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2020-2021 Annual School Performance Report: Albuquerque Collegiate Charter School

School Name: Albuquerque Collegiate Charter School

School Address: 1720 Bridge Blvd., SW, Suite 101 Albuquerque, New Mexico 87105

Head Administrator: Ms. Jade Rivera

Business Manager: Ms. Katie Rarick

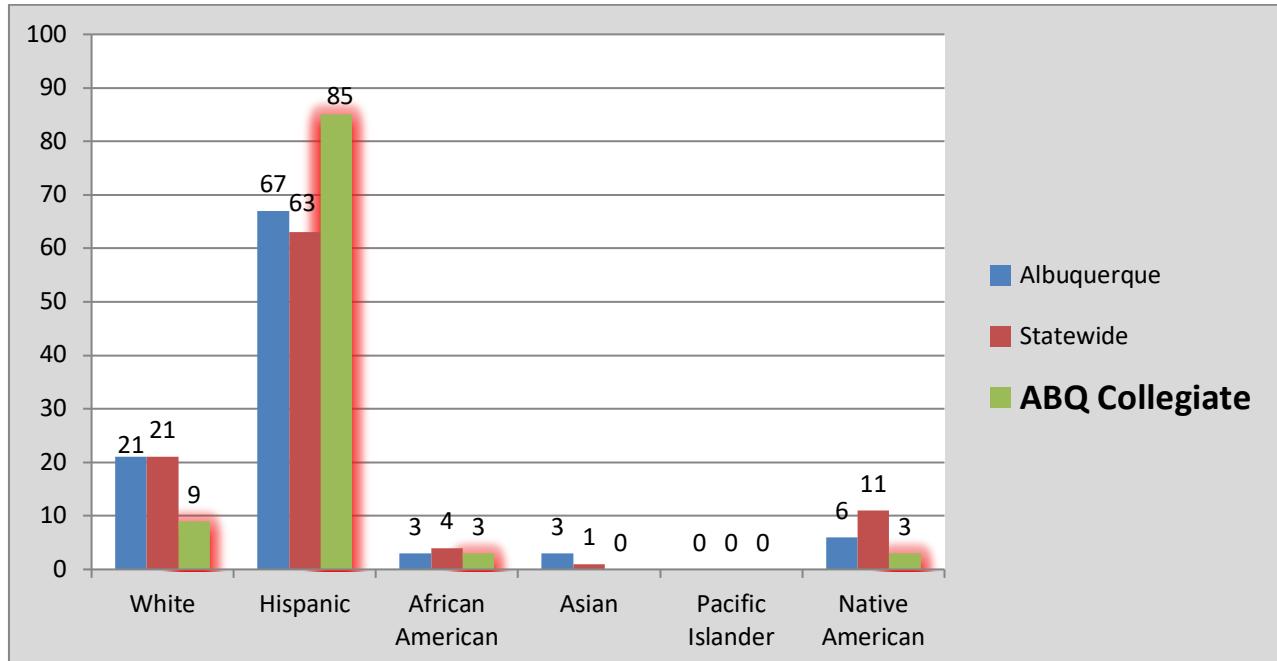
Authorized Grade Levels: K-5

Authorized Enrollment Cap: 360

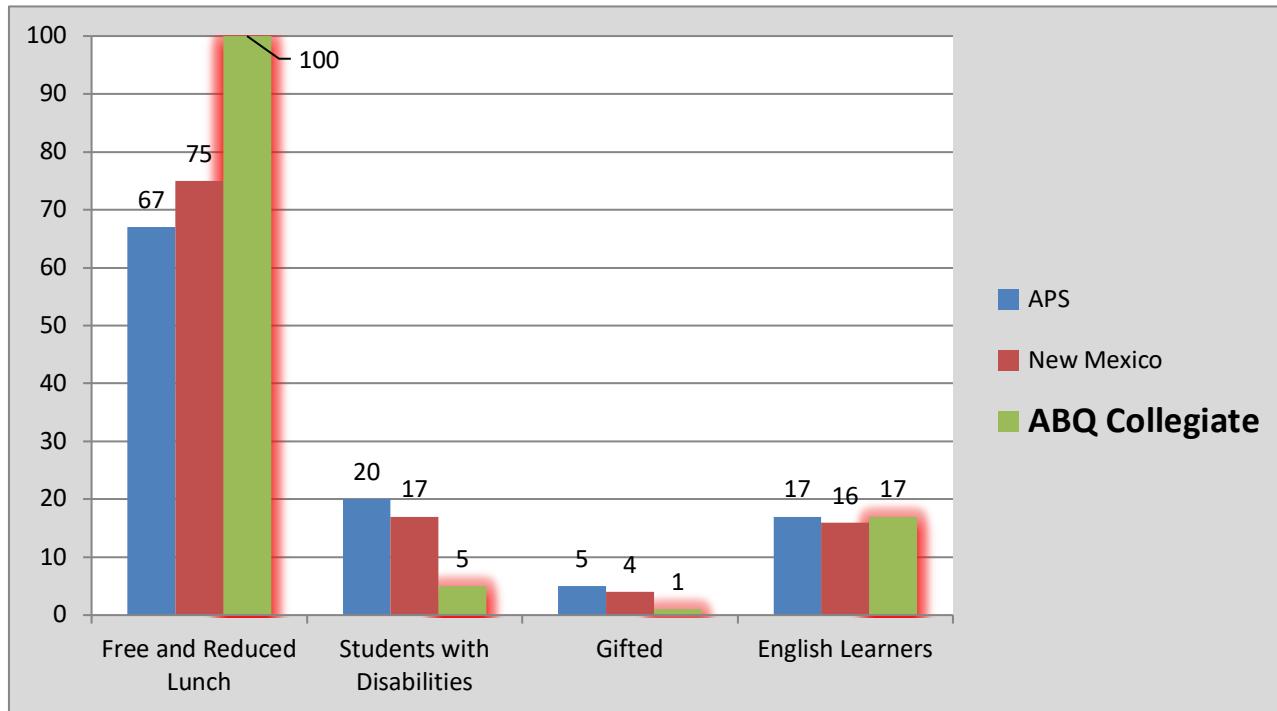
Current Enrollment: 129

Contract Term: July 1, 2018 – June 30, 2023

Mission: Within a structured and ambitious school community, driven by high-quality instruction and intensive academic supports, Albuquerque Collegiate Charter School educates all students for college graduation and life success.

Enrollment by Race/Ethnicity

Source: STARS District and Location Reports General Reports Enrollment Subgroup Percentages with Averages

Enrollment by Other Subgroups

Source: STARS District and Location Reports General Reports Enrollment Subgroup Percentages with Averages

Site Visit Summary: 04/30/2021

Virtual Site Visit Participants

School: Jade Rivera: ED; Katie Rarick: Business Manager; Patricia Pinnere: Dir of Curriculum and Instruction

OPFD/CSD: Brigitte Russell; Melissa Sanchez; Missy Wauneka

Response to COVID Pandemic: [Albuquerque Collegiate](#) currently serves 131 students in grades K-3; however, the school will serve grades K-5 eventually. In August, all Albuquerque Collegiate students attended school fully virtually. From September through November, Albuquerque Collegiate utilized a hybrid model with 70% of students attending school in person at least 2 days per week. Students receiving special education services and students identified as English Language Learners were able to attend school, in person, 4 days per week. Due to rising numbers of COVID cases, Albuquerque Collegiate returned to fully virtual learning in December through February. On March 1, the school returned to a hybrid model, with 75% of students in attendance in person at least 2 days per week. On April 5, the school returned to fully in-person learning with 75% of students attending in-person.

Teaching, Learning, and Assessment: Whether in a virtual, hybrid, or fully in-person learning model, Albuquerque Collegiate has focused on academic achievement and has continued utilizing the [STEP Assessment](#) as well as [IStation](#). Students have grown academically but not as much as they have during previous, fully in-person, school years. The Director of Curriculum and Instruction has continued with frequent instructional coaching, both virtually and in-person. Teachers at Albuquerque Collegiate receive instructional feedback at least every two weeks, with new or struggling teachers receiving feedback even more frequently. Albuquerque Collegiate utilizes a co-teaching model for all classrooms. This has allowed one teacher to focus on students who are continuing to learn virtually while the other teacher facilitates in-person learning. No teachers have to navigate teaching virtually and in-person simultaneously and students attending school in-person do not have to learn via their devices.

Student and Family Support and Engagement:

Albuquerque Collegiate utilizes the [SeeSaw platform](#) for frequent communication with families. Families also receive a phone call from a staff member every time a student is absent. Parent teacher conferences have been virtual this year and occur every trimester. Conferences focus on students' levels of learning mastery. Social emotional learning is included in all classrooms, on a daily basis. Wrap it Up Wednesdays provide time for social emotional learning and discussion and Core Value Shout outs celebrate students who are consistently demonstrating the school's core values.

Performance Framework Indicators (school-specific questions)

1d. Is the school protecting the rights of English Learner students?

The PED team rated this indicator as Working to Meet Standard because the school provided sufficient evidence as requested in the follow-up, specifically, the school provided a detailed narrative for how it will identify and document the EL status for all transfer students new to the school, along with an annual parent letter template that the school will use to notify parents of their student's EL progress and program participation. As a result, the school has instituted remedies that have resulted in compliance or demonstrated prompt movement toward compliance with law. The school has earned a "working to meets" for this indicator two years in a row, 2018-2019 & 2019-2020.

2a-2c Audit Findings FY20

2020-001 Budgetary Reporting and Compliance ((other Non-Compliance)

2020-002 Financial Close and Reporting (Material Weakness)

2020-003 Controls over Payroll (Other Non-Compliance)

2e. Is the school adequately staffed to ensure proper fiscal management?

There is a requirement for schools to designate the CPO annually via registration on the State Purchasing Department website. The last registration is dated 4/27/2020. Please register now and again in the fall for 2021-2022. <https://www.generalservices.state.nm.us/statepurchasing/chief-procurement-officer-list.aspx> Also, a reminder that CPO certificates expire every two years. Be sure not to miss the NM Edge one-day renewal training as that will require a repeat of the three-day initial training.

3a. Is the school complying with governance requirements?

Kudos to the school for posting agendas (required), meeting minutes, and bylaws. The annual Open Meetings Act resolution is also posted but it is dated 2017. That resolution should be revised and adopted annually - and the most current should be posted on the website.

According to the records at CSD, all members **except one** have started training. Two members have only three hours logged. The others appear to have completed the requirement or are close to doing so.

Mission-Specific Goals:

Mission goals were optional on the 2018 version of the contract. Albuquerque Collegiate Charter School elected not to include mission-specific goals. Upon renewal, the school will be required to add mission goals (one minimum, two maximum).

Assurances:

The school provided the signed assurances document (Appendix B).

Overall Financial/Organizational Framework Rating: Meets Standard

If a school receives a "Does Not Meet Standard" rating for three or more indicators, the school will receive an overall organizational framework rating of "Does Not Meet Standard" for the year. In addition, if a school receives a "Does Not

Meet Standard" rating, on any indicator, the CSD and PEC may conduct a closer review the following year on that indicator, and/or the PEC may require the school to submit a corrective action plan in order to specify actions and a timeline to correct the performance deficiency. See ratings for individual indicators in Appendix A.

PERFORMANCE FRAMEWORK AND PUBLIC EDUCATION COMMISSION (PEC) TIER LEVEL

The 2020-21 Performance Monitoring Plan was modified in response to the COVID-19 Pandemic. Many of the indicators were unmeasurable and the Performance Framework ratings in Appendix A is reflective of this. Rather than identifying evidence of compliance, schools are required to sign an assurance of compliance.

PEC Tier Levels are based on three indicators: (1) NM School System of Support and Accountability, (2) Student Subgroup Performance, and (3) Mission Specific Goals. Again, due to the pandemic and the resulting flexible administration of state assessments, in 2020-21 there is limited academic data, that could be used as an accountability measure. **Therefore, PEC Tier Levels cannot be assigned for the 2020-2021 academic year.**

Academic Performance: The school may provide evidence of meeting mission-specific goals to receive a rating on indicator 3 of the Academic Performance, however, if the school was unable to implement the goals due to the pandemic, the school will not be rated in this section.

Organizational Performance The assurances document covers the majority of the indicators of organizational performance. Where possible, results of desktop monitoring and bureau/division reports will be considered.

Financial Performance Framework: For indicator 2.c, evidence of implementing an Action Plan to prevent further findings will not be collected this year, therefore the school's rating is solely based on repeat findings.

Albuquerque Collegiate Charter School		2020-2021
Category I. Academic Performance Framework		
<u>Indicator 1</u> Components of School Accountability System	Unable to Review - COVID	▼
<u>Indicator 2</u> Subgroup Performance	Unable to Review - COVID	▼
<u>Indicator 3</u> Mission Specific Goals	Not Applicable	
Category II. Organizational Performance Framework		
<u>Indicator 1a</u> Educational Program: mission and educational program of approved charter application	Meets (or Exceeds) Standard	▼
<u>Indicator 1b</u> Educational Program: state assessment requirements	Unable to Review - COVID	▼
<u>Indicator 1c</u> Educational Program: protecting the rights of students with disabilities	Meets (or Exceeds) Standard	▼
<u>Indicator 1d</u> Educational Program: protecting the rights of English Language Learners	Working to Meet Standard	▼
<u>Indicator 1e</u> Educational Program: meeting program requirements for all PED and federal grant programs	ASSURANCES	▼
<u>Indicator 1f</u> Educational Program: NM DASH Plan	Not Applicable	▼
<u>Indicator 2a</u> Financial Mgmt & Oversight: meeting financial reporting and compliance requirements	Working to Meet Standard	▼
<u>Indicator 2b</u> Financial Mgmt & Oversight: following generally accepted accounting principles	Does Not Meet Standard	▼
<u>Indicator 2c</u> Financial Mgmt & Oversight: responsive to audit findings	Does Not Meet Standard	▼
<u>Indicator 2d</u> Financial Mgmt & Oversight: managing grant funds responsibility	Meets (or Exceeds) Standard	▼
<u>Indicator 2e</u> Financial Mgmt & Oversight: staffing to ensure proper fiscal management	Meets (or Exceeds) Standard	▼
<u>Indicator 2f</u> Financial Mgmt & Oversight: meeting obligations timely / appropriate internal controls (2019+)		
<u>Indicator 3a</u> Governance & Reporting: complying with governance requirements	Meets (or Exceeds) Standard	▼
<u>Indicator 3b</u> Governance & Reporting: complying with nepotism and conflict of interest requirements	ASSURANCES	▼
<u>Indicator 3c</u> Governance & Reporting: meeting obligations timely / appropriate internal controls	ASSURANCES	▼
<u>Indicator 4a</u> Students & Employees: protecting the rights of all students	ASSURANCES	▼
<u>Indicator 4b</u> Students & Employees: attendance, retention, and recurrent enrollment	Meets (or Exceeds) Standard	▼
<u>Indicator 4c</u> Students & Employees: meeting teacher and other staff credentialing requirements	Meets (or Exceeds) Standard	▼
<u>Indicator 4d</u> Students & Employees: respecting employee rights	ASSURANCES	▼
<u>Indicator 4e</u> Students & Employees: completing required background checks / reporting ethical violations	ASSURANCES	▼
<u>Indicator 5a</u> School Environment: complying with facilities requirements	ASSURANCES	▼
<u>Indicator 5b</u> School Environment: complying with transportation requirements	Not Applicable	▼
<u>Indicator 5c</u> School Environment: complying with health and safety requirements	ASSURANCES	▼
<u>Indicator 5d</u> School Environment: handling information appropriately	ASSURANCES	▼
Category III. Financial Performance Framework		
Self-Assessment Survey completed and signed by Head Admin, SBO, and Finance Chair	Not Applicable	▼

Appendix A: Historical Performance Framework Ratings during Current Charter Contract Term

Albuquerque Collegiate Charter School	2018-2019	2019-2020
Category I. Academic Performance Framework		
<u>Indicator 1</u> Components of School Accountability System	88.82 Points (Spotlight)	
<u>Indicator 2</u> Subgroup Performance	Pending	
<u>Indicator 3</u> Mission Specific Goals	Not Applicable	
Category II. Organizational Performance Framework		
<u>Indicator 1a</u> Educational Program: mission and educational program of approved charter application	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
<u>Indicator 1b</u> Educational Program: state assessment requirements	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
<u>Indicator 1c</u> Educational Program: protecting the rights of students with disabilities	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
<u>Indicator 1d</u> Educational Program: protecting the rights of English Language Learners	Working to Meet Standard	Working to Meet Standard
<u>Indicator 1e</u> Educational Program: meeting program requirements for all PED and federal grant programs	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
<u>Indicator 1f</u> Educational Program: NM DASH Plan	Not Applicable	Not Applicable
<u>Indicator 2a</u> Financial Mgmt & Oversight: meeting financial reporting and compliance requirements	Meets (or Exceeds) Standard	Working to Meet Standard
<u>Indicator 2b</u> Financial Mgmt & Oversight: following generally accepted accounting principles	Not Applicable	Does Not Meet Standard
<u>Indicator 2c</u> Financial Mgmt & Oversight: responsive to audit findings	Not Applicable	Working to Meet Standard
<u>Indicator 2d</u> Financial Mgmt & Oversight: managing grant funds responsibility	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
<u>Indicator 2e</u> Financial Mgmt & Oversight: staffing to ensure proper fiscal management	Working to Meet Standard	Working to Meet Standard
<u>Indicator 2f</u> Financial Mgmt & Oversight: meeting obligations timely / appropriate internal controls (2019+)	Not Applicable	Not Applicable
<u>Indicator 3a</u> Governance & Reporting: complying with governance requirements	Meets (or Exceeds) Standard	Working to Meet Standard
<u>Indicator 3b</u> Governance & Reporting: complying with nepotism and conflict of interest requirements	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
<u>Indicator 3c</u> Governance & Reporting: meeting obligations timely / appropriate internal controls	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
<u>Indicator 4a</u> Students & Employees: protecting the rights of all students	Working to Meet Standard	Meets (or Exceeds) Standard
<u>Indicator 4b</u> Students & Employees: attendance, retention, and recurrent enrollment	Meets (or Exceeds) Standard	Working to Meet Standard
<u>Indicator 4c</u> Students & Employees: meeting teacher and other staff credentialing requirements	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
<u>Indicator 4d</u> Students & Employees: respecting employee rights	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
<u>Indicator 4e</u> Students & Employees: completing required background checks / reporting ethical violations	Meets (or Exceeds) Standard	Working to Meet Standard
<u>Indicator 5a</u> School Environment: complying with facilities requirements	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
<u>Indicator 5b</u> School Environment: complying with transportation requirements	Not Applicable	Not Applicable
<u>Indicator 5c</u> School Environment: complying with health and safety requirements	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
<u>Indicator 5d</u> School Environment: handling information appropriately	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
Category III. Financial Performance Framework		
Self-Assessment Survey completed and signed by Head Admin, SBO, and Finance Chair	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard

[Appendix B: Assurances](#)

 <p style="text-align: center;">Charter Schools Division Performance Indicator Assurances 2020-21</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Charter School Name</td> <td>Albuquerque Collegiate Charter School</td> </tr> </table> <p>In an effort to support the 2021 modified site visits and ensure compliance with contracts and applicable federal and state law, state-authorized charter schools shall provide assurances of compliance with the performance framework indicators listed below. Please check the box next to the indicator, then date and sign the form. Signatures of school leaders and governing board presidents are required.</p>	Charter School Name	Albuquerque Collegiate Charter School	<p style="text-align: center;"><small>Rectangular Snip</small></p> <p><input checked="" type="checkbox"/> The school protects the rights of students with special needs, by:</p> <ul style="list-style-type: none"> ✓ Providing services per individual IEP, ✓ Maintaining both direct service and ancillary support logs, ✓ Including a Family Educational Rights and Privacy Act (FERPA) sheet documenting date, person, and purpose for reviewing student's IEP in all IEP folders. <p><input checked="" type="checkbox"/> The school protects the rights of English Learner (EL) students:</p> <ul style="list-style-type: none"> ✓ School complies with requirements for English Learners in accordance with federal and state guidance, for identifying, screening, serving, assessing students and providing annual notification to parents. <p><input checked="" type="checkbox"/> The school complies with federal and state grant program requirements.</p> <p><input checked="" type="checkbox"/> The school meets Governance and reporting requirements:</p> <ul style="list-style-type: none"> ✓ Governing Board completes and documents (with signatures) an annual evaluation of Head Administrator. ✓ School has a governing board-approved Conflict of Interest Policy that complies with NMSA § 22-8B-5.2. ✓ School has a governing board-approved Anti-Nepotism Policy that complies with NMSA § 22-8B-10(B). <p><input checked="" type="checkbox"/> The school protects the rights of all students:</p> <ul style="list-style-type: none"> ✓ School meets all Culturally & Linguistically Responsive Framework requirements. ✓ School maintains lottery and enrollment practices as described in NMSA § 22-8B-4.1. ✓ School has a Discipline Policy to include the prevention of bullying and cyber-bullying per NMSA § 22-35-1. ✓ School follows a board-approved student/parent grievance policy and dispute resolution process per NMSA § 22-8B-9(12) ✓ School complies with the McKinney Vento Act, with a board-approved dispute resolution policy that meets ESSA guideline. ✓ School is implementing the Multi-Level Systems of Support (MLSS) NMAC 6.30. 17 ✓ School updates Next Step Plans annually for all high school students. <p><input checked="" type="checkbox"/> The school's attendance policy aligns with the Attendance for Success Act NMSA § 22-12A-1.</p> <p><input checked="" type="checkbox"/> The school protects employee rights:</p> <ul style="list-style-type: none"> ✓ Staff files contain signed contracts, official transcripts, and verification of employment forms. ✓ School has an employee handbook that includes discipline and grievance policies. ✓ School has a salary schedule that complies with minimum teacher salaries. ✓ School has a documented mentorship program for first year Level One teachers. ✓ School obtains legally compliant background checks per NMSA § 22-10A-5. <p><input checked="" type="checkbox"/> The school complies with facility requirements in NMSA § 22-8B-4.2.</p> <p><u>N/A</u> <input type="checkbox"/> The school complies with transportation requirements, including all inspections and insurance, if applicable.</p>
Charter School Name	Albuquerque Collegiate Charter School		

Rectangular Snip

The school complies with health and safety requirements:

- ✓ The school conducts all required emergency drills per [PED memorandum of 3/25/21](#).
- ✓ The school maintains immunization records, including a master immunization log.
- ✓ All staff complete training on reporting child abuse and neglect.
- ✓ The school has a Diabetes Management plan.

The school handles information appropriately:

- ✓ School completes all STARS reporting requirements on time.
- ✓ School follows proper security procedures, including keeping student files locked.
- ✓ School follows all FERPA and Health Insurance Portability and Accountability Act (HIPAA) guidelines.
- ✓ School maintains a procedure for the transfer of cumulative files.

By checking the box for each indicator above (on both pages) and signing this document, I affirm that the school complies with the performance framework items listed.

School Leader Printed Name	Jade Rivera
Signature	
Date	7/6/2021

Board Chair Printed Name	Tomas Garcia
Signature	
Date	7/6/2021