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### 2020-2021 Annual School Performance Report: The ASK Academy

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**School Name:** The ASK Academy

**School Address:** 4550 Sundt Road NE, Rio Rancho, NM 87124

**Head Administrator:** Alexandra Boyd

**Business Manager:** Ashley Woodard

**Authorized Grade Levels:** 6-12

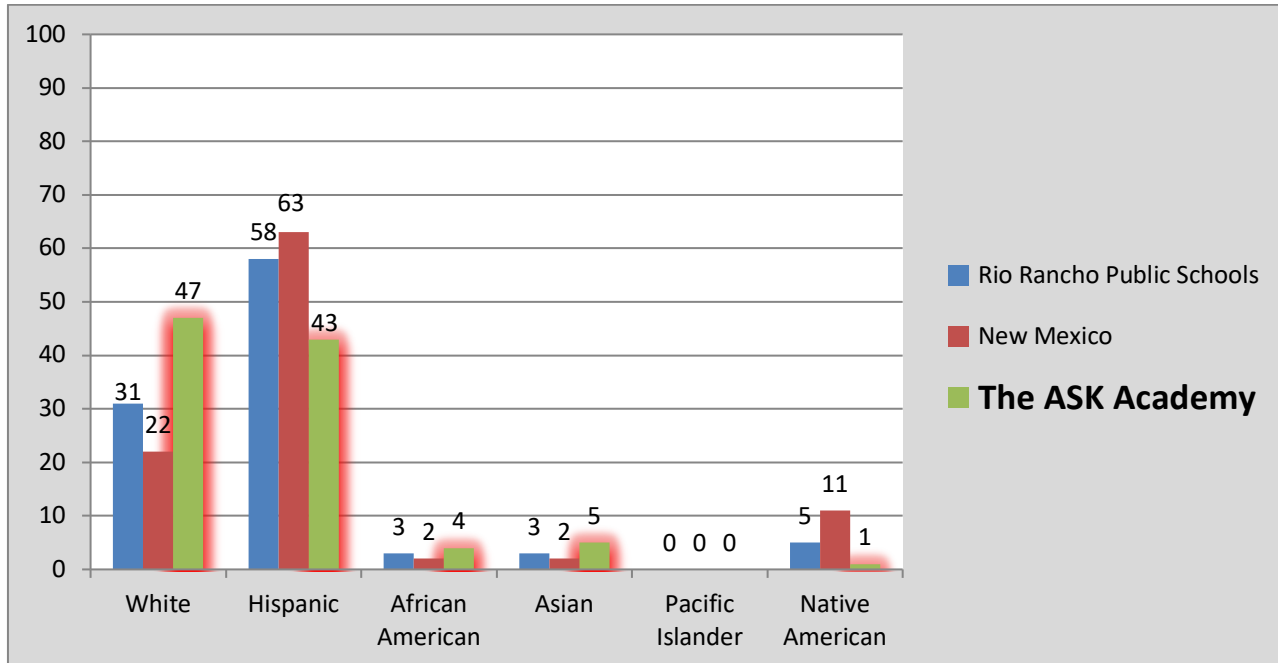
**Authorized Enrollment Cap:** 600

**Current Enrollment:** 554

**Contract Term:** 2020-2025

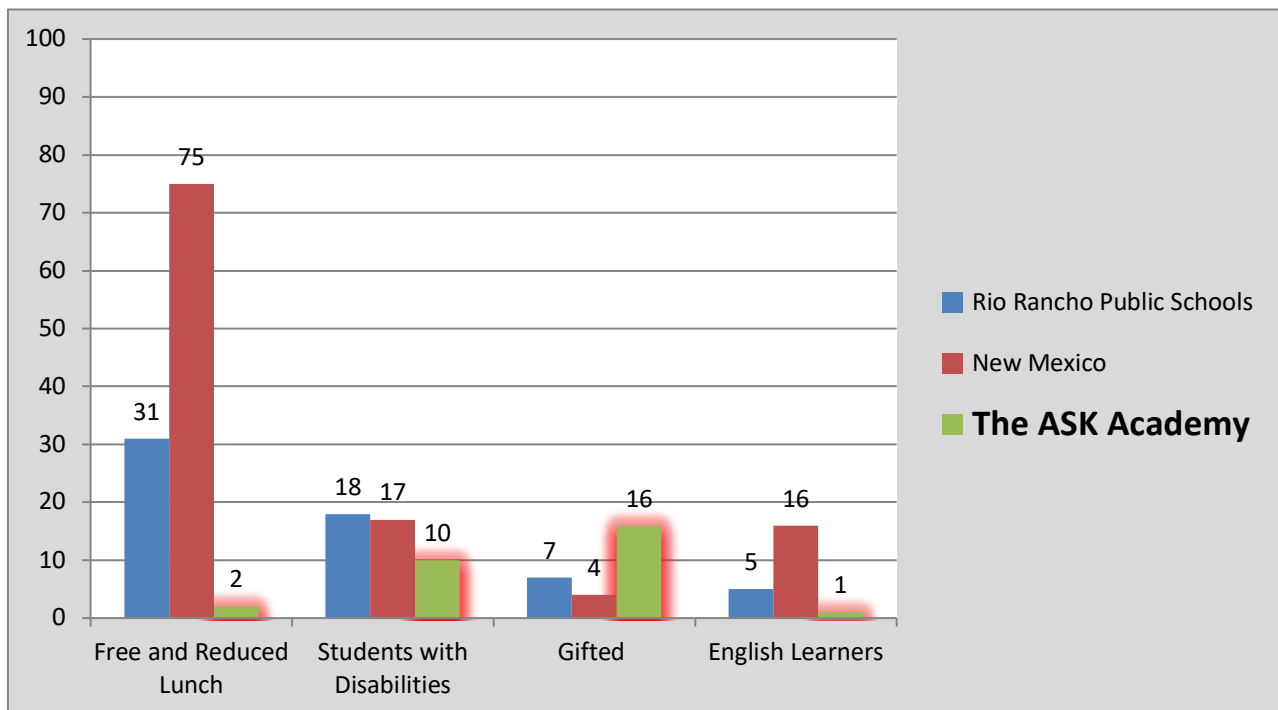
**Mission:** The ASK Academy will emphasize science, technology, engineering, and mathematic (STEM) curricula to create a learning culture through project-based learning experiences, 21st century technology, research programs, relationship building, and a partnership program engaging scholars in the learning process. The ASK Academy will provide multiple opportunities for scholars to demonstrate attitudes, skills, and knowledge of the core standards through independent learning experiences.

**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: May 10, 2021

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### Virtual Site Visit Participants

*School:* Dr. Alexandra Boyd: CEO

*OPFD/CSD:* Corina Chavez; Brigette Russell; Melissa Sanchez; Rachel Stofocik

### Response to COVID Pandemic

[The ASK Academy](#) serves 553 students in grades 6-12. ASK only lost 10-15 students during the pandemic. The new CEO, Dr. Boyd has been working at the school since July 2020. Dr. Boyd explained that currently, the school is trying to increase the numbers in high school enrollment and that the school is making progress.

As a STEM-focused school dedicated to project-based learning, teachers are referred to as project managers and students are referred to as scholars. The school staff have had some difficulty in completely adapting project-based learning in a remote setting; however, in many ways, the school has made it work and seen success. ASK students have used videos to share projects throughout the year, which are often available on the school's website and on YouTube. ASK had two national merit scholarship finalists, one of which won, and students still participated in the Governor's STEM challenge.

During the pandemic, ASK staff focused on "observation, collaboration, and response in order to inform." All communication and decision-making then were based on what was observed and tried. ASK academy staff worked hard to maintain rigor even though the quantity of work was reduced. In acknowledging that not all students were thriving in an online platform, school leaders developed a full-time [Edgenuity](#) Program. ASK had used Edgenuity in the past for credit recovery but purchased the full program for school year 2020-21 as an alternative programmatic option for some students (10-15% chose this option). The school staff has tried to individualize programs and plans depending on whatever helps the student thrive. Dr. Boyd mentioned that some students fly through the Edgenuity coursework and in that case, supplementary projects are provided. Two staff members, one for MS and one for HS, work solely to manage the Edgenuity students. The school provides laptops and Chromebooks and asks students, who can, to pay a maintenance fee of \$30-60 dollars per year. WIFI was installed in the parking lot and many students took advantage of it.

Currently, in the MS, 40% of students have physically returned to school; in HS about 30% are back. Google Classroom is used by teachers for small group meets. Students participate fully in school four days a week from 8-2 and Friday mornings provide support. The ASK staff also provides support four days a week from 2-4. This support period is something that project managers and scholars have come to appreciate, and staff are currently looking at ways to keep it even in the normal school year. When MS students struggle, the school staff develops a contract with the student stipulating that they come at the end of the school day for more help. This support time, however, is open to anyone. Project managers are available four days a week for those two hours at the end of the day in every subject. Support in the HS looks differently; HS students have academic probation. Since the school does require more credits for graduation than other high schools, the probation includes the contract, which sometimes will stipulate that a student attend support hours or that they catch up with a project on the weekend. The school has continued Career Pathways during the pandemic. Upon the return of students, the school also began implementing in-person Career Pathways and Fundamental Connections advisory courses in which all students participate.

### **Teaching, Learning, and Assessment**

ASK did not administer all assessments this year but still used: [ACCESS](#), SAT, PSAT, AP, iReady, Edgenuity and [ALEKS](#). School leaders communicated grades to parents and students with PowerSchool, progress and final report cards, and quarterly SLATE meetings, which are student-led conferences.

In the assessment of students, school leaders recognized that some students will need Tier 3-level supports next year and have thus incorporated reading and math intervention classes into the schedule for school year 2021-22. Dr. Boyd assured the CSD that Special Education identification and services have not stopped and that both she and the counselor are implementing MLSS.

Regarding successes, students have entered many contests and remained engaged despite the remote setting. For example, one ASK student entered a “Hamilton” contest and made a song about the workings of government. Another senior organized a voter registration drive, which the secretary of state attended. The innovations during the pandemic include virtual announcements twice a week and building a more robust enrichment program. The school began an Irish flute club, a drone club, a drum club and continued a robotics club.

### **Student and Family Support and Engagement**

The school has a social worker, Counselor, SAT interventionist, and a wellness team to help students and staff cope with the difficult year. ASK led a Wellness Week and constantly surveyed the community to better understand what was needed. The teachers were surveyed once a month. Parents were also surveyed and there was always a 50-75% participation rate. At the start of the school year, the CEO hosted coffee talks with parents to gauge what the community needed. The outcomes of those meetings often led to fundraising for families in need. The school was able to purchase \$25 dollar Amazon gift cards for families in need, have a wipes drive, and provide project kits when needed.

The ASK Academy has always had professional development for teachers on a weekly basis. This PD continued and was used to support project managers. Dr. Boyd did admit that a lot of PD has been focused on COVID-safe practices and that the community preferred PD about teaching, learning and engagement, etc. but that given the year, it was also understandable.

## Performance Framework Indicators (school-specific questions)

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

1) Is the school continuing to send the annual parental notification letters along with the ELL student's ACCESS assessment outcome to eligible Students? 2. Is a copy of the annual letter kept in the ELL student's cumulative file?

*The school has assigned a project manager to the EL process so the project manager plus a school leader handle the process together in order to ensure that there are checks and balances.*

### 2a-2c Audit Findings FY20

#### 2.a. Is the school meeting financial reporting and compliance requirements?

The school received 1 Audit Finding in 2020: 2020-001 Financial Close and Reporting (Significant Deficiency)

Condition/Context: During our review of financial close and reporting, we noted the following matters: · During our audit we identified one cash disbursement in FY20 that totaled \$5,076.42 that was improperly excluded from accounts payable accruals as of June 30, 2020, which required an audit adjustment. · During our testing of capital assets, the school provided multiple versions of the requested schedule as a result of numerous errors within the various versions provided to the auditors. Criteria: Per NMAC 6.20.2.11, every school district shall establish and maintain an internal control structure to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general-purpose financial statements in accordance with GAAP. Cause: Management oversight

1) Are you still contracting with the Vigil Group for School Business services? Do you have an in-house assistant?

2) Who was involved in the school audit? Head Admin, Governing Board members? Are you aware of the implications of the finding and why the finding was rated as significant deficiency?

3) Has the school adopted this suggestion? What steps have been taken to ensure accuracy of fixed asset listing and reviewing disbursements?

*- Possible misstatements of the financial statements. Auditors suggested school keep a list of open purchase orders.*

#### 3.a. Is the school complying with governance requirements?

*School leader confirmed that the GC will be reminded to complete trainings by June 30th deadline.*

### 4.c. Is the school meeting teacher and other staff credentialing requirements?

School was reminded to obtain a long-term sub waiver from Licensure for David Korup and to send a letter to all the parents of students that would be in Mr. Korup's class explaining to them the long-term substitute.

*The school explained that the teacher is now fully credentialed (has a license) and so his status is no longer as a long-term substitute.*

### 5.c. Is the school complying with health and safety requirements?

*The Safe Schools Plan was last approved in April 2020; Next one is due Dec 2022. Emergency Drills Reminder below*

**Mission-Specific Goals:**

Goal 1: Each year, at least 70% of 6th-11th grade scholars, enrolled on both the 40th day and included on the end of year (EOY) report to the state, will complete two STEM credits (Science, Technology, Engineering, Mathematics & Biomedical) with a C or better and will demonstrate proficiency on end of course exams. Exams may include traditional tests or other demonstrations of proficiency.

School Response: "Yes." In reviewing data from the 40th day on those students currently enrolled at The ASK Academy, the school is meeting its mission specific goal. In looking at aggregate numbers, 75% of the students in grades 6 through 11 are enrolled in and on track to earn two STEM credits before the years' end. In examining the student outcomes in those STEM courses, 88% are currently earning a C or better.

The percent of students enrolled in two STEM courses is a little lower than usual, because the options for STEM courses for middle grade students were limited in the Edgenuity curriculum, which is the vendor ASK is using to provide a fully remote option for our students.

**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.

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

2019-2020 Renewal Year

2020-2021 was The ASK Academy's first year of operation in the current contract.



Appendix B: Assurances



Charter Schools Division  
Performance Indicator Assurances  
2020-21

Charter School Name

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.

- The school protects the rights of students with special needs, by:
  - ✓ 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.
- The school protects the rights of English Learner (EL) students:
  - ✓ 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.
- The school complies with federal and state grant program requirements.
- The school meets governance and reporting requirements:
  - ✓ 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).
- The school protects the rights of all students:
  - ✓ 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.
- The school's attendance policy aligns with the Attendance for Success Act NMSA § 22-12A-1.
- The school protects employee rights:
  - ✓ 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.
- The school complies with facility requirements in NMSA § 22-8B-4.2.
- The school complies with transportation requirements, including all inspections and insurance, if applicable.

- 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	Alexandra M. Boyd	
Signature		Date 07/16/2021
Board Chair Printed Name	Michael B. Smith	
Signature		Date 7/26/2021