break (a second option would be 8:30 AM – 3:30 PM with a working lunch). Continuing board members that have not yet taken the Introductory course can attend this course, but they will need to complete one more hour of financial training and one more hour of academic data training unless your school qualifies for either the fiscal or academic exemptions.

If a Full-Day course is requested for continuing board members, the course will run from 8:30 AM – 4:30 PM with a working lunch. This course is designed to fill all annual requirements for continuing board members. If a new member needs to take training to vote and cannot attend an Introductory course, a new member can take the full-day training to be allowed to vote, but then will need to take 1 hour of ethics training as one of the additional training hours they need. The other hour can be at the school's discretion.

Again, if you are interested in any of the trainings, please let me know. If there are others in your community that could use any of the trainings, please reach out to them as well. If you have any other questions, don't hesitate to ask.

Thank you,

Laurel Pierce

Technical Assistance, Training and Support Program Coordinator

Charter Schools Division

505-827-4527

Charter School [Website](#)

Driving student success in New Mexico by supporting excellent authorizing practices and charter schools that provide innovative, quality education.

<image003.jpg>

300 Don Gaspar Ave.

Santa Fe, NM 87501

www.ped.state.nm.us

From: Steve Pereira [<mailto:spereira@nmsu.edu>]

Sent: Friday, March 09, 2018 3:02 PM

To: Pierce, Laurel, PED

Subject: New GC Member Training

Dear Laurel Pierce,

I hope this message finds you doing well.

I am currently the GC President of La Academica Dolores Huerta Charter Middle School in Las Cruces, NM. I am writing to know if April 12, 2018, was still designated to be an all-day training for new board members. Also, most of our members are in need of immediate voting rights. How can I locate the online training for that requirement? Please let me know your thoughts.

Sincerely,

Steve R. Pereira, M.S.

Counseling Psychology Doctoral Candidate

New Mexico State University

spereira@nmsu.edu

****Statement of Confidentiality:** The contents of this e-mail message and any attachments are intended solely for the addressee(s). The information may also be confidential and/or legally privileged. If you have received this transmission in error, any use, reproduction, or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately notify the sender by reply e-mail and delete this e-mail and its attachments, if any. E-mail is covered by the Electronics Communications Privacy Act, 18 USC SS 2510-2521 and is legally privileged.



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

April 4, 2018

Steve Pereira
La Academia Dolores Huerta
1480 North Main
Las Cruces, NM 88001

Dear Mr. Pereira:

Thank you for your notification of a governing body resignation and a governing body designation dated March 9, 2018 in which La Academia Dolores Huerta provided notification to the Public Education Commission (PEC) of the resignation of five of your governing board members and the designation of five new governing board members.

The notification did not contain all required information, please provide a Governing Body Membership Change Form for all members that have left the board and been designated to the board, the letters of resignation for all members that have left the board, or minutes wherein the members were removed, signed and notarized Affidavits for all new members, a Statement to Consult with the PED signed by all current governing board members, and the minutes wherein the designations were approved no later than April 9, 2018. If the required information is not timely provided, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification will be presented to the PEC at the meeting on April 13, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Pierce".

Laurel Pierce
Options for Parents and Families

School Governance Change

Six Directions Indigenous School

On February 19, 2018, a new position was opened on the governing board by the designation of Lane Towery. All documentation has been received.

This designation brings their governing board up to 6 members.

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: **Six Directions Indigenous School**

Date submitted: Click here to enter a date.

Contact Name: **Stephanie Vicenti**

E-mail: **Stephanie@sixdirectionsschool.org**

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Lane Towerly	Designation	2/19/2018	N/A	From: 2/19/2018 To: 2/19/2020
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: _____

B. Sore

Date: _____

2-23-18

Printed Name of Governing Council President or Designee: _____

Ben Sore

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.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF MCKINLEY)

I, Lane Towery, after being duly sworn, state:

1. My name is Lane Towery, and I reside in Gallup, New Mexico.
2. I am a member of the governing body of the Six Directions Indigenous School in Gallup, McKinley County, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Handwritten Signature]
[Signature]

2-22-18
Date

LANE TOWERY
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me,

this 22 day of Feb, 2018.



OFFICIAL SEAL
Barry BUTLER
NOTARY PUBLIC STATE OF NEW MEXICO

My Commission Expires: 4/2/19

[Handwritten Signature: Barry Butler]
NOTARY PUBLIC

My commission expires: 4/2, 20 19.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Six Directions Indigenous School, located in Gallup, New Mexico.


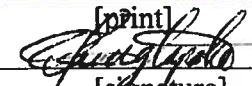


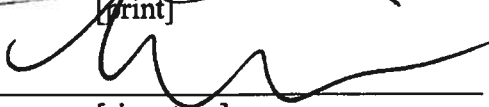
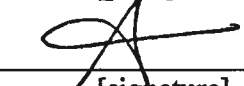
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Six Directions Indigenous School's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

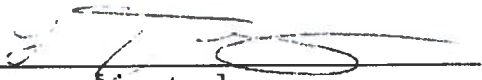
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE SIX DIRECTIONS INDIGENOUS SCHOOL GIVE THE FOREGOING STATEMENT THIS 16th DAY OF February 2018.

1. 
[signature]
Ben Suce
[print]
2. 
[signature]
Oliver G. Tapaha
[print]
3. 
[signature]

[print]
4. 
[signature]
Tamarah Pfeiffer
[print]
5. 
[signature]
Susan Estrada
[print]

6.


[signature]
LANE TOWERY
[print]

Attach additional pages if membership exceeds five.

SIX DIRECTIONS INDIGENOUS SCHOOL

SDIS - GC Meeting
 February 19th, 2018
 5:30pm, SDIS, 2055 NM-602, Gallup, NM 87301
To Listen in Via Phone:
 712-775-7031
 Code: 296-987#

Mission

The Six Directions Indigenous School, through a commitment to culturally relevant indigenous education and interdisciplinary project-based learning, will develop critically conscious students who are engaged in their communities, demonstrate holistic well-being, and have a personal plan for succeeding in post-secondary opportunities.

I. Roll Call- 5:58 pm.

SDIS Governing Board	Present	Absent
Chair Soce	X	
Co-Chair Crowfoot		X
Keeper of Records Estrada	X Telephonically	
Keeper of Finances Tapaha	X Telephonically	
Member Pfeiffer		X
Member Towery	X	

Quorum-Yes

Others Present: Ms. Vicenti-Head Administrator; Amber Pena-Business Manager

- II. Approval of Agenda: Oliver motion; Approve
- III. Approval Meeting Minutes
 - A. 12-6-2017 Regular Meeting Minutes - **table**
 - B. 1-10-18 Regular Meeting Minutes - **table**
 - C. **November minutes approved?**

Motion to Table Minutes: Susan		Second: Oliver
SDIS Governing Board	Yes	No
Chair Soce	X	
Keeper of Records Estrada	X Telephonically	

SIX DIRECTIONS INDIGENOUS SCHOOL

Keeper of Finances Tapaha	X Telephonically	
---------------------------	------------------	--

Vote: 3/0 **Motion Tabled**

- IV. Public Comment-none; Lane says HI!
- V. Action Items
 - a. Budget Adjustments -
 - Amber: 0019 Maintenance Bar, move funds to operational to clear up negative lines. 201i-Instructional materials-\$924-added. 201i-void because the incorrect fund number. Unit Value 40 day count \$240,000 (SEG additional).

Motion to Approve Minutes: Susan		Second: Oliver
SDIS Governing Board	Yes	No
Chair Soce	X	
Keeper of Records Estrada	X Telephonically	
Keeper of Finances Tapaha	X Telephonically	

Vote: 3/0 Motion Passes

- Amber: 2 grants that were received by NISN and will be reported at the next board meeting. Budget is due at the end of May. Get input from the public. Public input needs to be put on the board agenda. Oliver what was the 2 grants from NISN? Amber: Improvement Grant.

b. Resolution of Annual Meetings of 2018; Vicenti-no changes .

Motion to Approve Resolution of Annual Meetings for 2018: Oliver		Second: Susan
SDIS Governing Board	Yes	No
Chair Soce	X	
Keeper of Records Estrada	X Telephonically	
Keeper of Finances Tapaha	X Telephonically	

Vote: 3/0 Motion Passes

c. **Acceptance of New Board Member(s) Lane Towery:**

- **Vicenti-There was another applicant from Zuni who was interested in becoming a Governing Council Member, Jerome Haskie. Letter of Interest was given to all board members.**

SIX DIRECTIONS INDIGENOUS SCHOOL

- Lane suggest that Ben meet with Jerome to get to know him better, since he did submit a letter of interest to be considered for a position.

Motion to Approve New Board Member Lane Towery: Susan		Second: Oliver
SDIS Governing Board	Yes	No
Chair Soce	X	
Keeper of Records Estrada	X Telephonically	
Keeper of Finances Tapaha	X Telephonically	

Vote: 3/0 Motion Passes

d. Head Administrators Evaluation Template-

- Susan: First part consist of 7 components that pertain to the job; the second part has 4 components with relate to job specific skills.
- Oliver: Questions on scoring scale it does not match, need clarification. Housse A and Housse B forms from the state. Help in comparison.
- Lane-explore a few tools.

Motion to Table Head Administrators Evaluation: Susan		Second: Oliver
SDIS Governing Board	Yes	No
Chair Soce	X	
Keeper of Records Estrada	X Telephonically	
Keeper of Finances Tapaha	X Telephonically	

Vote: 3/0 **Motion Tabled**

- VI. Informational
 - a. Admin Report

February 19, 2018

Since the last board meeting I have official taken myself out of the classroom to tend to the everyday needs of running the school. The following tasks have been accomplished:

- 100% participation of Winter NWEA Testing was done. Overall there were huge gains in Science. Math and Reading we are looking at data to drive instruction.

SIX DIRECTIONS INDIGENOUS SCHOOL

- RTI Fluid Grouping-based on NWEA scores 7th and 8th grade students have been group based on their NWEA scores, teacher recommendation and observation. Individual teachers are working with their identified groups and skills that they are missing. A tracking sheet was created to show student's progress towards mastery.
- Advanced Placement Training - January 17-18, 2018; Albuquerque. Both Ms. Purdy and myself attended the AP training in Albuquerque in preparation for next years 9th grade students. I am planning on applying for the 2019 Pre AP cohort. This cohort will allow us to provide Pre AP courses to our students, possibly next school year.
- Contracts for teaching staff have been revised to reflect the approved salary schedule for the 2017-2018 school year.
- Mr. Zunie started working as the new Zuni Language teacher on January 16, 2018. Students are excited about learning and implementation of the Zuni language is even more evident in the core classrooms with the cross-curricular planning that the teachers have been engaged in.
- Ms. Tara Partow finally received her alternative teaching license. It took three months of back and forth communication thru email and phone. While attending the NMSBA conference I made a point to visit the Licensure Bureau, where I was immediately assisted and told I would be able to pick up Ms. Tara's license the next day. Ms. Tara's not being licensed was an 80th day finding.
- February 9, 2108; SDIS was once again on the PEC agenda for non-compliance. PEC was waiting for our meeting minutes of September which was never submitted. PEC was also waiting for documentation for adding new members since Ms. Estrada had requested PEC to change our number of board members, even though I had already turned in our Annual Reporting record in September.
- Weekly PD planning has continued with Josh at NISN as well as Corina.
- Monthly Administrative calls are moving forward with all the administrators from the NISN network. Plans for March training are being planned. March 15 and 16, 2018 All School Leadership Summit, please mark your calendars to attend.
- The application for the Comprehensive Support & Improvement Schools (CSI) is currently being worked on. We have a deadline of February 26, 2018 to meet. Our school was identified as a low performing school. This three year grant will allow us to implement evidence-based intervention to all our students, while maintaining the schools mission.
- WestEd walk-thru was productive. The Charter School Program monitors visited our school and interviewed, staff, parents and community stakeholders. Although we will not get an overview of their findings the monitors were impressed with how our school operated. On March 7th, PED will be in our school to conduct their yearly monitoring.
- The Architectural Research Consultants visited our school to conduct an overall building assessment in November. They have forwarded documents of their

SIX DIRECTIONS INDIGENOUS SCHOOL

findings and suggestions on school improvement. They will be presenting to board members at the next board meeting in March.



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

CHRISTOPHER N. RUSZKOWSKI
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

March 19, 2018

Ben Soce
Six Directions Indigenous School
2055 NM-602
Gallup, NM 87301

Dear Mr. Soce:

Thank you for your notification of a governing body designation dated March 16, 2018 in which Six Directions Indigenous School provided notification to the Public Education Commission (PEC) of the designation of Lane Towery. The notification did not contain all required information; please provide the governing body minutes wherein Mr. Towery's designation was approved no later than March 29, 2018. If the required information is not timely provided, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification of a governing body designation will be presented to the PEC at the meeting on April 13, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Pierce".

Laurel Pierce
Options for Parents and Families