

**LA PROMESA**  
**EARLY LEARNING CENTER**



*Where success speaks louder than words*

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**Chris Jones, Executive Director**

**Diana Diaz, Director of Operations**

August 31, 2018

Patricia Gipson, Chair

New Mexico Public Education Commission  
300 Don Gaspar  
Santa Fe, New Mexico 87501

*Re: La Promesa Early Learning Center*

Dear Commissioners:

As you know La Promesa Early Learning Center ("La Promesa") has been under a Corrective Action Plan ("CAP") for the School Years 2016-2017 and 2017-2018. La Promesa is proud to announce that its School Grading Report Card was recently released and that its students earned an overall grade of C for the 2017-2018 school year, missing a B by .10 points. With its 2017-2018 School Grade of C, La Promesa has met the CAP's academic performance goal.

As required by the CAP, La Promesa came before the Commission at its October 2017 and April 2018 meeting, to present its progress on all terms of the CAP. At each meeting, and as part of its presentation to the Commission at its June 2018 meeting, La Promesa submitted an updated CAP progress report. To date, La Promesa has not received notice from the Commission that it disagreed with La Promesa's CAP progress reports, which indicates that La Promesa was in compliance with the terms of the CAP due as of the June 2018 meeting.

As stated above, based on the School Report Card, La Promesa has met the academic performance goal. As indicated in its most current progress report (an updated version of the CAP Progress Report is attached), it has also meet its Organizational Goals. The only remaining targets, which cannot be completed for purposes of assessment as of today's date, are goal #2 and #3 under "Financial Goals." *See p. 12 of the CAP.* These two goals are tied to future events.

Consequently, La Promesa requests that the PEC deem all items of the CAP, except for #2 and #3 under "Financial Goals" (on p. 12 of 12) successfully resolved to the PEC's satisfaction. We ask that the Commission vote on La Promesa's request at its September 21, 2018 meeting so that the threat of immediate revocation is removed. This cloud of potential closure tied to our school grade, has had a negative effect on families wishing to enroll and teachers and staff needing consistency in their employment future. Moreover, we would like to move into our renewal year

(2019-2020) with these matters concluded.

La Promesa will report on the remaining financial goal as the information is available. We appreciate the opportunity to demonstrate to the Commission that La Promesa's new leadership is up to the task of improving the academic performance of our students and proving financial accountability and operational transparency.

Sincerely yours,  
LA PROMESA EARLY LEARNING CENTER

By: Judy M. Griego  
Ret/Brig Gen. Judy Griego  
Governing Council President

By: Chris Jones  
Chris Jones  
Executive Director

Enclosure

Name of Charter School	La Promesa Early Learning Center			School State ID Number	528
Head Administrator	Chris Jones			School Years	2016-2017, 2017-2018
Governing Board Approval Date				Submission Date	1-Sep-18
<b>GENERAL AGREEMENT</b>					
Monitoring tool reports to PEC/CSD	The school will provide a report on the progress of the CAP at the PEC's October 2017 and April 2018 meetings. Hereafter these reports are referred to as the CAP Progress Reports.				Monitoring reports provided October 2017, April 2018, June 2018 and September 2018.
<b>CAP Requirement</b>	<b>CAP Requirement description</b>	<b>Notes on CAP requirement</b>	<b>Date of Completion</b>	<b>Evidence required to support the requirement</b>	<b>Monitoring report update</b>
<b>ACADEMIC GOALS</b>					
	<p><b>1. For the SY17-18, the School will show that it has met the academic goals of this CAP, if it earns a letter grade of "C" according to the New Mexico A-F grading system ("School Grade"), <u>or</u> that it met all other Academic Performance Indicators (#2, #3 and #4, collectively referred to as the "Short Cycle Assessment Indicators") as set forth in the 2017 Amendment to Performance Framework.</b></p>		Aug-18	School Grading Report Card 2018	<p>School grade increased to a 'D' as indicated by the School Grading Report Card 2017. <a href="#">2018 School Grading Report Card will be released in Fall 2018.</a> Discussed during the April 2018 PEC Meeting. Performance Framework data has been submitted to Katie Poulos with the Jun 15 PEC packet. The school is still awaiting the release of the 2018 School Grading Report Card. <b>The School earned a final grade of "C" on the 2018 School Grading Report Card. <u>GOAL SUCCESSFULLY COMPLETED.</u></b></p>

**GENERAL AGREEMENT**

	<p>2. By May 20, 2018, the School will provide NWEA testing data to CSD. The testing data may be in the form of raw data or a specialized report generated by NWEA for the School. The CSD will review the NWEA data/report and WIDA results and make recommendations to the PEC at its June 2017 meeting as to whether the School has met its Short Cycle Assessment Indicators. If the PEC votes to accept the CSD's recommendations that the School does not meet the Short Cycle Assessment Indicators, then the School may have a third party review the CSD's interpretation of the data or the NWEA generated report prior to any decision by the PEC to proceed with a revocation hearing, alternatively, if the NWEA report and the WIDA results show the School met its Short Cycle Assessment Indicators, the School will have satisfied the Corrective Action Plan, and no further consideration of the School Grade is contemplated to demonstrate that the School met the CAP academic goals. If the PEC determines that the School did not meet its Short Cycle Assessment Indicators, the School may meet the academic requirements of the CAP by earning a School Grade of a "C" and no proceedings to revoke the School's charter shall commence prior to the statewide release of school grades and the School's opportunity to appeal the School Grade below a "C".</p>		<p>Aug-18</p>	<p>NWEA Current Status and Student Growth Summary Report Overview                  NWEA Raw Data (Vendor Reports)  <a href="#">NWEA Blog RE: 1.5 years Growth</a>; <a href="#">August 2018 School Grading Report Card</a></p>	<p>NWEA is unable to build a custom report for LPELC that captures overall student proficiency and 1.5 years growth. <a href="#">In accordance with the performance framework, the school is the NWEA 'Achievement Status and Growth Summary Report' to perform a straight across calculation in which 'Projected Growth' is being compared against 'Observed Growth' to determine whether students have met 1.5 years growth goal. Students scoring/ranking in the 41st percentile are considered 'Average' per NWEA.</a>  <a href="#">Raw data was sent to the CSD on May 21 (next business day following May 20). The school is awaiting the CSD analysis. Our analysis demonstrates that academic indicator goals were met for both Math and Reading. <b>The School met this goal by earning a "C". <u>GOAL SUCCESSFULLY COMPLETED.</u></b></a></p>
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GENERAL AGREEMENT					
	3. If the School, after all reviews and appeals contemplated herein, does not make a School Grade of "C" or does not meet its Short Cycle Assessment Indicators as concluded by the PEC, the PEC will schedule a revocation hearing to commence within fifteen days after its determination that the School has not met the academic goals of the CAP.				<p>The school is still awaiting the final CSD analysis as well as the 2018 school letter grade that should be released in August 2018. Significant academic growth has occurred and the school's finances have been remedied within the last school year, which we feel warrants a cease of discussion regarding revocation proceedings.</p> <p><b><u>ACTION NOT REQUIRED. AUTOMATIC REVOCATION CONSEQUENCE PREEMPTED BY SCHOOL MEETING LETTER GRADE OF C FOR 2017-2018 SCHOOL YEAR.</u></b></p>
	<b>The Academic Performance Framework will be modified as follows</b>				
Academic Performance Framework	4. The Academic Performance Indicators originally agreed to by the School and PEC will be revised and referred to hereafter as the "Amended Performance Framework". Academic Performance Indicator #1 of the Amended Performance Framework shall reflect that the School will have met the academic requirements of the CAP, if it earns a School Grade of "C" for SY '17-'18, after any allowable appeal of its grade to PED Assessment Bureau.		5/12/2017	May 12, 2017 PEC Summary Meeting Notes/ Minutes Revised Academic Performance Framework	<p>Revisions to performance indicators were agreed upon during an April 25 sub-committee meeting and further reviewed and developed in conjunction with Julia Barnes.</p> <p><b><u>Completed in May 2017.</u></b></p>

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Academic Performance Framework	5. The Academic Performance Indicator #2 (Reading) redefines the student cohort as those students without an IEP. The definition of <b>growth</b> is defined as 1.5 years growth.		4/25/2017	Revised Academic Performance Framework NWEA Blog RE: 1.5 years Growth	Revisions to performance indicators were agreed upon during an April 25 sub-committee meeting and further reviewed and developed in conjunction with Julia Barnes. The school plans to submit to the CSD and PEC a full analysis of all data. One of which data presentations will include Kindergarten and SWD (LPELC was designated a TIS due to SPED subgroup performance). The school's analysis includes scenarios that remove and include Kindergarten and SWD. <b>Completed April 2017.</b>
Academic Performance Framework	6. The Academic Performance Indicator #3 (Math) redefines the student cohort as those students without an IEP. The definition of <b>growth</b> is defined as 1.5 years growth .		4/25/2017	Revised Academic Performance Framework NWEA Blog RE: 1.5 years Growth	Revisions to performance indicators were agreed upon during an April 25 sub-committee meeting and further reviewed and developed in conjunction with Julia Barnes. The school plans to submit to the CSD and PEC a full analysis of all data. One of which data presentations will include Kindergarten and SWD (LPELC was designated a TIS due to SPED subgroup performance). The school's analysis includes scenarios that remove and include Kindergarten and SWD. <b>Completed April 2017.</b>

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	7. The School will provide the raw data/report to CSD by May 20, 2018. If no specialized report has been created by NWEA, CSD must provide its data interpretation by no later 20 business days from the date the School provides the raw data. If not analyzed and reported to the School by that deadline, then the School's interpretation of the raw data will be binding on the CSD and the PEC. If the School disagrees with CSD's interpretation of the raw data, then a third party will be hired to review the results, at the School's cost, and jointly selected by the PEC and the School.		21-May-18	Raw data files provided to CSD.	A specialized report that captures student proficiency and 1.5 years growth is not available by NWEA. The school's data interpretation and raw data via vendor reports will be provided to the CSD on or before May 20, 2018. Raw data was sent to the CSD on May 21 (next business day following May 20). The school is awaiting the CSD analysis. Our analysis demonstrates that academic indicator goals were met for both Math and Reading. <b>Completed May 2018.</b>
	a. Raw, student level short cycle assessment data for the current year and 2015-2016, the first year the school was under contract.		7/12/2017	Emails to KP Email from BR	Data was originally sent to KP on 7/12/2017. <b>Completed July 2017.</b>
	b. Raw, student level WIDA data for the current year and 2015-2016, the first year the school was under contract.		8/17/2017	Email from BR WebEPSS Verification	Uploaded to WebEPSS. <b>Completed August 2017.</b>
<b>ORGANIZATION GOALS</b>					

**GENERAL AGREEMENT**

	<p>1. The principal must seek out leadership development opportunities and, on a quarterly basis, report on his attempts to find and participate in such programs to the PEC. In addition, we strongly recommend the principal apply for Principals Pursuing Excellence at the next available opportunity.</p>	<p>The School's head administrator will make an oral presentation describing the leadership development opportunities he plans to complete or has completed to the PEC during the October PEC meeting as part of the School's CAP Progress Report. PEC will approve/modify the head administrator's plans for leadership development for 2017-2018 at its October 2017 meeting. The head administrator may provide proof of professional development that he has completed or in which he is enrolled for SY2017-2018 to the PEC during its October 2017 PEC meeting and request that the PEC approve these courses to satisfy the CAP requirement. The head administrator shall provide evidence that he has completed the leadership development as approved by the PEC at its October 2017 meeting as part of his CAP Progress Report during the April, 2018 PEC meeting.</p>	<p>10/12/2017</p>	<p>Head Administrator Training Proposal MCREL Certificate of Completion MCREL program packet MCREL agenda</p>	<p>First leadership development training took place in July 2017, <a href="#">second in November 2017</a>, and <a href="#">third in March 2018</a>. <a href="#">Head Administrator has identified additional training opportunities for SY 18-19 focused on leadership and continuous improvement. These trainings were included in the Title II application submitted June 11. Completed for SY 2016-2017 and 2017-2018.</a></p>
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GENERAL AGREEMENT					
	2. Beginning in SY '17-'18, the school must work with the Student Achievement and School Turnaround Division to implement the NMDASH improvement planning process and after completing the planning must continue to implement the 90-day planning, implementation and monitoring process for the term of the contract.		9/2/2017 1/26/2018	<p>NM Dash Plan 9-2-17 GC Minutes NM Dash eEmail Correspondence with SM from Student Achievement and Turnaround Division 1/26/18 CSD Visit - Monitoring Tool Feedback from STD (Severo Martinez) Implementation Report NM Dash Calendar</p>	<p>NM Dash Plan approved by GC on 9/2/17. NM Dash covered during previous PEC meetings in school reports. Final 90 day checkpoint is scheduled for June 14. Annual goals and focus areas have already been identified by the NM Dash team for SY 18-19. <b>The School is in compliance with the NMDASH requirements and has not received notice that it has not successfully completed this requirement to date. The School will continue NMDASH of 2018-2019 and 2019-2020. On 8/20/2018, the LPELC director was informed by Severo Martinez that access to the NM Dash online system</b></p>
	a. Attend all available training from Student Achievement and School Turnaround Division on implementing NMDASH.		8/28/2017	<p>NM Dash Training Confirmation</p>	<p>All NM Dash required trainings were attended for SY 17-18. Covered during previous meetings. <b>The term of the CAP is SY2016-2017 and 2018-2017. The School has completed this requirement for the term of the CAP. GOAL SUCCESSFULLY COMPLETED.</b></p>
	b. Within this process identify specific adult action steps to support the academic improvement for all students.		9/2/2017	<p>NM Dash Implementation Report</p>	<p>Phase Two of NM Dash is underway (2nd 90 Day Plan). NM Dash covered during previous PEC meetings in school reports. Final 90 day checkpoint is scheduled for June 14. Annual goals and focus areas have already been identified by the NM Dash team for SY 18-19. <b>The School has complied with NMDASH for the term of the CAP. This target is part of the</b></p>

**GENERAL AGREEMENT**

	<p>c. Utilize the NMDASH Online system to report improvement planning and implementation after completing the offline planning process.</p>		<p>10/5/2017 3/1/20018</p>	<p>Emails between CJ and SM RE: Phase 2 Input</p>	<p>Phase Two of NM Dash is underway (2nd 90 Day Plan). NM Dash covered during previous PEC meetings in school reports. Final 90 day checkpoint is scheduled for June 14. Annual goals and focus areas have already been identified by the NM Dash team for SY 18-19. <b>The School has complied with NMDASH for the term of the CAP. This target is part of the NMDASH process and as stated above the school will continue the NMDASH process for the term of its contract.</b></p>
	<p>d. Seek input and feedback from the Student Achievement and School Turnaround Division, as available.</p>		<p>8/14/17-8/18/17 1/26/2018 3/1/2018</p>	<p>1/26/18 CSD Visit - Monitoring Tool Feedback from STD (Severo Martinez)</p>	<p>Leadership and walkthrough resources have been provided by STD as has feedback regarding the school's phase two NM Dash plan. Covered during previous PEC meetings. <b>The School has complied with NMDASH for the term of the CAP. This target is part of the NMDASH process and as stated above the school will continue the NMDASH process for the term of its contract.</b></p>

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	<p>e. Demonstrate, during two annual site visits, which will be conducted in October and January annually for the term of the contract, the implementation of the improvement plan through appropriate artifacts. CSD will attempt to coordinate site visits with other bureaus to take place at the same time.</p>		<p>10/20/2017 1/26/2018</p>	<p>Monitoring Tool Feedback (Still incomplete - CSD has 45 days to respond)</p>	<p>Both site visits have been conducted in accordance with charter contract. Final Monitoring Report received in April 2018. <b>The School has complied with NMDASH for the term of the CAP. This target is part of the NMDASH process and as stated above the school will continue the NMDASH process for the term of its contract.</b></p>
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**GENERAL AGREEMENT**

	<p>3. The School’s head administrator shall ensure that he/she does not hire or contract with any person or entity who, to the best of his/her knowledge is related to Analee Maestas within the required level of consanguinity defined by NMSA 1978, §22-8B-5.2(D), other than Raylyn Martinez. The governing body of the school must make annual assurances of the same .</p>	<p>The School has disclosed that Raylyn Martinez, daughter of Dr. Analee Maestas, is employed by the School and has been for more than three consecutive years, but that she is not involved in the School’s finances. According to the School Personnel Act, Ms. Martinez may not be terminated or discharged except for just cause. Ms. Martinez holds the position of teacher at the School earning a salary set by School’s approved salary scale for teachers.</p>	<p>9/1/2017</p>	<p>Assurance Letter</p>	<p>The school affirmatively states that Analee Maestas is not currently involved in the school, that no other family members other than Raylyn Martinez work at the school and that Raylyn Martinez will not be moved into an administrative capacity for the term of this CAP. It will affirmatively disclose if Analee Maestas or any other person related to her is a member of any external foundation affiliated with the school. To the knowledge of the leadership of the school, Ms. Maestas has offered to tender her resignation on the external foundation, which will be accepted by the foundation when it next meets and there is no member of Ms. Maestas' family on any external foundation affiliated with the school.  <span style="color: green;">Covered during October PEC Meeting.</span>  <span style="color: red;"><b><u>GOAL SUCCESSFULLY COMPLETED</u></b></span></p>
	<p>4. The school must annually provide disclosures on the membership of any external foundation affiliated with the school, and will meet this requirement through an audit disclosure.</p>		<p>9/18/2017</p>	<p>Email to KP Resignation Letters</p>	<p>Foundation board is currently recruiting new members after the resignations of AM and JM.  <span style="color: green;">Foundation has identified a potential president, Carter Jones.</span></p>

GENERAL AGREEMENT					
	5. Develop a rigorous governance recruitment and selection plan, which must be submitted to the PEC in time for the School's CAP Progress Report to be presented at the PEC's October 2017 meeting. The governing recruitment and selection plan shall be drafted to ensure future board members are independent from the School's head administrator and that the head administrator selects staff who have been thoroughly vetted for previous professional or ethical misconduct. Governing body selection criteria should include the following professional experience and skill sets:		9/26/2017	La Promesa Early Learning Center Governing Council Recruitment Plan	Plan presented to PEC at October 12, 2017 meeting. Covered during October 2017 PEC Meeting. <b>Goal Successfully Completed.</b>
	a. Legal		9/26/2017	See La Promesa Early Learning Center Governing Council Recruitment Plan	Plan presented to PEC at October 12, 2017 meeting. <b>Goal Successfully Completed.</b>
	b. Academic leadership		9/26/2017	La Promesa Early Learning Center Governing Council Recruitment Plan	Plan presented to PEC at October 12, 2017 meeting. <b>Goal Successfully Completed.</b>
	c. Government finances and accounting		9/26/2017	La Promesa Early Learning Center Governing Council Recruitment Plan	Plan presented to PEC at October 12, 2017 meeting. <b>Goal Successfully Completed.</b>
	d. Human Resources		9/26/2017	La Promesa Early Learning Center Governing Council	Plan presented to PEC at October 12, 2017 meeting.
	e. Non-profit management		9/26/2017	La Promesa Early Learning Center Governing Council Recruitment Plan	Plan presented to PEC at October 12, 2017 meeting. <b>Goal Successfully Completed.</b>

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	<p>6. Revise school bylaws to establish appropriate board membership terms and to reflect the new recruitment and selection process. These revisions must be approved by the governing council and must be submitted to the PEC in time for document submittal for the October PEC meeting.</p>		<p>12/27/2017 3/20/2018</p>	<p>Minutes of LPELC's Governing Coucil, December 27, 2016. Governing Council's First Restated Bylaws March 2018 GC Agenda March 2018 GC Minutes Revised Bylaws (3.20.18)</p>	<p>Presented to PEC at October 12, 2017 meeting. Revised during March GC meeting to amend recruitment committee language as per CSD request. Covered during April 2018 PEC Meeting. <b>Goal Successfully Completed.</b></p>
	<p>7. All of the school's governing body members must complete a 2 day training (16 hours) provided by PED on or before August 30.</p>		<p>August 15 &amp; 16, 2017</p>	<p>Email from CSD from Icela Pelayol September 1, 2017 letter from Mr. Munoz to Ms. Poulos Mentorship Plan for Andrew Mathis</p>	<p>An update was provided at the October 12 PEC meeting. A. Mathis joined the board in the fall and is undergoing required training. He is scheduled for June 2018 new board member training. <b>Goal Successfully Completed.</b></p>

GENERAL AGREEMENT					
	<p>8. For at least the next two years, the school must contract to have a third party work with the board to develop an evaluation tool and train the governing board on how to appropriately evaluate the principal and how to evaluate their own performance. The evaluation must address academic and financial performance, governance, and leadership of both the principal and the board. The external contractor must be approved by the PEC. The contractor must be approved by the governing council and that person's credentials must be submitted to the PEC in time for document submittal for the October PEC meeting.</p>		2/27/2018	<p>February 2018 GC Agenda  February 2018 GC Minutes  Head Administrator  Evaluation DRAFT  GC Self-Evaluation DRAFT</p>	<p>The Governance Council contracted with Shelly Cherrin of Advance NM. This was approved at the October 2017 PEC meeting. The tool was approved by the GC during the February 27 meeting. Training is scheduled for April 2018. Training provided by Shelly Cherrin in May 2018 and formal evaluations are scheduled for June 2018- will be facilitated by Julian Munoz and board with assistance from Shelly Cherrin.  <u>Goal Successfully Completed.</u></p>
	<b>FINANCIAL GOALS</b>				

**GENERAL AGREEMENT**

	<p>1. The school will demonstrate compliance with the FY 2016 financial audit plan and financial improvement plan through a site visit report after a site visit conducted by School Budget and Financial Analysis Bureau.</p>	<p>The school will demonstrate compliance by requesting a report from the audit bureau and school budget bureau to be presented at the October meeting of PEC or, if no one is available from PED to present this report, the business manager of the school will present information to the PEC.</p>	<p>9/28/2017 10/12/2017 3/29/2018</p>	<p>Email correspondence with DC RE: Financial Report</p>	<p>Current FIP sent to D. Craig on 3/29/2018. Plan is going to include actions the school will continue to take to address FY 16 and FY 17 findings in order to work toward having a clean audit and eventually regain control of BoF.</p> <p>All funding lost to alleged embezzlement recovered during May 2018. Informal conversation has revealed the potential of the school regaining its BoF as early as July 2018.</p> <p><b>To date the PED has not responded to the School's proposed financial audit plans, however, Mr. Michael Vigil, Jr. is in communication with Director Craig and understands there are currently no concerns about the School's business operations. Mr. Vigil has been available and presented at the October 2017, April 2018 and June 2018 meetings to present the School's financial information. The School has not received any notification from the PEC or NMPED that it has not complied with this goal. <u>GOAL SUCCESSFULLY COMPLETED.</u></b></p>
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**GENERAL AGREEMENT**

	<p>2. For the FY2017-2018 audit, the school must receive an audit that has no repeat finding three years in row.</p>		<p>3/29/2018</p>	<p>FY 2017 Audit FIP Plan</p>	<p>FY 17 Audit is now released. Financial Improvement Plan was sent to D. Craig on 3/29/18. There has been no response from PED as to the audit plan. <b>This goal must be evaluated after the 2020 audit is released as written. <u>Goal Assessment Pending.</u></b></p>
	<p>3. For the audit completed for the year immediately following the date on which the school regains Board of Finance authority, the school must receive an audit that 1) is unmodified, 2) not disclaimed, and 3) has no material weaknesses.</p>		<p>NA</p>	<p>NA</p>	<p>School has not regained its BoF. Informal conversation has revealed the potential of the school regaining its BoF as early as July 2018. Because the School has not had the Board of Finance suspension lifted, the soones this goal can be evaluated is after the 2018-2019 audit is released, i.e. January 2020. <b><u>Goal Assessment Pending.</u></b></p>