

MONITORING INSTRUMENT ITEM REPORT

Albuquerque Collegiate Charter

PEC Authorized Performance Review & Accountability

ACADEMIC PERFORMANCE FRAMEWORK

I-A: Overall Academic Tier Rating

Updated 12/01/2018 by Megan Maestas

SEA Status	Pending
LEA Status	In Progress
Comments by SEA	PED NOTE: The A-F school letter grade will be made available in August/September 2019. This indicator will be calculated and given a Tier 1-4 rating after school letter grades are released, as outlined in the PEC Charter Performance Review and Accountability System.
Comments by LEA	
Compliance Indicators	<p>Based on performance across the academic indicators and measures, schools receive an overall academic tier rating that is used by the PEC in annual monitoring and renewal decisions.</p> <p>Indicator 1 (NM School Support and Accountability components) includes 1.1 Math and Reading Proficiency, 1.2 English Learner Progress, 1.3 Science Proficiency, 1.4 Growth of Highest-Performing Students (Q4), 1.5 Growth of Middle Performing Students, 1.6 Growth of Lowest-Performing Students (Q1), 1.7 Graduation Rates, 1.8 Growth in 4-year Graduation Rate, 1.9 College and Career Readiness, 1.10 Chronic Absenteeism, and 1.11 Educational Climate Survey, Multicultural Initiatives, and SEL.</p> <p>Indicator 2 (Subgroup Performance) includes 2.1 Subgroup Growth of Highest-Performing Students (Q4), 2.2 Subgroup Growth of Middle-Performing Students (Q2/3), 2.3 Subgroup Growth of Lowest-Performing Students (Q1), and 2.4 Subgroup Proficiency for all eligible subgroups.</p> <p>Indicator 3 (School Specific Goals - OPTIONAL) includes school-proposed and PEC-approved mission-specific goals that are specific, measurable, attainable, rigorous, and time-bound.</p>
Requested Documents	
Other Documents	
Legal References	

FINANCIAL PERFORMANCE FRAMEWORK

III: Financial Performance Framework

Updated 09/17/2019 by Megan Maestas

SEA Status	Meets Standard
LEA Status	In Progress
Comments by SEA	<p>1 August 2019 NM PED Rating: The PED team has rated this indicator as, "Meets Standard", because the school provided a completed and dated financial self-questionnaire to include signatures from the business manager, head administrator, and finance committee chair.</p> <p>06.04.2019 PED REMINDER: As required in the Performance Framework document (see NM Stat § 22-8B-9.1) on a date specified in early August, following the final reporting on the previous FY, the school principal, school business manager and the chairman of the finance committee will complete and sign the questionnaire made up of the questions set forth below. See attached document.</p>

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REQUESTED FOLLOW-UP: School provides signed copy of the questionnaire (i.e., questions #1-8 of the Financial Performance Framework document) no later than August 1, 2019. Please be sure that the self-assessment is completed and signed by the head administrator, the school business manager, and the finance committee chair.

Comments by LEA

Compliance Indicators UNDER DEVELOPMENT

Meanwhile, per page 6 of the PEC Charter Performance Review and Accountability System, the school principal, school business manager and the chairman of the Finance Committee will complete and sign the questionnaire made up of the questions set forth in the Financial section of the prior New Mexico Public Education Commission Charter School Performance Framework. The survey questions are on the following topics: 1. Operating Budgets, 2. Audits, 3. Periodic Reports, 4. Expenditures, 5. Reimbursements, 6. Audit Reviews, 7. Meals, and 8. General Information.

Please see the Resources tab for the Financial Self-Assessment Survey template.

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-1a (onsite): (1a) Education Program: Mission & Material Terms

Updated 12/01/2018 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 15 NOV 2018 Site Visit:
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."

Comprehensive Educational Program:

- The school has intentional focus on literacy and math that accounts for the majority of each school day. The PED team observed two-and-half times more literacy instruction and one-in-a-half times more math instruction when compared to the local district elementary schools. This is evidenced by the school's (daily) master schedule, specifically courses such as: "Spiral Review (math), Read Aloud, Literacy Block #1, Literacy Block #2, Literacy Block #3, CGI (math), Writing, Investigations (math), and Math Routines" offered every day to every students.
- The school provides comprehensive professional development for all teachers. The PED observed implementation of this educational program through extensive 3-week summer Professional Development for all teaching staff, mandatory PD every Wednesday afternoon, along with a detailed schedule outlining all supplemental internal and external PD opportunities offered throughout the academic year. Teacher PD include "data days" where I-Station student data is disaggregated to "celebrate student wins, identify achievement gaps, and prepare material that needs to be re-taught".

Enrollment Capacity: Per the school's charter contract, the school is "authorized to serve no more than 360 students". At the time of the site visit, the school was serving 36 students.

Authorized Grade Levels Served: Per the school's charter contract, the school is "authorized to serve grades K-5". At the time of the site visit, the PED team verified the school was serving students in grades K-1.

Requested Follow-Up: None present at this time.

Comments by LEA

Compliance Indicators Is the school implementing its mission and educational programs of the approved charter application as defined in

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the Charter Contract? Does the school stay within its enrollment cap at all times and serve only the appropriate grade levels?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-1b: (1b) Education Program: Required Assessments

Updated 10/02/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 02 OCT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school's DTC satisfied the semi-annual training requirement. Additionally, the school was not reported (through PED cross-bureau collaboration) to be out of compliance with state assessment requirements and/or deadlines.

17 SEPT 2019 NMPED Rating: The PED team temporarily rated this indicator as, "Concern Identified", so that the school is be prompted to review the indicator notation and submit the requested follow-up documentation added below. Please note, if the school provides adequate documentation to support the requested follow-up, this indicator may be rated as, "Meets Standard".

Requested Follow-Up: No later than 30 SEPT 2019, the school is to provide the DTC training certificates for P. Pinnere from both the Fall and Winter DTC training provided by the PED Assessment Bureau.

15 NOV 2018 Site Visit:

District Test Coordinator (DTC): The school identified, P. Pinnere, as its DTC. The head administrator, J. Rivera, stated P. Pinnere completed the "Test Coordinator Assessment and Security Training" on 19 SEPT 2018, however, has yet to receive the training certificate provided by the NM PED Assessment Bureau. At the time of the site visit, it appeared P. Pinnere has met one of the two the semi-annual training requirements per, NMAC 6-10-7.9, which states, "the district test coordinator shall attend semi-annual workshops help by PED in order to be trained and then shall provide training for all district personnel involved in test administration, preparation, and security". During the school's site visit scheduled for Spring 2019, the PED team will verify P. Pinnere has completed the "Test Coordinator Assessment and Security Training" winter training and provided school-wide test security training to all teaching personnel.

PED NOTE: Compliance with all state and contractual assessment requirements will be evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school complying with state and contractual assessment requirements? Does the school have an identified District Test Coordinator who attends all required trainings and provides training to all personnel?

Requested Documents

Other Documents

Legal References

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ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-1c (onsite): (1c) Education Program: Students w/Special Needs

Updated 09/17/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 17 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with protecting the rights of students with special needs.

15 NOV 2018 Site Visit:

Student IEP Files: The PED team reviewed four (4) student IEP files and evaluations that appear to be current (I.e., within one year of the previous IEP and within three years of the previous evaluation) and individualized to serve each student needs (i.e., opportunity to have assessments read aloud or translated to the student, extended time for assessments, assessments in 1:1 environment and multiple modes of differentiation, etc.). At the time of the site visit, no compliance concerns were noted. Requested Follow-Up: None present at this time.

PED NOTE: The CSD team will evaluate compliance with the Special Education Bureau indicators using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school protecting the rights of students with special needs? (Note: These provisions include only students with disabilities.)

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-1d (onsite): (1d) Education Program: English Learners

Updated 09/17/2019 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 17 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Working to Meet Standard", because the school provided the requested follow-up, as outlined below. Specifically, the school provided a detailed narrative outlining how the school will ensure it promptly obtains any newly enrolled student ELL status through the proper channels, and as a result, instituted remedies to show compliance with or prompt movement toward compliance with the law.

15 NOV 2018 Site Visit:

Student Cumulative Files: The PED team reviewed six (6) student cumulative files, to include two (2) students identified as ELL. Of the six (6) files, three (3) contained duplicate LUS. The PED team discussed the guidance provided by the Language and Culture Bureau to utilize the student profile screen in STARS to determine if an

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incoming student has been previously identified as an ELL eligible student rather than re-issuing an LUS for the family to complete. Each student should only be issued one (1) LUS during their academic career in New Mexico.

Request Follow-Up: Within thirty (30) days of the release of this report, (31 DEC 2018), the school must provide detailed processes to include time lines and responsible parties the school will implement when enrolling new students and identifying their ELL eligible or need to ensure the school remains in compliance and does not issue double LUS.

RESOURCE LIST:

Report in STARS: STARS --> District and Location Reports -->BMEP, EL, and Title III Reports for Language and Culture Bureau-->ELP Error Report for Snapshot

This report lists students who were never identified as ELs at your school who had actually been administered an ACCESS assessment in the past. It also lists students identified as ELs at your school that scored as Proficient on an ACCESS test at some point. Please note that administration of ACCESS began in the 2009-2010 school year.

US Department's English Learner Toolkit: <https://www2.ed.gov/about/offices/list/oela/english-learner-toolkit/index.html> -- including Office of Civil Rights guidance regarding parent notification

English Learner Identification: <http://webnew.ped.state.nm.us/bureaus/languageandculture/english-learners/english-learner-identification/>

See also NMAC 6.29.5.11

Serving English Learners Guidance Manual: <http://webnew.ped.state.nm.us/bureaus/languageandculture/english-learners/>

· Annual Parent Notification Letters:

Bilingual Multicultural Education Programs Technical Assistance Manual (including dual language programs): http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/BMEP_TAM_2016_05.11.17.pdf

Language Usage Survey (LUS) Guidance Handbook: http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/NMLUS_Guidance_Handbook_Revised_08.2017.pdf

· Pages 16-17 explain WIDA Screener scores.

· Pages 31-33 have guidance on the process of obtaining LUS information from prior schools (the areas are highlighted in green).

· Step by step information on how to lookup students in STARS is on page 32.

NM FAQ (by WIDA), includes quick answers about the screening and assessing process:

<https://www.wida.us/membership/states/Guidance%20Docs/NM%20ID%20and%20Placement%20Guidance%20Doc.pdf>

Language and

Culture Bureau Staff

· Mayra Valtierrez, Director,

Mayra.valtierrez@state.nm.us, (505) 827 -6667

· Kirsi Laine, English Learner Specialist, Kirsi.laine@state.nm.us, (505) 827-6505

REMINDER: According to the New Mexico ESSA State Plan, English Learner progress will be included in school grading in the near future. Report cards with a transition year ESSA school grade report will be created in school year 2018-19. A full transition to only one school report card is in the following school year, 2019-2020.

PED NOTE: The CSD team will evaluate compliance with the Language and Culture Bureau indicators using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school protecting the rights of English Learner students?

Requested Documents

Other Documents

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Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-1e: (1e) Education Program: Grant Program Requirements

Updated 09/17/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 17 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with meeting grant programs requirements and/or deadlines.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Does the school meet program requirements for all PED and federal grant programs it implements? Is the school responsive to findings of non-compliance in accordance with deadlines?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-1f (site visit): (1f) Education Program: EPSS/NMDASH

Updated 12/01/2018 by Megan Maestas

SEA Status Not Applicable

LEA Status In Progress

Comments by SEA 15 NOV 2018 Site Visit: Not applicable for Albuquerque Collegiate Charter School, as the school is in its first year of operations and did not receive a letter grade for the 2017-2018 academic year.

Requested Follow-Up: None present at this time.

PED NOTE: Only applicable for schools rated as Tier 3 or Tier 4 within the Academic Performance Framework, earned an "F" school letter grade, identified as TSI, CSI, or MRI, or have to implement a PEC Academic CAP.

Comments by LEA

Compliance Indicators Does the school have an active core team engaged in the DASH process? Is the school implementing their annual and 90-day plans, as evaluated through reviewing evidence and school/audit actions during the site visit? (Only applicable for schools rated at Tier 3 or Tier 4 on Academic Performance Framework evaluation, that earned an "F" school letter grade, or meeting criteria to be identified as TSI, CSI, or MRI, or have a PEC Academic CAP

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Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-2a: (2a) Financial Mgmt/Oversight: Compliance

Updated 09/17/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 17 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with meeting financial reporting requirements and/or deadlines. Additionally, given the school was in its first year of operations, it did not receive a FY18 Audit Report.

PED NOTE: Audit compliance not applicable for Albuquerque Collegiate Charter School, as the school is in its first year of operations and did not receive a financial audit for FY18. However, the CSD team will evaluate compliance with all financial reporting using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school meeting financial reporting and compliance requirements to any/all bureaus timely, including, but not limited to, audit findings from PED Audit Bureau (if any), meeting all budget reporting deadlines, and no more than a .06 difference in reported and audited T&E?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-2b: (2b) Financial Mgmt/Oversight: Acct. Principles

Updated 12/01/2018 by Megan Maestas

SEA Status Not Applicable

LEA Status In Progress

Comments by SEA PED NOTE: Audit compliance not applicable for Albuquerque Collegiate Charter School, as the school is in its first year of operations and did not receive a financial audit for FY18.

Comments by LEA

Compliance Indicators Is the school following generally accepted accounting principles? Were there any material weaknesses or

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significant internal control deficiencies, or findings related to waste, fraud, or abuse identified in the audit?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-2c (site visit): (2c) Financial Mgmt/Oversight: Response to Audits

Updated 12/01/2018 by Megan Maestas

SEA Status Not Applicable

LEA Status In Progress

Comments by SEA PED NOTE: Audit compliance not applicable for Albuquerque Collegiate Charter School, as the school is in its first year of operations and did not receive a financial audit for FY18.

Comments by LEA

Compliance Indicators Is the school responsive to audit findings? Is the school's last audit devoid of any multi-year repeat findings? Did the school implement Audit CAPs as submitted, as evaluated through reviewing evidence and school/audit actions during the site visit?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-2d: (2d) Financial Mgmt/Oversight: Grant Funds Mgmt

Updated 09/17/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 17 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with managing grant funds responsibly and/or deadlines.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school managing grant funds responsibly? Are at least 10% of RFRs submitted to the PED each quarter? Did the school expend at least 99% of grant funds for all accounts without reversion?

Requested Documents

Other Documents

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Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-2e: (2e) Financial Mgmt/Oversight: Fiscal Mgmt Staff

Updated 10/02/2019 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 02 OCT 2019 NMPED Rating: The PED team rated this indicator as, "Working to Meet Standard", because the school provided the requested follow-up, as outlined below. Specifically, the school provided evidence it had designated a certified CPO F. Garcia, along with providing his training certificate dated 31 JUL 2019 and online registration information with the NM State Purchasing Department; and as a result, instituted remedies to show compliance with or prompt movement toward compliance with the law.

17 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Concern Identified", because the team requests additional information on the school's CPO status. The school previously provided documentation it would enter into a MOU agreement with a different charter school; however, the documentation provided was for an employee that no longer works at that charter school. The PED team asks the school to respond to the requested follow-up as outlined below.

Requested Follow-Up: No later than 30 SEPT 2019, the school must provide evidence of its Chief Procurement Officer. Such evidence may include but is not limited to: training certificate for current CPO, evidence of registration online with the NM Purchasing Dept, and/or evidence of MOU with an existing charter school's CPO. Additionally, the school must provide evidence it has worked with the NM Purchasing Department to have the school added to the online database which lists all registered CPO's.

15 NOV Site Visit:

Licensed School Business Manager: The school identified Katie Rarick as its School Business Official. The PED team observed K. Rarick's School Business Official license issued through NM PED with an expiration date of 30 JUN 2020.

Chief Procurement Officer: At the time of the site visit, the school did not have a certified CPO. The head administrator, J. Rivera stated she was aware of the requirement to have a CPO and is seeking registration for the next available certification training. The PED team did advice the school to enter into an MOU agreement with another charter school's certified CPO in the interim until the school can designate one.

Audit Committee: At the time of the site visit, the PED team observed the required six (6) individuals seated on the Audit Committee. Per 22-8-13.3(D) § NMSA, "the Audit Committee must be comprised of six (6) individuals; Two (2) board members, One (1) parent of a currently enrolled student, One (1) individual with a financial background, the head administrator, and the school's business manager".

Finance Committee: At the time of the site visit, the PED team observed four (4) individual seated on the finance committee to include, two (2) board members, the head administrator, and the school's business manager. Per 22-8-13.2(B) § NMSA, "the Finance committee must be comprised of "at least two members of the board".

Requested Follow-Up: Within thirty (30) days of the release of this report, (31 DEC 2018), the school must provide evidence uploaded through the Web-EPSS indicator it is moving toward addressing non-compliance of not having a certified CPO. Evidence may include but is not limited to 1) a MOU agreement with another charter school's certified CPO to serve as Albuquerque Collegiate's CPO, or 2) registration documentation for the next available CPO certification training.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

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Comments by LEA

Compliance Indicators Is the school adequately staffed to ensure proper fiscal management with a licensed school business official and certified State Procurement Officer? Does the Governing Board have the appropriate members represented in each of the Audit and Finance Committees? Do the governing council's audit and finance committees meet as required?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-3a: (3a) Governance&Reporting: Governance Requirements

Updated 10/02/2019 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 02 OCT 2019 NMPED Rating: The PED team rated this indicator as, "Working to Meet Standard", because the school provided the requested follow-up, as outlined below. Specifically, the school provided a detailed action plan demonstrating how the governing board members will ensure compliance with all training requirements for the 2019-20 academic year and beyond, to include a tracking tool developed to track the training hours per category; and as a result, instituted remedies to show compliance with or prompt movement toward compliance with the law.

28 AUG 2019 PED Note:

Governing Board Mandatory Training: Of the seven (7) seated governing board members, five (5) completed all required training hours for 2018-2019. Of the seven (7) seated governing board members, two (2) did not complete the required training hours. In addition, three (3) governing board members completed a combined six (6) hours above the minimum required training hours. Please see attached analysis for the training-hour completion per governing board member.

Change Notifications (Head Admin, Governing Board Members, etc): Please note that timely and complete submission of packets for notifying the PEC of any changes will be rated in 2019-2020. Please see policies and forms located at <https://webnew.ped.state.nm.us/bureaus/public-education-commission/policies-and-processes/amendment-request/>

Governing Board Officers: Per NMSA § 22-5-7, Governing Boards are required to have three officers that fill the positions of President, Vice-President, and Secretary (regardless of the title given). Please ensure that you have these elected offices in place. This will be rated in the 2019-2020 annual report.

Governing Board Membership: Per NMSA § 22-8B-4, Governing Boards are required to maintain a board of at least five (5) members at all times. This will be rated in the 2019-2020 annual report.

Please note, the requested follow-up below is in addition to any requested follow-up that may be included within this indicator from the site visit.

Requested Follow-Up: Within thirty (30) days, (18 OCT 2019), the school's governing board is to provide, through the Web-EPSS indicator, a detailed action plan

(including timelines, persons responsible, action steps, and method of tracking training hours) to demonstrate how the school will ensure compliance with all mandatory training requirements during the 2019-2020 school year and beyond.

15 NOV 2018 Site Visit:

Governance Council: At the time of the site visit, the PED team observed the school's Governance Council had eight (8) seated board members. Per 22-5-1 § NMSA "A

local school board shall be composed of five qualified electors of the state residing within the school district".

Requested Follow-Up: None present at this time.

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PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school's Governing Body complying with governance requirements? Does the school/Governing Body meet membership requirements and comply with governance change policy? Do all members of the Governing Body complete all required training? Have any OMA complaints been verified by the Attorney General's office?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-3b (site visit): (3b) Governance&Reporting: Conflicts of Interest

Updated 12/01/2018 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 15 NOV 2018 Site Visit:

Nepotism Policy: The PED team observed the school's anti-nepotism policy, maintained within the governing board policy binder (pg. 12-14). The policy appears to align with 10-16-3 § NMSA and 22-8B-5.2 § NMSA. At the time of the site visit, the head administrator J. Rivera stated the governing board has not approved nepotism waiver(s) for the current academic year.

Conflict of Interest: The PED team observed the school's conflict of interest policy, maintained within the governing board policy binder (pg. 12-14). The policy appears to align with 22-8B-10 § NMSA.

Requested Follow-Up: None present at this time.

Comments by LEA

Compliance Indicators Is the school complying with nepotism and conflict of interest requirements? Are the school and governing board free of nepotism and conflicts of interest?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-3c: (3c) Governance&Reporting: Reporting Requirements

Updated 09/17/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

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Comments by SEA

17 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with PED or PEC reporting requirements and/or deadlines.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The PED team will observe at least one (1) of the school's Governing Board meeting(s) in 2018-2019 and will provide feedback to the Governing Board, via the PEC-Approved Governing Board Observation Form. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators

Does the school comply with reporting deadlines from the PED, PEC, and other state agencies? This includes a response to the PEC-Approved Governing Body Observation Form.

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-4a: 4a) Students&Employees: Student Rights

Updated 09/17/2019 by Megan Maestas

SEA Status

Meets Standard

LEA Status

In Progress

Comments by SEA

17 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with protecting the rights of all students.

15 NOV 2018 Site Visit:

McKinney-Vento Act: The school identified J. Rivera as its Homeless Liaison. J. Rivera has reported her contact information to the NM PED State Homeless Liaison, however, at the time of the site visit, the annual training requirements for a schools McKinney Vento liaison had not been provided. The PED team observed the school's McKinney-Vento dispute resolution policy that appears to be complaint and contain all required dispute resolution levels. The school includes a "Student Housing Questionnaire" within the registration packet to aid in identifying potential students facing homelessness.

Requested Follow-Up: None present at this time.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators

Is the school meeting protecting the rights of all students, including maintaining fair lottery, admissions, enrollment and discipline practices? Does the school comply with the McKinney Vento Act? Does the school have, and comply with a board-approved complaint policy and dispute resolution process?

Requested Documents

Other Documents

Legal References

MONITORING INSTRUMENT ITEM REPORT

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II-4b (site visit): 4b) Students&Employees: Attendance & Enrollment

Updated 10/02/2019 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 02 OCT 2019 NMPED Rating: The PED team rated this indicator as, "Working to Meet Standard"; because the school provided the requested follow-up, as outlined below. Specifically, the school provided a detailed action plan outlining the steps it already has taken and will implement in the 2019-20 academic year to improve overall student attendance. The action plan include an after school care program designed through the Extended Year Programming and personalized phone calls home to families with high absence rates; and as a result, instituted remedies to show compliance with or prompt movement toward compliance with the law.

17 SEPT 2019 NM PED Note: Upon review of the school's overall attendance, within-year retention and recurrent enrollment, the school demonstrated the following:

Attendance Rate: per student attendance reports available in STARS, the school had a 91.2% overall attendance rate for the 2018-19 academic year.

Within-Year retention: per student enrollment reports available in STARS, the school had a 92.1% retention rate when comparing 40-day and 120-day enrollment data.

Recurrent Enrollment: Given the school was in its first year of operations, recurrent enrollment is not applicable this academic year.

Requested Follow-up: No later than 30 SEPT 2019, the school is asked to provide a narrative or action plan for how it plans to improve the school's attendance rate to 95% or better in the coming academic year and beyond. Such evidence may include but is not limited to a detailed action plan outlining responsible parties, action steps taken, or timelines to improve the school's overall attendance.

17 SEPT 2019 NM PED Note: The school provided the requested follow-up, specifically, unexcused parental notification templates the school would use when a student reached 5 or 10 unexcused absences.

15 NOV 2018 Site Visit:

Attendance: The PED team reviewed the school's attendance policy, located within the student handbook, that references and appears to align with the Compulsory School Attendance Law. However, at the time of the site visit, the school did not have a 5 or 10-day unexcused absence parental notification processes or letter template. According to 22-12-9 § NMSA, the school must notify parents if their student has 5 unexcused absences to address early interventions for improved attendance and must notify parents via a letter if their student has 10 unexcused absences. The PED team asks the school to create parent notification/letters to comply with 22-12-9 § NMSA. According to the head administrator J. Rivera, the school maintains daily attendance through PowerSchool.

Requested Follow-Up: Within thirty (30) days of the release of this report, (31 DEC 2018), the school must provide evidence it is in compliance with all notification requirements of 22-12-9 § NMSA and NMAC 6.10.8.8, specifically to include a 5-day unexcused absence parental notification processes, and a 10-day unexcused absence parental letter template.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Does the school meet attendance, retention, and recurrent enrollment goals for students?
•Meets 95% attendance rate or demonstrates successful efforts to improve attendance

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- Maintains 80% retention of enrolled students until end of year (Students who leave prior to the end of the year as graduates, completers, or earned GED are counted as retained.)
- Retains at least 70% of students eligible to reenroll between school years

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-4c (site visit): 4c) Students&Employees: Staff Credential Requirements

Updated 09/17/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 17 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with managing staff credential requirements.

15 NOV 2018 Site Visit:
Licensure: The PED team reviewed six (6) personnel files to include the head administrator and five (5) licensed staff. At the time of the site visit, all licensed staff files contained NM PED issued Licensure certificates.
Official Transcripts: All licensed staff files contained official transcripts.
Child Abuse Training: All licensed staff files included recognizing and reporting child abuse and neglect training certificates.

It was observed the school maintains staff files for all ancillary and contracted staff to include NM PED licensure certificates and evidence of background checks.

Requested Follow-Up: None present at this time.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school meeting teacher and other staff credentialing requirements? All employees are appropriately licensed and past discrepancies have been addressed. This includes waivers and alternative licensure.

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-4d (site visit): 4d) Students&Employees: Employee Rights

Updated 09/17/2019 by Megan Maestas

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SEA Status	Meets Standard
LEA Status	In Progress
Comments by SEA	<p>17 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &quot;Meets Standard&quot;, because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with respecting employee rights.</p> <p>15 NOV 2018 Site Visit: The PED team reviewed all licensed staff files. All files contained current and signed contract(s). The school's salary schedule met or exceeded the minimum teacher salaries established by NM PED. PDP: All teacher personnel files included the individual teacher goal initiation for their annual PDP. Mentorship: School identified two (2) novice teachers being mentored by P. Pinnere this academic year. The school developed a robust and thorough mentorship program that appears to include all components of NMAC 6.60.10.8: "The program must describe how the mentorship program addresses the following: A. provides individual support for beginning teachers from designated mentors or support providers; the support activities must include collaborative curriculum alignment, design, and planning; they must also include classroom observations, student assessment, individual instructional conferences, and instructional resource development; B. is mandatory for all beginning teachers; C. includes structured and research-based training activities for mentors; the training must include the development and needs of beginning teachers, the process of developing mentorship relationships, the process of documenting teacher growth, and best practices in working with novice teachers; D. uses a structured process for selection of mentors that includes selection and evaluation criteria and details the person or persons responsible for implementing the selection and evaluation process; E. provides compensation for mentors; F. uses an ongoing, formative evaluation of beginning teachers for the improvement of teaching practice; G. uses an ongoing summative evaluation of beginning teacher performance during the first 1 to 3 years of teaching, including an annual assessment of competence for continuing licensure and a final assessment of competence for teachers seeking level 2 licensure; evaluation of beginning teacher performance shall include annual review and progress reports during the mentorship program, collection of documented evidence of teacher growth and development, and summative assessment of level I teacher competencies; H. has a process for addressing disputes or grievances between mentors and beginning teachers and for replacing mentors for good cause shown; I. establishes a program that is at least one year in length but includes provisions whereby support for an additional 2 or 3 years can be provided to teachers who do not successfully complete the first year and continue to be employed in the public school district, charter school, or state agency; and J. has documentation that describes how support was sought and obtained from the local school board, administrators, and other district and school personnel." P. Pinnere is not receiving additional compensation for her mentoring, however, mentoring of novice teachers is written into her job description.</p> <p>Requested Follow-Up: None present at this time.</p> <p>PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.</p>
Comments by LEA	
Compliance Indicators	Is the school respecting employee rights, including, but not limited to, completion and submission of NMTEACH evaluations and observations, personnel files contain signed NMTEACH reports and teacher contracts, the School Personnel Act, Charter School Act, FMLA, ADA, etc? Does the school have an established salary schedule that is in compliance with minimum teacher salaries? Does the school have adequate mentorship for novice teachers?
Requested Documents	
Other Documents	
Legal References	

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ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-4e (site visit): 4e) Students&Employees: Background Checks & Ethics

Updated 09/17/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 17 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with obtaining compliant background checks for all licensed personnel.

15 NOV 2018 Site Visit:
The PED team reviewed all licensed and non-licensed staff files. All files contained legally compliant background checks.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school completing required background checks and reporting ethical violations? Does the school maintain legally compliant background checks for all staff files including substitutes, contracted service providers, and anyone with unsupervised access to students? Are incidents of violations of teacher/licensed staff ethical rules or criminal convictions reported to the PED by the school?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-5a: 5a) School Environment: Facilities Requirements

Updated 12/01/2018 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 15 NOV 2018 Site Visit:
The PED team observed the school's E-Occupancy certificate hanging in the front offices, dated 24 OCT 2018. The PED team reviewed the school's condition index letter provided by PSFA, dated 04 JUN 2018. The team observed the school's most current fire inspection, conducted by the City of Albuquerque Fire Department on 04 SEPT 2018. At the time of the site visit, the school had not applied pesticides to the new school building. However, the school utilizes the "Integrated Pest Management in Schools" method of application of pesticide on school grounds.

Requested Follow-up: None present at this time.

Comments by LEA

Is the school complying with facilities requirements, including but not limited to, E-occupancy, facility condition

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Compliance Indicators index, building leasing/ownership, fire inspections, ADA, written records of pesticides? Does the school notify PEC prior to any changes in facilities?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-5b: 5b) School Environment: Transportation Requirements

Updated 09/17/2019 by Megan Maestas

SEA Status Not Applicable

LEA Status In Progress

Comments by SEA 17 SEPT 2019 NMPED Rating: Not applicable, given the school was in its first year of operations.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school complying with transportation requirements?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-5c (site visit): 5c) School Environment: Health & Safety

Updated 09/17/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 17 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with health and safety requirements.

17 APR 2019 NM PED Note Lisa Hecker:

Thank you for submitting your Safe School Plan (SSP), as required by NMAC 6.12.6. I am pleased to inform you that the Albuquerque Collegiate Charter School's SSP has been reviewed by the NM Public Education Department (PED) and is considered approved as of today's date.

01 APR 2019 NM PED Note Lisa Hecker:

Thank you for submitting your Safe School Plan (SSP), as required by NMAC 6.12.6, to the NM Public Education Department (PED). Albuquerque Collegiate Charter School's SSP has been reviewed by the PED and is considered not approved as of today's date. The attached rubric details the elements requiring revision, denoted with and

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asterisk (*) and in red text. Please provide a revised SSP addressing the required elements on the attached rubric to me no later than 04/19/19.

15 NOV 2018 Site Visit:

Emergency Drills: At the time of the site visit, the school had conducted the required four (4) weekly fire drills during the first four weeks of school. The school has conducted a monthly emergency drill thereafter to include, one fire drill and one helter-in-place emergency drill. The PED team reminded the school it must conduct one emergency drill every month through the end of school to include at least, two (2) shelter-in-place drills, one (1) evaluation drill and the remaining drills can be fire drills.

Safe School Plan (SSP): The school will submit its SSP for review in December 2018.

Immunization Requirements: The PED team observed the school's master immunization log for all enrolled students. The master log appeared to be compliant with 24-5-4 § NMSA. It is recommended the school add a column to its master immunization log to include any students that have current approved vaccination exemption waivers.

Requested Follow-Up: None present at this time.

Comments by LEA

Compliance Indicators Is the school complying with health and safety requirements, including, but not limited to, having updated school wellness and safety plans, conducting all required emergency drills, maintaining a master immunization log, and complying with all facility corrective requirements (e.g., NMPSIA, DOH, PSFA, Fire Marshall, POSHA)

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-5d: 5d) School Environment: Handling Confidential Info

Updated 09/17/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 17 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school was not reported (through PED cross-bureau collaboration) to be out of compliance with handling student information appropriately, including student privacy.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

Compliance Indicators Is the school handling information appropriately, including but not limited to requirements related to, FERPA and the obtainment, maintenance, and transfer of cumulative files?

Requested Documents

Other Documents

Legal References

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PERFORMANCE FRAMEWORK

III: Annual Performance Report

Updated 03/02/2021 by Administrator Administrator

SEA Status In Progress

LEA Status In Progress

Comments by SEA

Comments by LEA

Compliance Indicators After the conclusion of the academic year and upon review of all academic, organizational, and financial data, an Annual Performance Report will be provided to the Head Administrator, the school's Governing Board, and the Public Education Commission. The Annual Performance Report will also be uploaded to this item for historical purposes.

Requested Documents

Other Documents

Legal References