



**January 2, 2019
State of New Mexico
Public Education Commission**

To Karen Woerner, Patricia Gipson, and members of the PEC,

As the new administrator for Alma d'Arte Charter High School, I welcome the feedback and the request of both the PED Charter Schools Division and the PEC to create a Corrective Action Plan to address items of concern stemming from our annual PED site visit. Drafting a Corrective Action Plan for our school has been a learning opportunity for myself, our Governance Council, and our business manager. By having a Corrective Action Plan in place, our goals are clearly identified as well as the steps that need to be taken to meet these goals. This will increase our accountability and understanding of our responsibilities to our faculty, students, families, and community.

We have drafted our Corrective Action Plan to address your concerns in the following areas:

- 1. Financial Concerns:
 - a. T&E Reporting**
 - b. Lack of certified and registered CPO for Alma d'Arte Charter High School****
- 2. Identifying, serving, assessing, and monitoring English Language Learners**
- 3. Servicing students with special needs**

During the PED site visit, there were also concerns about employee credentialing requirements and employee background checks. While these two concerns do not fall within the financial portion of the Corrective Action Plan, we have added a self-identified goal for our financial portion of the Corrective Action Plan by means of completing a comprehensive personnel folder review. This review has been fully completed and all missing documentation identified by PED under the employee portion of the Organizational Performance Framework will be uploaded to WebEPSS to support action taken by the school to correct these concerns.

Additionally, Alma d'Arte Charter High School has already self-identified additional financial goals. The school has experienced a turn-over this year with both the head administrator and business manager. Prior to our PED site visit,

myself and the business manager identified several other goals that we wanted to meet based on practices and procedures in place from the prior administration. We felt these goals were essential to our school to put in place. I am happy to report the majority of our self-identified goals have been met and completed, but we continue to monitor to ensure these goals continue to be adhered to.

Our mission is to Graduate Artist-Scholars Prepared to Succeed. We believe that we must keep our academic standards high and serve our students, families, community, and faculty with the upmost respect and best service we can provide. We are confident that our Corrective Action Plan identifies the concerns of both the PED Charter Schools Division and the PEC. We also welcome any feedback for any areas of improvement to our plan. We appreciate your guidance during this process and we look forward to working together to ensure we are providing the best possible educational opportunities for our students now and in the future.

Sincerely,

Holly A. Schullo

Holly Schullo
Alma d'Arte Chief Academic Officer/Principal
(575) 541-0145
hschullo@almadarte.org

December 21, 2018 Due: January 2, 2019		Item #3--Corrective Action Plans for Financial Oversight			
Name of Charter School	Alma d'arte Charter High School	School State ID Number	511		
Head Administrator	Holly A. Schullo	School Years	2018-2019		
Governing Board Approval Date	3-Jan-19	Submission Date	2-Jan-19		
GENERAL AGREEMENT					
Monitoring tool reports to PEC/CSD	The school will provide a report on the progress of the CAP at the PEC's _____, 2019 meetings. Hereafter these reports are referred to as the CAP Progress Reports.				
FINANCIAL GOALS					
CAP Requirement	CAP Requirement description	Notes on CAP requirement	Timeline		Monitoring report update
#3. Financial Concerns per Audit and accountability letters dated 9/27/18 and 12/4/2018			PEC Determined		Web EPSS
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. Proper T&E Reporting	The business manager has already performed a comprehensive review of all personnel folders to include T&E reported personnel. T&E reporting due in October, 2018 was reported correctly based on the personnel file review and supporting documentation rather than previously drafted contract information. The business manager is working with personnel and the Director to bring all personnel files and contracts in compliance with provided support documentation. The GC will consider for approval at the January 21, 2019 board meeting a T&E policy to standardize calculation and reporting for Alma d'Arte Charter High School's T&E Index Factor. The current business manager has already attended internal T&E training for the 2018-19 reporting timeframe and has several years of experience with T&E reporting for other New Mexico charter schools. If additional T&E training is provided at the February, 2019 NMASBO training, the current business manager will attend that training.	All personnel folder supporting document and contract corrections to be completed end of February, 2019. T&E policy to be considered for approval on January 21, 2019. T&E training already completed; however, business manager will look for further training opportunities throughout the year.	Director, H Schullo and Business Manager, K Shelton	Personnel contracts that align with provided support documentation. Follow-up T&E audit 2019-20.	
B. IV-A.00: 2a) Business Mgmt/Oversight: financial compliance. Certified and registered Chief Procurement Office in place.	CPO Certification courses are only offered once per quarter and most courses take place in Albuquerque. For 2019 Q2 CPO Certification courses, the Director had a scheduling conflict with another required training. As soon as 2019 Q3 classes opened for registration in November, we immediately enrolled the Director for the CPO Certification training and registration.	The Director is currently enrolled in CPO Certification and Registration classes taking place in Albuquerque February 19-22, 2019. As soon as certification is received, we will upload supporting documentation to WebEPSS.	Director, H Schullo and Business Manager, K Shelton	Proof of CPO Certification training enrollment has been uploaded to WebEPSS.	

<p>C. IV-A.01: 2b) Business Mgmt/Oversight: accounting principles. FY18 audit evidence of actions.</p>	<p>Upload to WebEPSS audit response CAP as evidence of actions Alma d'Arte Charter High School has taken to remedy finding(s). Upload to WebEPSS minutes from Audit Committee and Governance Council meetings as evidence of review/discussion of audit findings as well as monitoring the school's efforts to remedy identified finding(s).</p>	<p>The FY18 audit report has not yet been released by the Office of the State Auditor. As soon as the report is released, Alma d'Arte Charter High School will perform all action steps identified in this CAP.</p>	<p>Director, H Schullo and Business Manager, K Shelton</p>	<p>Audit CAP, Audit Committee meeting minutes, Governance Council meeting minutes.</p>	
<p>D. Comprehensive personnel folder review - self identified goal.</p>	<p>Prior administration and business manager did not maintain personnel folders in accordance with required documentation or draft accurate contracts. Prior to the PED site visit, the current administrator and business manager self identified a need for a comprehensive review of all personnel folders to bring folders into compliance with all statutes. Comprehensive review has included review for required documentation such as contracts that align with support documents provided, verification of YOY, official transcripts, background checks, and licensure support.</p>	<p>The comprehensive personnel review is complete. To date, most personnel files have been updated to include all required personnel documents to support contract specifications and T&E reporting. Our goal is to have all personnel folders in full compliance by the end of February, 2018 to be reviewed by PED during the spring site visit.</p>	<p>Director, H Schullo and Business Manager, K Shelton</p>	<p>Proper documentation in all personnel folders. No repeat findings under the Employee section of the Organization Performance Framework following the spring PED site visit.</p>	
<p>E. Accurate and complete financial reporting to Finance Committee and Governance Council on a monthly basis - self identified goal.</p>	<p>Prior business manager did not provide the school's Finance Committee and Governance Council with a standard monthly reporting of financials. The current administrator and business manager self identified a need for accurate and complete financial reporting to both the Finance Committee and Governance Council on a monthly basis. The business manager created a standardized comprehensive packet for both the Finance Committee and Governance Council to be presented at each monthly meeting.</p>	<p>The standardization of comprehensive packets for both the Finance Committee and Governance Council is complete and has been in place since the August, 2018 Governance Council meeting. No further action is required unless the Finance Committee or Governance Council requests the business manager provide additional reporting.</p>	<p>Director, H Schullo and Business Manager, K Shelton</p>	<p>The new standardized Finance Committee and Governance Council packets have been uploaded to WebEPSS as support that both the Finance Committee and Governance Council are receiving comprehensive financial reporting on a monthly basis.</p>	
<p>F. Put in place proper segregation of duties to remedy lack of internal controls - self identified goal.</p>	<p>The prior administrator and business manager did not have proper segregation of duties in place which created a lack of good internal control. The current administrator and business manager self identified a need for strong segregation of duties to ensure proper internal controls. The current administrator and business manager developed segregation of duties in the areas of: purchasing; receipt of cash; payroll processing; and liability reconciliation, review, and payments.</p>	<p>Proper segregations of duties have been in place since August, 2018. All processes identified have appropriate segregation of duties to ensure one person does not have full control over a process or procedure. All processes include a review to ensure good stewardship of public funds. Internal training will be conducted on an "as needed" basis to ensure proper segregation of duties are upheld.</p>	<p>Director, H Schullo and Business Manager, K Shelton</p>	<p>The FY19 audit will involve a comprehensive review of the new processes and procedures that have been put in place. The published FY19 audit report will report any findings in this area.</p>	
<p>G. Establish a comprehensive filing system that includes a standard for required supporting documentation - self identified goal.</p>	<p>The prior business manager lacked a standardized and comprehensive filing system. Additionally, many financial process packets did not include all necessary documents to show support for payments. The current administrator and business manager self identified a need for a standardized and comprehensive filing system, as well as standard support document packets for all payments made in support of business office and financial operations.</p>	<p>A standardized and comprehensive filing system has been in place since October, 2018. Internal training has been conducted to ensure that proper payment support documentation is filed with proof of payments made in support of business office and financial operations. Additional internal training will be conducted on an "as needed" basis to ensure proper maintenance of the filing system and support documents.</p>	<p>Director H Schullo and Business Manager, K Shelton</p>	<p>The FY19 audit will involve a comprehensive review of payments made in support of business office and financial operations. The published FY19 audit report will report any findings in this area.</p>	

December 21, 2018 Due: January 2, 2019		Item #2-- CAP for Identifying, serving, assessing, and monitoring English Language Learners (Language and Culture Bureau)			
Name of Charter School	Alma d'arte Charter High School	School State ID Number	511		
Head Administrator	Holly Schullo	School Years	2018-2019		
Governing Board Approval Date	3-Jan-19	Submission Date	2-Jan-19		
GENERAL AGREEMENT					
Monitoring tool reports to PEC/CSD	The school will provide a report on the progress of the CAP at the PEC's _____, 2019 meetings. Hereafter these reports are referred to as the CAP Progress Reports.				
ACADEMIC GOALS					
CAP Requirement	CAP Requirement description	Notes on CAP requirement	Timeline	Evidence required to support the requirement	Monitoring report update
#2. CAP for Identifying, serving, assessing, and monitoring English Language Learners (Language and Culture Bureau)			PEC Determined		Web EPSS
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. Home Language Survey (HLS) and Identifying ELL	1. Call upon matriculating schools for HLS at least three times; 2. For students whose matriculating schools do not provide HLS, send a new survey out to home for new students. 3. Make a list from HLS from CUM Folders for language other than English.	January	Principal, Registrar, and Administrative Assistant	HLS	
B. Test students who identify languages other than English on HLS	1. Utilize State Test (i.e., WIDA) for screening students who have not already tested out of service. 2. Test students in home language for Seal of Biliteracy and language levels for advanced classes/AP Classes (i.e., Avant)	January (English Test) and February (Home Language Test, i.e. Avant)	Director, Schullo; TESOL endorsed teachers; and Teachers trained to administer ACCESS and Avant tests	Access Test	

C. Linguistic and Cultural Support for Our EL Learners	1. Programming-- ENLACE (enrichment); 2. Ensure our EL learners are assigned to a bilingual (5 faculty) and/or TESOL endorsed (4 faculty) teacher. We have TESOL endorsed for ELA, History, Math, and SPED (Science teacher is bilingual but not yet TESOL endorsed); 3. PD-- Teachers trained in SIOP (2017-2018); Use checklist for lesson planning while Admin uses checklist for walkthroughs to ensure fidelity; 4. PD--Train teachers on GLAD model in summer; 5. Train Science for TESOL endorsement; 6. Ensure we have a higher level dual-enrollment Spanish/language courses at DACC or NMSU for those students who test high in Spanish or other home language; 7. Students who fall behind due to language services, remediation with our bilingual teachers (SPED teacher will have language and resource lab to help support students in their content areas). Acquire Spanish textbooks to assist. 8. Add EL Support for most recent EL exits within the last two years.	1. Continuous; 2. January; 3. Continuous; 4. Summer 2019; 5. Fall 2019; 6. Fall 2020; 7. Spring-Summer 2019; 8. Continuous	Director, H Schullo; SPED Teacher, and Teachers	Lesson Plans, Walkthroughs, Data from ENLACE	
D. Monitoring and Data Analysis	1. Check EL's CUM Folders for language levels for services needed, and for no longer needs services results, to find English fluency scores. 2. Double-check STAARS Data / IEP Data to ensure identification and services provided. 3. Monitor grades of these students flagged in PowerSchool and advisory. 3. SIOP checklist in walkthroughs for these students' classes.	1 and 2, January; 3 and 4, Continuous	Director, H Schullo; Registrar; Data Coordinator (STARS Report); SPED Teacher (IEPs); and Teachers (Advisory)	CUM, STARS, IEPs, PowerSchool, SIOP Checklists for planning, Walkthroughs	
December 21, 2018 Due: January 2, 2019	Item #1-- CAP for servicing students with special needs (Special Education)				
Name of Charter School	Alma d'arte Charter High School		School State ID Number	511	
Head Administrator	Holly Schullo		School Years	2018-2019	
Governing Board Approval Date	3-Jan-19		Submission Date	2-Jan-19	
GENERAL AGREEMENT					
The school will provide a report on the progress of the CAP at the PEC's 2019 meeting. Hereafter these					
ACADEMIC GOALS					
CAP Requirement	CAP Requirement description	Notes on CAP requirement	Timeline	Evidence required to support the requirement	Monitoring report update
#1. CAP for servicing students with special needs (Special Education)			PEC Determined		Web EPSS
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. Ensure all IEPs are current and within compliance	1. Ensure 30 updated IEPs are in continuous compliance. 2. Complete 9 remaining IEPs for school year as the annual date becomes due.	Spring 2019	SPED Teacher	Continuous monitoring of IEP dates and Re-Evaluation Dates (Indicator 13, PWN)	

<p>B. Serving Special Needs Students</p>	<p>1. Spring 2019, we will began using a model of a learning lab where students can receive their direct instruction in the general education classroom and then come to the learning lab to receive more individualized help with assignments from a special educator that will provide more clarification and assistance on assignments that students do not understand. The special educator can reteach the information if necessary. 2.The special educator is also going into classrooms with a high number of special education students where she can assist the teacher with the student's seatwork and ideas to break down the content for learners with disabilities. Many research based strategies can be used within the general education classroom to assist students with disabilities and those strategies are being shared to insure the students are receiving the support that they need to be successful all while experiencing the academic rigor of the general education classroom.</p>	<p>January 2019</p>	<p>SPED Teacher</p>	<p>Lab Sign In sheets</p>	
--	--	---------------------	---------------------	---------------------------	--

- #1. CAP for servicing students with special needs (Special Education)
- #2. CAP for identifying, serving, assessing, and monitoring English Language Learners (Language and Culture Bureau)
- #3. Financial Concerns per Audit and accountability letters dated 9/27/18 and 12/4/2018