

AGENDA ITEM EXECUTIVE SUMMARY

- I. **Public Education Commission Meeting Date: April 13, 2018**
- II. **Item Title: DISCUSSION AND POSSIBLE ACTION ON CORRECTIVE ACTION PLANS RELATED TO DEAP AND ROOTS & WINGS CHARTER SCHOOLS**

DEAP

Public Education Commission Report

March 27, 2018		#1. Audit Finding: Findings: Failure to correct audit findings. Failure to have a properly constituted and active audit committee.			
Charter School:		DEAP Charter School		ID Number: 0562	
Head Administrator:		Louella Poblano		School Year: 2017-2018	
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. Governing Council Training – School Finances	1. Contact the Vigil Group & request and schedule training at DEAP for GC members on school finances	1. May 2018 GC Meeting	Head Administrator L. Poblano, GC Treasurer	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled
B. Governing Council Training – Audit Committee Requirements	1. Contact the Vigil Group & request and schedule training at DEAP for GC members on audit committee requirements and responsibilities.	1. May, 2018 GC Meeting	Head Administrator L. Poblano, GC Treasurer	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled
C. Governing Council Training – Financial Reports	1. Contact the Vigil Group & request and schedule training at SABE for GC members school financial reports.	1. May, 2018 GC Meeting	Head Administrator L. Poblano, GC Treasurer	Agenda & Sign-In Sheet	1. Scheduled 2. Scheduled

<p>D. Governing Council Audit Committee</p>	<p>1. Establish a GC audit committee, one DEAP parent from school identified and serving with GC Audit / Finance Committee</p> <p>2. GC audit committee to meet to review all audit findings; review Corrective Action Plans submitted to the PED; receive status of corrective actions</p>	<p>1. Oct. 2017</p> <p>2. Ongoing</p>	<p>Head Administrator L. Poblano, GC Treasurer, Business Manager Michael Vigil</p>	<p>GC Minutes, Agendas & Sign-In Sheets</p>	<p>1. Audit committee members are: GC Pres., GC Vice Pres., B.M-Vigil, H.A-LP, DEAP Parent-R.Bitloy</p> <hr/> <p>2. Scheduled</p>
<p>E. Targets for financial audits</p>	<p>1. Review of financial findings will show a significant reduction in repeat findings. However, process changes implemented after the prior year audit occurred may result in findings prior to the date of change. The school will ask the auditor to note the finding occurred prior to the process change</p>	<p>July 2017 - Ongoing</p>	<p>Head Administrator L. Poblano Governing Council Members Business Manager, Michael Vigil (The Vigil Group)</p>	<p>Independent external audited financial statements.</p>	<p>Reports from Vigil Group are attached as evidence of financial reserves and planning</p>

Public Education Commission Report

March 27, 2018		#2. Budget Finding: Failure to abide to budgetary authority and to monitor and maintain budget			
Charter School:		DEAP Charter School		ID Number:	563
Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	NOTES & Met/ Did Not Meet

<p>A. Monthly Financial reports will be provided to the Governing Council</p>	<p>1. After financial training to be provided the following reports will be provided monthly to the governing council.</p> <ul style="list-style-type: none"> Budget to actual revenue reports Budget to actual expenditure reports Outstanding purchase order report Bank reconciliation <p>2. Regular meetings between the Head administrator and the Business Manager will occur to review the school's budget. Vigil Business Manager will provide ongoing training for GC members, focused training</p>	<p>March 2017- Ongoing</p> <p>March 2017- ongoing</p>	<p>Business manager Michael Vigil, GC President and Treasurer</p> <p>Head Administrator, Business Manager</p>	<p>No budgetary findings; timely financial reports to NMPED.</p> <p>BARs will be submitted to the governing council and NMPED as needed.</p>	<p>Reports from Vigil Group are attached as evidence of monthly reporting and planning. All reports for FY2018 have been filed timely with the NM PED School Budget and Finance Analysis Bureau.</p> <p>Meetings have occurred. BARs have been approved by the Governing Council and submitted to NM PED</p>

Public Education Commission Report

March 27, 2018		#3. Business Manager Failure to maintain proper staffing, Licensed School Business Manager			
Charter School:		DEAP Charter School		ID Number:	562
Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. The school has contracted with a company with a valid NM Level 2 SBOL	1. Contract with the Vigil Group.	1. July 2017	Head Administrator L Poblano, GC President	Contract signed by both parties	1. completed
B. The school will request a level 2 business manager be assigned the school	1. Contact the Vigil Group & request the desired business manager level.	1. July, 2017	Head Administrator L Poblano, GC President	TVG has assigned Michael Vigil, CPA, Level II, 27 years experience in NM schools and districts; NM PED contractor for School Budget and Finance Analysis Bureau takeover schools.	1. Completed

C. Governing Council will notify the PED if the contract is terminated within 72 hours of termination	1. Contact NM PED CSD and NM PED School Budget and Finance Analysis Bureau.	1. when needed	Head Administrator L Poblano, GC President	Notice to PED	1. TBD

Public Education Commission Report

March 27, 2018		#4. CPO Finding: Failure to comply with Procurement Code			
Charter School:		DEAP Charter School		ID Number:	563
Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. Members of the school's Audit Committee	1. October 2017, K.B. attended training & passed required exams to be certified CPO for DEAP school	1. Oct. 2017	Head Administrator L. Poblano, GC President, Dead Leadership team member	Contract signed by both parties, KB Registered online with NM EDGE Program@CNM Montoya Campus.	1. Completed, Oct 2017
B. School Business Manager will implement monitoring protocols to review purchasing files.	B. School Business Manager and Members of GC Audit Committee will implement monthly monitoring protocols: Review bids, and vendor files to ensure Purchase Requisitions, quotes, Purchase Orders, and receipts are properly maintained.	Feb. 28, 2018	Head Administrator L. Poblano, GC President	TVG has assigned Michael Vigil, CPA, Level II, 27 years experience in NM schools and districts; NM PED contractor for School Budget and Finance Analysis Bureau takeover schools. Registration of certified CPO on NM Chief Procurement Officer Online List	1. Completed
C. Three School Year GC Reports	1.CPO will provide GC with 3 update reports to GC members/	3 times in a school year	Head Administrator L. Poblano, GC President, CPO	Notice to PED	1. TBD

D. Identify a secondary CPO	GC members and Leadership team will identify another person as CPO.	Oct. 2018	Head Administrator, Business Manager, and GC Audit members.	Notice to PED, certificates and CPO certification documents, including online registering in data base.	TBD

Public Education Commission Report

March 27, 2018		#5. General Ledger Failure to reconcile all general ledger accounts			
Charter School:		DEAP Charter School		ID Number:	563
Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	NOTES & Met/ Did Not Meet
A. Monthly Financial reports will be provided to the Governing Council	1. After financial training to be provided the following reports will be provided monthly to the governing council. <ul style="list-style-type: none"> • Budget to actual revenue reports • Budget to actual expenditure reports • Outstanding purchase order report • Bank reconciliation 	March 2017- Ongoing	Business manager Michael Vigil, GC President and Treasurer	No budgetary findings; timely financial reports to NMPED.	Reports from Vigil Group are attached as evidence of monthly reporting and planning. All reports for FY2018 have been filed timely with the NM PED School Budget and Finance Analysis Bureau.
	2. Regular meetings between the Head administrator and the Business Manager will occur to review the school's budget and actual activities (general ledger) to determine appropriate action.	March 2017- ongoing	Head Administrator, Business Manager	BARs will be submitted to the governing council and NMPED as needed.	Meetings have occurred. BARs have been approved by the Governing Council and submitted to NM PED

Public Education Commission Report

March 27, 2018		#6. Governing Council Attendance Finding: The board shall meet in person on a monthly basis. No board member shall attend more than 4 board meeting telephonically on a annual basis. If a board member loses connection while participating telephonically, the board member may not vote on action items being discussed while that member is disconnected.			
Charter School:		DEAP Charter School		ID Number:	563
Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet

<p>A. The Governing Council will meet in person on a monthly basis at school site.</p>	<p>1. Governing Board on boarding training will cover high expectations for GC members, including in-person participation in monthly meeting to ensure collaborative and engaging discussions with H.A., Business Manager, Director of Operations, Director of Curriculum & Assessment, teachers, students & families or community members.</p>	<p>1. SY 2017-18</p>	<p>Head Administrator L Poblano, GC President,</p>	<p>Pledge of Commitment ceremony and certificate will be presented to Governing Council members mid-way and at the end of school term to acknowledge and recognize committed board members. Plans for student presentations and verbal acknowledgments, certificates from DEAP school.</p>	<p>1.Has not met level of commitment by all GC members, but will work towards engagement of 100% of all C members</p>
<p>B. Governing Council will follow the Open Meeting Act regarding telephonic call and physical attendance</p>	<p>1. H.A. and support staff will provide PD in what is an engaged GC member and what are the ethical responsibilities of GC members. 2. All GC members will attain Open Meeting ACT training provided by PEC/CSD, s within 90 days of newly acquiring a GC position or any returning GC members</p>	<p>1. July, 2017-June 2018</p>	<p>Head Administrator L Poblano, GC President</p>	<p>GC Secretary will provide H.A. list of all GC members who have completed Open Meeting Act within 90 days.</p>	<p>90 day check by GC secretary/VP/H.A.</p>

<p>C. GC Self Evaluation</p>	<p>1. All GC members will self-evaluate two times a school year, with feedback from the DEAP Superintendent and another educational entity like NISN to provide board support and evaluative feedback.</p>	<p>March 2017-June 28</p>	<p>DEAP Supt. In collaboration with another NISN school leader.</p>	<p>1. Self evaluation and collaborative group discussion to continuously improve attendance and commitment.</p>	<p>SY 2018, and thereafter</p>
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Public Education Commission Report

March 27, 2018		#6. Governing Council			
		Finding: Failure of the school board to maintain required membership, the report changes in a timely manner, and to fill vacancies in a timely manner.			
Charter School:		DEAP Charter School		ID Number:	563
Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet

<p>A. The Governing Council will maintain board membership of 5 members at all times.</p>	<ol style="list-style-type: none"> 1. Board Secretary will take attendance for each monthly board meetings to ensure all board members attend monthly board meetings at school site. 2. Any GC member who misses three (3) consecutive meetings will be removed at the third meeting. 3. DEAP School will publicly post and recruit to fill vacant GC board member position. 4. GC President will inform in email PEC of any increase or decrease of DEAP GC membership 	<p>Feb. 2018 to July 2018, and with new school year 2018 to 2019.</p>	<p>Head Administrator L Poblano, GC President, GC Vice President</p>	<ol style="list-style-type: none"> 1. Board members will include attendance of all elected governing board members present at monthly board meetings. 2. Secretary will report monthly board membership attendance report to PEC. 	<ol style="list-style-type: none"> 1. Revised Governing Board bylaws, passed, 2/13/18. 2. Monthly attendance recorded and posted by board secretary
<p>B. Reporting of Governing Council membership changes.</p>	<ol style="list-style-type: none"> 1. The Governing Council will report any board membership changes to PEC within 30 days of change. 	<p>1. July, 2017</p>	<p>GC President, Head Administrator L Poblano.</p>	<ol style="list-style-type: none"> 1. Any board changed will be recorded, voted and posted in GC minutes. 	<ol style="list-style-type: none"> 1. On-going, SY 2017-2018

<p>C. Maintaining five (5) members in DEAP Governing Council</p>	<p>1. GC Secretary will keep track of attendance/missed meetings. 2. If, needed, GC will be informed of a GC member if any board member missed more than three (3) consecutive meetings, GC will address 3 consecutive missed meeting, vote of member, board secretary will record in minutes. GC 3. President will inform PEC in email as soon as possible and, 4. Recruitment will begin for new board member.</p>	<p>1. when needed</p>	<p>GC members, Head Administrator L Poblano, and support school staff, Parent Advisory Council members, parent and families</p>	<p>Notice to PED, Recruitment notices to families and communities for recruitment of new GC board member.</p>	<p>1. On-going, SY 2017-18</p>

Public Education Commission Report

March 27, 2018		#8. Head Administrator Finding: The school has failed to maintain proper staffing including a licensed administrator. Some administrative actions taken by non-licensed staff include signing on behalf of the school, making staffing decisions, making budget decisions, and processing time sheets.			
Charter School:		DEAP Charter School		ID Number:	563
Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. Head Administrator (HA) will be evaluated of the end of each school year.	1. GC members will meet each monthly with H.A. to monitor and provide feedback in regards to school growth and development. 2. GC members will use the DEAP Administrative Rubric to annually evaluate HD	1. July 2017 - June 2018	Governing Council (GC) members, President and Vice President.	Contract signed by both parties, July 12, 2017, HA evaluation will be noted in GC meeting. If HA resigns or is not offered a contract, PED will be immediately notified	1. Completed, except for annual performance evaluation

<p>B. Plan of Succession for a Substitute Licensed Administrator</p>	<p>1. HA and GC members will create a MOU with either NISN- or with GMCS to support DEAP school with a substitute licensed administrator. This will ensure the if school is unable to find a licensed administrator.</p> <p>2. District will create a Plan of Succession to avoid organizational instability and to provide school site administrative leadership development with interested staff members on Level III teaching licenses.</p> <p>3. In hiring of any new staff, DEAP will recruit and hire a Teacher or a Counselor with a Level 3-B, PreK-12, with endorsement in Administration.</p>	<p>1. July, 2017</p>	<p>Head Administrator L. Poblano, GC President</p> <p>1. Kara Bobroff, Executive Director, NISN, or Mike Hyatt, Supt. GMCS.</p> <p>2. Discussions for MOU in progress.</p> <p>3. Research on Plans of Succession</p>	<p>1. MOU with a district for Substitute, Licensed Administrator Support-Substitute</p> <p>2. NISN administrative discussions for collecting feedback on Plans of Succession for licensed administrators</p>	<p>1. In progress at DEAP, with the possibility of NISN partnership—PENDING budget supports</p>
<p>C. Ensure only HA is making administrative decisions for staffing, signing documents, including timesheet</p>	<p>1. H.A. is making administrative decisions for DEAP school</p> <p>2. NMPED, Charter School Division, and Public Education Commission, will receive documents that are signed by H.A. or by DEAP GC President</p>	<p>1. On-going, as required signatures are needed by H.A.</p>	<p>Head Administrator L. Poblano, GC President, Business Manager-Vigil Group</p>	<p>Signatures evidenced by Head Administrator, or GC President, or Business Manager signatures to various official educational agencies. H.A. is signing documents, time sheets for AmeriCorps, PEC, CSD, NMPED, NISN, including financial paperwork</p>	<p>1. On-going,</p>

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Public Education Commission Report

March 27, 2018		#9. Liabilities Findings: Failure to record all liabilities			
Charter School: DEAP Charter School		ID Number: 563			
Head Administrator: Louella Poblano		School Year: 2017-2018			
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	NOTES & Met/ Did Not Meet
A. The financial system will be used as intended with all accounts payable entered into the system as received. Invoicing reports will be prepared and submitted to the Head Administrator for review bi-weekly.	1. Invoices will be entered into the financial system as received. The financial system records due dates, dates entered and provides an aging of liabilities.	Ongoing	Business manager Michael Vigil, Head Administrator	A/P and PR Liability aging reports	Met- all known liabilities paid
	2. Accounts payable listing and aging will be prepared for review by the Head administrator. The school will comply with state requirement on processing of accounts payable.	Ongoing	Head Administrator, Business Manager	All P/R liabilities are up to date – NMPSIA, ERB, IRS, NMTRD, NMRHC	
B. Level II Business Manager contracted	A business manager will be contracted to address issues identified.	ongoing	Head Administrator	The Vigil Group contracted to address issues.	Met – contract in place.

Public Education Commission Report

March 27, 2018		#10. Internal Controls Finding: Failure to implement required internal controls and segregation of duties			
Charter School:		DEAP Charter School		ID Number:	563
Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. Governing Council Training – School procedures / internal controls	1. Contact the Vigil Group & request and schedule training at DEAP for staff on school procedures to include internal control requirements	1. 2018 GC Meeting	Head Administrator L. Poblano, Business Manager Michael Vigil	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled
B. Governing Council Training – Audit Committee Requirements	1. Contact the Vigil Group & request and schedule training at DEAP for GC members on audit committee requirements and responsibilities.	1. May, 2018 GC Meeting	Head Administrator L. Poblano, GC Treasurer	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled
C. Audit committee will meet monthly to review report on internal controls submitted by Vigil Group.	1. Vigil Group will report on financial issues which may lead to audit findings. This will include procurement, budget and financial reporting issues.	ongoing	Head Administrator L. Poblano, Business Manager Michael Vigil	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled

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Public Education Commission Report

March 27, 2018		#1. Audit Finding: Findings: Failure to correct audit findings. Failure to have a properly constituted and active audit committee.			
Charter School:		DEAP Charter School		ID Number: 0562	
Head Administrator:		Louella Poblano		School Year: 2017-2018	
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. Governing Council Training – School Finances	1. Contact the Vigil Group & request and schedule training at DEAP for GC members on school finances	1. May 2018 GC Meeting	Head Administrator L. Poblano, GC Treasurer	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled
B. Governing Council Training – Audit Committee Requirements	1. Contact the Vigil Group & request and schedule training at DEAP for GC members on audit committee requirements and responsibilities.	1. May, 2018 GC Meeting	Head Administrator L. Poblano, GC Treasurer	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled
C. Governing Council Training – Financial Reports	1. Contact the Vigil Group & request and schedule training at SABE for GC members school financial reports.	1. May, 2018 GC Meeting	Head Administrator L. Poblano, GC Treasurer	Agenda & Sign-In Sheet	1. Scheduled 2. Scheduled

<p>D. Governing Council Audit Committee</p>	<p>1. Establish a GC audit committee, one DEAP parent from school identified and serving with GC Audit / Finance Committee</p> <p>2. GC audit committee to meet to review all audit findings; review Corrective Action Plans submitted to the PED; receive status of corrective actions</p>	<p>1. Oct. 2017</p> <p>2. Ongoing</p>	<p>Head Administrator L. Poblano, GC Treasurer, Business Manager Michael Vigil</p>	<p>GC Minutes, Agendas & Sign-In Sheets</p>	<p>1. Audit committee members are: GC Pres. GC Vice Pres., B.M-Vigil, H.A-LP, DEAP Parent-R.Bitloy</p> <hr/> <p>2. Scheduled</p>
<p>E. Targets for financial audits</p>	<p>1. Review of financial findings will show a significant reduction in repeat findings. However, process changes implemented after the prior year audit occurred may result in findings prior to the date of change. The school will ask the auditor to note the finding occurred prior to the process change</p>	<p>July 2017 - Ongoing</p>	<p>Head Administrator L. Poblano Governing Council Members Business Manager, Michael Vigil (The Vigil Group)</p>	<p>Independent external audited financial statements.</p>	<p>Reports from Vigil Group are attached as evidence of financial reserves and planning</p>

Public Education Commission Report

March 27, 2018		#2. Budget Finding: Failure to abide to budgetary authority and to monitor and maintain budget			
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Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	NOTES & Met/ Did Not Meet

Public Education Commission Report

March 27, 2018		#3. Business Manager Failure to maintain proper staffing, Licensed School Business Manager			
Charter School:		DEAP Charter School		ID Number:	562
Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. The school has contracted with a company with a valid NM Level 2 SBOL	1. Contract with the Vigil Group.	1. July 2017	Head Administrator L Poblano, GC President	Contract signed by both parties	1. completed
B. The school will request a level 2 business manager be assigned the school	1. Contact the Vigil Group & request the desired business manager level.	1. July, 2017	Head Administrator L Poblano, GC President	TVG has assigned Michael Vigil, CPA, Level II, 27 years experience in NM schools and districts; NM PED contractor for School Budget and Finance Analysis Bureau takeover schools.	1. Completed

C. Governing Council will notify the PED if the contract is terminated within 72 hours of termination	1. Contact NM PED CSD and NM PED School Budget and Finance Analysis Bureau.	1. when needed	Head Administrator L Poblano, GC President	Notice to PED	1. TBD

Public Education Commission Report

March 27, 2018		#4. CPO Finding: Failure to comply with Procurement Code			
Charter School:		DEAP Charter School		ID Number:	563
Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. Members of the school's Audit Committee	1. October 2017, K.B. attended training & passed required exams to be certified CPO for DEAP school	1. Oct. 2017	Head Administrator L. Poblano, GC President, Dead Leadership team member	Contract signed by both parties, KB Registered online with NM EDGE Program@CNM Montoya Campus.	1. Completed, Oct 2017
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C. Three School Year GC Reports	1.CPO will provide GC with 3 update reports to GC members/	3 times in a school year	Head Administrator L. Poblano, GC President, CPO	Notice to PED	1. TBD

D. Identify a secondary CPO	GC members and Leadership team will identify another person as CPO.	Oct. 2018	Head Administrator, Business Manager, and GC Audit members.	Notice to PED, certificates and CPO certification documents, including online registering in data base.	TBD

Public Education Commission Report

March 27, 2018		#5. General Ledger Failure to reconcile all general ledger accounts			
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Public Education Commission Report

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Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet

<p>A. The Governing Council will maintain board membership of 5 members at all times.</p>	<ol style="list-style-type: none"> 1. Board Secretary will take attendance for each monthly board meetings to ensure all board members attend monthly board meetings at school site. 2. Any GC member who misses three (3) consecutive meetings will be removed at the third meeting. 3. DEAP School will publicly post and recruit to fill vacant GC board member position. 4. GC President will inform in email PEC of any increase or decrease of DEAP GC membership 	<p>Feb. 2018 to July 2018, and with new school year 2018 to 2019.</p>	<p>Head Administrator L Poblano, GC President, GC Vice President</p>	<ol style="list-style-type: none"> 1. Board members will include attendance of all elected governing board members present at monthly board meetings. 2. Secretary will report monthly board membership attendance report to PEC. 	<ol style="list-style-type: none"> 1. Revised Governing Board bylaws, passed, 2/13/18. 2. Monthly attendance recorded and posted by board secretary
<p>B. Reporting of Governing Council membership changes.</p>	<ol style="list-style-type: none"> 1. The Governing Council will report any board membership changes to PEC within 30 days of change. 	<p>1. July, 2017</p>	<p>GC President, Head Administrator L Poblano.</p>	<ol style="list-style-type: none"> 1. Any board changed will be recorded, voted and posted in GC minutes. 	<ol style="list-style-type: none"> 1. On-going, SY 2017-2018

<p>C. Maintaining five (5) members in DEAP Governing Council</p>	<p>1. GC Secretary will keep track of attendance/missed meetings. 2. If, needed, GC will be informed of a GC member if any board member missed more than three (3) consecutive meetings, GC will address 3 consecutive missed meeting, vote of member, board secretary will record in minutes. GC 3. President will inform PEC in email as soon as possible and, 4. Recruitment will begin for new board member.</p>	<p>1. when needed</p>	<p>GC members, Head Administrator L Poblano, and support school staff, Parent Advisory Council members, parent and families</p>	<p>Notice to PED, Recruitment notices to families and communities for recruitment of new GC board member.</p>	<p>1. On-going, SY 2017-18</p>

Public Education Commission Report

March 27, 2018		#8. Head Administrator Finding: The school has failed to maintain proper staffing including a licensed administrator. Some administrative actions taken by non-licensed staff include signing on behalf of the school, making staffing decisions, making budget decisions, and processing time sheets.			
Charter School:		DEAP Charter School		ID Number:	563
Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. Head Administrator (HA) will be evaluated of the end of each school year.	1. GC members will meet each monthly with H.A. to monitor and provide feedback in regards to school growth and development. 2. GC members will use the DEAP Administrative Rubric to annually evaluate HD	1. July 2017 - June 2018	Governing Council (GC) members, President and Vice President.	Contract signed by both parties, July 12, 2017, HA evaluation will be noted in GC meeting. If HA resigns or is not offered a contract, PED will be immediately notified	1. Completed, except for annual performance evaluation

<p>B. Plan of Succession for a Substitute Licensed Administrator</p>	<ol style="list-style-type: none"> 1. HA and GC members will create a MOU with either NISN- or with GMCS to support DEAP school with a substitute licensed administrator. This will ensure the if school is unable to find a licensed administrator. 2. District will create a Plan of Succession to avoid organizational instability and to provide school site administrative leadership development with interested staff members on Level III teaching licenses. 3. In hiring of any new staff, DEAP will recruit and hire a Teacher or a Counselor with a Level 3-B, PreK-12, with endorsement in Administration. 	<p>1. July, 2017</p>	<p>Head Administrator L. Poblano, GC President</p> <ol style="list-style-type: none"> 1. Kara Bobroff, Executive Director, NISN, or Mike Hyatt, Supt. GMCS. 2. Discussions for MOU in progress. 3. Research on Plans of Succession 	<ol style="list-style-type: none"> 1. MOU with a district for Substitute, Licensed Administrator Support-Substitute 2. NISN administrative discussions for collecting feedback on Plans of Succession for licensed administrators 	<p>1. In progress at DEAP, with the possibility of NISN partnership—PENDING budget supports</p>
<p>C. Ensure only HA is making administrative decisions for DEAP school</p> <p>including staffing, signing documents, including timesheet</p>	<ol style="list-style-type: none"> 1. H.A. is making administrative decisions for DEAP school 2. NMPED, Charter School Division, and Public Education Commission, will receive documents that are signed by H.A. or by DEAP GC President 	<p>1. On-going, as required signatures are needed by H.A.</p>	<p>Head Administrator L. Poblano, GC President, Business Manager-Vigil Group</p>	<p>Signatures evidenced by Head Administrator, or GC President, or Business Manager signatures to various official educational agencies. H.A. is signing documents, time sheets for AmeriCorps, PEC, CSD, NMPED, NISN, including financial paperwork</p>	<p>1. On-going,</p>

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Public Education Commission Report

March 27, 2018		#9. Liabilities Findings: Failure to record all liabilities			
Charter School: DEAP Charter School		ID Number: 563			
Head Administrator: Louella Poblano		School Year: 2017-2018			
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	NOTES & Met/ Did Not Meet
A. The financial system will be used as intended with all accounts payable entered into the system as received. Invoicing reports will be prepared and submitted to the Head Administrator for review bi-weekly.	1. Invoices will be entered into the financial system as received. The financial system records due dates, dates entered and provides an aging of liabilities.	Ongoing	Business manager Michael Vigil, Head Administrator	A/P and PR Liability aging reports	Met- all known liabilities paid
	2. Accounts payable listing and aging will be prepared for review by the Head administrator. The school will comply with state requirement on processing of accounts payable.	Ongoing	Head Administrator, Business Manager	All P/R liabilities are up to date – NMPSIA, ERB, IRS, NMTRD, NMRHC	
B. Level II Business Manager contracted	A business manager will be contracted to address issues identified.	ongoing	Head Administrator	The Vigil Group contracted to address issues.	Met – contract in place.

Public Education Commission Report

March 27, 2018		#10. Internal Controls Finding: Failure to implement required internal controls and segregation of duties			
Charter School:		DEAP Charter School		ID Number:	563
Head Administrator:		Louella Poblano		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. Governing Council Training – School procedures / internal controls	1. Contact the Vigil Group & request and schedule training at DEAP for staff on school procedures to include internal control requirements	1. 2018 GC Meeting	Head Administrator L. Poblano, Business Manager Michael Vigil	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled
B. Governing Council Training – Audit Committee Requirements	1. Contact the Vigil Group & request and schedule training at DEAP for GC members on audit committee requirements and responsibilities.	1. May, 2018 GC Meeting	Head Administrator L. Poblano, GC Treasurer	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled
C. Audit committee will meet monthly to review report on internal controls submitted by Vigil Group.	1. Vigil Group will report on financial issues which may lead to audit findings. This will include procurement, budget and financial reporting issues.	ongoing	Head Administrator L. Poblano, Business Manager Michael Vigil	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled

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Roots and Wings

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 570-000-1718-0013-I
Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: Roots and Wings Community School

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Charlotte Archuleta, CPO

Total Approved Budget (Flowthrough):

Phone: 505 450-1415

Email: Archuleta97@outlook.com

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 31200.0000.43209 \$5,661

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31200 Public School Capital Outlay	4000 Capital Outlay	54610 Rental - Land and Buildings	0000 No Program	0000 No Job Class	\$19,791	\$5,661	\$25,452	
Sub Total						\$5,661		
Indirect Cost								
DOC. TOTAL						\$5,661		

Justification:

Revised PSCOC Award FY18

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

roots & wings

COMMUNITY SCHOOL

March 31, 2018, 2018
Public Education Commission
State of New Mexico

Monthly PEC Report to Improve Financial Management-April 1, 2018

Actions:

- **Three GC members (Michael Rael, Stephen Abt, and Erica Lannon), Charlotte Achuleta (SBM by teleconference), and I attended the training done by David Craig. The date was March 23 at 10:00, it was a very informative training that lasted about 3.5 hours.**
- **Worked on another revision to our CAP adding elements of Charlotte's plan and addressing each finding individually Revised document will be submitted April 6, 2018**
- **I reviewed the Financial Performance Framework self-report with Charlotte.**
- **Tried to coordinate a meeting between Katie Poulos, Michael Rael, and myself, but conflicting schedules prevented it.**
- **Enlisted two GC members (Erica Lannon and Stephen Abt) to also attend the Spring Budget Conference. With Charlotte and I attending we will have four persons from RWCS attending.**

Budget Adjustments:

- **Revised PSCOC Award FY18, see attached.**

Year-end position forecast:

- **11% carryover**

Respectfully,

Randall C Green

Randy Green, Director
Maria Medina, Office Manager

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