

MONITORING INSTRUMENT ITEM REPORT

Horizon Academy West

PEC Authorized Performance Review & Accountability

ACADEMIC PERFORMANCE FRAMEWORK

I-A: Overall Academic Tier Rating

Updated 02/25/2019 by Megan Maestas

SEA Status Pending

LEA Status In Progress

Comments by SEA 14 FEB 2019 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 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.

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.

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.

Indicator 3 (School Specific Goals - OPTIONAL) includes school-proposed and PEC-approved mission-specific goals that are specific, measurable, attainable, rigorous, and time-bound.

Requested Documents

Other Documents

Legal References

FINANCIAL PERFORMANCE FRAMEWORK

III: Financial Performance Framework

Updated 08/01/2019 by Dylan Wilson

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 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.

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.

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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 02/25/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 14 FEB 2019 Site Visit:

The school's mission is, "Horizon Academy West has a commitment to educational excellence, and our staff is dedicated to providing rigorous, creative, well-rounded education for all students. Our school is committed to helping each student master his or her subjects, and learn to think – critically and creatively".

The PED team observed implementation of the school's mission and comprehensive educational program in various ways, specifically:

- A daily 90-minute reading block for grades K-3 and 4-5, evidence by the school's master schedule.
- Observed grade-level data wall displays within each hallway. iStation and D.R.A. short-cycle assessment(s) are used to measure the reading and math level of each individual student, which then determines the small ability group(s) each student is assigned to. The school has hired a data coordinator who is responsible for working with teachers to help them gather and interpret their students' data.
- Students work within small ability groups for math; placement in a group is determined based off the student's MyMath and iStation assessment outcomes throughout the year. The 4th week of each month, teachers re-evaluate their students data and determine whether the student should remain within their current ability group or be moved up a level. This is repeated every 4th week.
- During the site visit, the CSD team observed students working in a "Technology Literacy Class". The team also observed the use of a promethean board within an Art class. A "Grade-Level Collaboration" shared document was observed, stating the classes are using typing.com, XTRAMATH, Rocket Spelling and GetEpic as additional technological tools within the classroom.
- Students attend a 4-day school week (Monday-Thursday), evidenced by the school's academic calendar.
- The CSD team observed a list of community project(s) each grade level is involved in for the 2019-20 academic year. Specifically, the 3rd grade classes are collecting Pop Tops to support the Ronald McDonald foundation, 4th grade classes are coordinating a Cancer Awareness Ribbon fundraiser, and the Kindergarten is partnering with the 2nd grade classes and Phi Beta Phi fraternity to collect books for S.A.F.E. House. The team also observed a program and pictures from the 1st grader's annual Holiday Performance at the Ravenna Assisted

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Living Center.

The CSD team observed parent sign-in sheet(s) for school-wide family events, such as, the "Art Expo", "Family Literacy night", and "Sandia National Labs Family Science Night".

Enrollment Capacity: Per the school's charter contract, the school is "authorized to serve no more than 500 students". At the time of the site visit, the school was serving 494 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 only serving students in grades K-5.

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 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 09/24/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 24 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 state and contractual requirements and/or deadlines.

14 FEB 2019 Site Visit:

District Test Coordinator (DTC): The school identified Aaron Peak as its DTC. A. Peak attended the "Test Coordinator Assessment and Security Training" on 13 SEPT 2018 and 24 JAN 2019, as evidenced by his training certificate. A. Peak provided school-wide test security training to all school personnel during the Fall 2018 and Spring 2019 Professional Development days, as evidenced by sign-in sheets.

WIDA Administration: Observed A. Peak's WIDA training certificated dated 30 JUL 2018 for ACCESS 2.0 and W-APT Screener.

Resource: NMAC 6-10-7.9, "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".

Requested Follow-Up: Pending until final review of the school's annual site visit report.

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.

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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

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 09/24/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 24 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 serving students with disabilities requirements and/or deadlines.

14 FEB 2019 site visit: The school identified Linda Dunstan as its Special Education Coordinator. L. Dunstan currently holds a valid NM PED issued General Special Education teaching license. The PED team reviewed six (6) student IEP files. Of the student IEP files reviewed, all were conducted timely, well organized, included parental involvement, and appeared to align with federal regulations. Each student IEP appeared to be individualized and accommodations were appropriate to the student’s primarily disability. The school has two (2) full-time special education teachers (Jiovana Buehler and Carol Blackshear) that work with students in a pull-out special education setting as the IEPs services are built into each student’s daily class schedule.

Requested Follow-Up: None present at this time. Pending until final review of the school’s annual site visit report.

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 09/24/2019 by Megan Maestas

SEA Status Working to Meet Standard

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LEA Status	In Progress
Comments by SEA	<p>24 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &quot;Working to Meet Standard&quot;, because the school provided the requested follow-up, as outlined below. Specifically, the school provided the its ELP Report with notes evidencing how the school investigated/corrected the student errors; and as a result, instituted remedies to show compliance with or prompt movement toward compliance with the law.</p> <p>14 FEB 2019 site visit: The school identified Aaron Peak as it ELL Coordinator. The PED team reviewed ten (10) student cumulative files, five (5) of which were identified as ELL students. Of those five (5) files, all included the student's LUS/HLS or documentation for eligibility determination; four (4) files did not include the student's W-APT screener results (however, three of those students transferred to the school this academic year); and all files included either WIDA assessment outcomes or the sticker with the student's most recent score (excluding the Kindergarten student file). All of the returning ELL student files contained annual parent notification letters; however, the letter(s) were not dated. The PED team advised the school to update its annual parental notification template to include the date moving forward. According to A. Peak, all ELL students are placed with a TESOL endorsed home room teacher, in which their curriculum is integrated with Wida English Language Development Standards.</p> <p>The ELP Error Report for the school contained 49 student names; however of the 49 students, 39 were Pre-K students and should not have been included on the school's report. The ELP Error Report was shared with the ELL Coordinator, in which the PED team discussed in length the 10 students that appeared to have a discrepancy either in identification at the school or coding errors that required individual investigation and action by the school. The PED team asked the school to look in the 10 students identified on the ELP Error Report and either correct the coding issue within STARS for the 120th day data submission or properly identify EL students to begin offering ELD services and administering ACCESS assessment during the current testing window.</p> <p>Requested Follow-Up: Within thirty (30) days of the release of this report, (27 MAR 2019), the school must provide the following evidence through the Web-EPSS indicator a copy of the school's ELP Error Report from STARS with notes indicating how each student discrepancy was resolved (FROM correcting the code in the student information system which will update STARS at next reporting period TO providing EL services to students who are eligible TO exiting and progress-monitoring students who have scored Proficient (5.0 or higher) on WIDA ACCESS).</p> <p>PED NOTE: The CSD team will evaluate compliance with protecting rights of English Learner student 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.</p>
Comments by LEA	
Compliance Indicators	Is the school protecting the rights of English Learner students?
Requested Documents	
Other Documents	
Legal References	

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 09/24/2019 by Megan Maestas

SEA Status	Meets Standard
LEA Status	In Progress

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Comments by SEA

24 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 grant program 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 02/25/2019 by Megan Maestas

SEA Status

Not Applicable

LEA Status

In Progress

Comments by SEA

14 FEB 2019 Site Visit: Not applicable for Horizon Academy West, as the school earned a "B" on the 2017-18 State letter grade report.

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

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 08/01/2019 by Dylan Wilson

SEA Status

Working to Meet Standard

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LEA Status	In Progress
Comments by SEA	<p>1 August 2019 NM PED Rating: The PED team has rated this indicator as, "Working to Meet Standard" because the school received audit findings on the FY18 Audit Report; AND submitted a financial corrective action plan to address the audit findings and move the school toward compliance.</p> <p>PED NOTE: Within 30 days from the release of the FY18 audit report, the school must provide its financial corrective action plan (Audit CAP) addressing all audit finding(s), if any. The CSD team will also 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.</p> <p>18 JUNE 2019 PED NOTE: The PED reviewed the FY18 Financial Audits which indicated that the school had the following finding: 2018-001 Purchasing (Other Noncompliance) 2018-002 Personnel Files (Other Noncompliance)</p> <p>4.24.19: Please see attached CAP provided by the school. The FY18 Finance CAP was submitted timely.</p> <p>REMINDER REGARDING REQUESTED FOLLOW-UP: 1 – May 22, 2019, the school must provide its Corrective Action Plan addressing all non-compliance findings, significant deficiencies, and/or material weaknesses to the PED's Audit Bureau using the PED template provided to the school. In addition, please also submit the Audit CAP to charter.schools@state.nm.us. Please refer to the memo signed by Deputy Secretary, Finance and Operations, Adan Delgado sent via the Audit and Accounting Bureau Chief, Amelia Saiz-Chavez, on April 19, 2019.</p> <p>2 - By June 30 , 2019, in addition to submitting the Audit CAP to the Audit Bureau and to charter.schools@state.nm.us, the school must also upload into Web-EPSS evidence of actions it has taken to remedy finding(s) as identified in the FY18 audit report (such as, but not limited to, for example: evidence of training if appropriate for a finding, copies of policies made or revised as a result of a finding, audit committee meeting minutes initially reviewing/discussing findings, minutes from subsequent meetings showing that the committee is monitoring the school's efforts to remedy identified findings, minutes from Governing Board meetings where findings were discussed, etc.)."</p>
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 08/01/2019 by Dylan Wilson

SEA Status	Meets Standard
LEA Status	In Progress
Comments by SEA	1 August 2019 NM PED Rating: The PED team has rated this indicator as, "Meets Standard", because the school did not receive a significant deficiency/material weakness audit finding on the FY18 Audit Report.

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PED NOTE: This indicator will remain with a rating of "Pending" until the FY18 audit report for the school has been released by the NM Office of the State Auditor.

Comments by LEA

Compliance Indicators Is the school following generally accepted accounting principles? Were there any material weaknesses or 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 08/01/2019 by Dylan Wilson

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 1 August 2019 NM PED Rating: The PED team has rated this indicator as, "Meets Standard", because the school did not receive a repeat/multi-year audit findings on the FY18 Audit Report. The school also provided evidence of sufficient implementation of its financial CAP. Specifically, the school provided audit committee documentation showing discussion of the audit, copies of purchase orders, and completed NMERB forms.

PED NOTE: Once the FY18 audit report for the school has been released by the NM Office of the State Auditor, the school must provide verifiable evidence of implementation of its Audit CAP, as indicated by Indicator 2a. (If applicable via the school's FY18 audit report).

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 09/24/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 24 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

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of compliance with grant management fund 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 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

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 09/24/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 24 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 fiscal management staffing requirements and/or deadlines.

14 FEB 2019 Site Visit:

Licensed School Business Manager: The school identified the Diana Cordova as its Licensed Business Manager. D. Cordova currently holds an NMPED issued license and background check.

Chief Procurement Officer (CPO): The school's identified Cynthia Carter as its CPO. The PED team observed C. Carter's certification training certificate dated 06 SEPT 2017 and online registration with the NM Purchasing Department effective 07 JAN 2019.

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 two (2) individual seated on the finance committee to include, two (2) board members. Per 22-8-13.2(B) § NMSA, "the Finance committee must be comprised of "at least two members of the board".

Requested Follow-Up: None present at this time. Pending until final review of the school's annual site visit report.

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 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

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required?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 09/24/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 24 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Meets Standard", because the school's governing board met all annual training requirements and membership. In addition, to the date of this note, the PED team was not aware of any formal OMA complaints.

28 AUG 2019 PED Note:

Governing Board Mandatory Training: Of the five (5) seated governing board members, all five (5) completed all required training hours for 2018-2019. In addition, one (1) governing board member completed two (2) 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.

Requested Follow-Up: None at this time.

14 FEB 2019 Site Visit:

Governance Council: At the time of the site visit, the school's Governance Council had five (5) 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".

The PED team reminded the school of the annual training requirements for all returning and new board members.

Requested Follow-Up: None present at this time. Pending until final review of the school's annual site visit report.

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

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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 02/25/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 14 FEB 2019 Site Visit:

Conflict of Interest Policy: The PED team observed the school's conflict of interest policy provided by the head administrator, which appears to be thorough and align with state statute; NMSA § 22-8B-5.2.

Anti-Nepotism Policy: The PED team observed the school's anti-nepotism policy provided by the head administrator, which appears to be thorough and align with state statute. The governing board states, "they give themselves the power to waive the nepotism rule by governing board vote". The school's anti-nepotism policy did not reference the supporting statute; the PED team provided 22-8B-10 § NMSA and 22-5-6 § NMSA for consideration to be included within the policy.

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 09/24/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 24 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 PEC/PED/State Agency reporting requirements and/or deadlines.

PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as

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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 09/24/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 24 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.

14 FEB 2019 Site Visit:

McKinney-Vento Act: The school identified Cynthia Carter as its McKinney-Vento liaison. The PED team observed her training certificate dated 03 JAN 2018. At the time of the site visit, training requirements for returning or new liaisons had not been released by the state's Homeless Education Liaison.

The school was observed to have a governing approved McKinney Vento dispute resolution policy, as required per federal regulation. However, the PED team recommended to C. Carter, the governing board include two additional levels of dispute resolution to include the head administrator and governing board.

The PED team observed a 'Student Housing Questionnaire' within each student registration packet, which is used to help identify students' potentially facing homelessness or transition. The school has identified the following resources to provide to McKinney-Vento students: counseling services, uniforms, social work services, and school-wide efforts to secure resources a family may need (i.e., furniture, transportation, food, toiletries).

Requested Follow-Up: None present at this time. Pending until final review of the school's annual site visit report.

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

MONITORING INSTRUMENT ITEM REPORT

Horizon Academy West

PEC Authorized Performance Review & Accountability

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 09/24/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 24 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 95.5% overall attendance rate for the 2018-19 academic year. Within-Year retention: per student enrollment reports available in STARS, the school had a 99.1% retention rate when comparing the 40-day and 120-day student enrollment reports. Recurrent Enrollment: per recurrent enrollment reports available in STARS, the school re-enrolled 91.06% of their eligible students from the 2017-18 academic year. Nothing further is needed at this time.

14 FEB 2019 Site Visit: Attendance: The PED team reviewed the school's 5 and 9-day unexcused absence parental notification letter template(s) that appear to align with the New Mexico Compulsory Attendance Law, 22-12-9 § NMSA. Specifically, the school's 5-day unexcused absence letter requests a meeting with the parent(s) to discuss attendance strategies and the 9-day unexcused notification letter states the potential for referral to the 'Office of Juvenile Probation and Parole'. The school has also integrated an "Attendance Referral" slip that outlines the same attendance information as the parent notification letters; however, on a tri-slip so that one copy can remain with the teacher, one with the parent, and one within the office in the student cumulative file. The school follows up with a "Letter of Concern" if the student continues to accrue absences or tardies, stating "Families have the most influence over their children,....to include valuing education and consistent attendance and punctuality".

Attendance is taken daily by each classroom teacher within PowerSchool. Parent(s) receive a phone call (every day) their student is marked absent.

Recurrent Enrollment: The school's recurrent enrollment rate for 2018-19 was 91.06%. While the school's withdraw rate from the 2017-18 academic year was 0.26%.

Requested Follow-Up: Pending until final review of the school's annual site visit report.

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 •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

MONITORING INSTRUMENT ITEM REPORT

Horizon Academy West

PEC Authorized Performance Review & Accountability

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 02/25/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 14 FEB 2019 Site Visit:

Licensure: The PED team reviewed five (5) licensed staff files to include teachers, business manager, and the head administrator. All of the files reviewed contained valid licensure issued through NM PED. However, one (1) personnel file, Cynthia Carter, contained the online license print off rather than the official licensure certificate. The PED team asks the school to ensure all licensed staff files contain the official licensure certificate signed by the Secretary of Education. The team will verify this during the 2019-2020 site visit.

At the time of the site visit, it did not appear the school had teacher(s) offering instruction outside of their license and/or endorsement(s). According to the head administrator, the school does not currently have long-term substitutes.

Per the Professional Licensure Bureau guidance, the school must maintain staff files for all contracted and ancillary staff, to include a contracted business manager and long-term substitute teachers, that include: 1) background check, or official letter from the contracted service agency stating the service provider has a valid background check on file, 2) copy of NM PED License, and 3) copy of National Board License, if applicable. The school must create a staff file for all ancillary and contracted employees. During the school's 2019-2020 site visit, the PED team will review the school contracted and ancillary staff files, mentioned above.

Requested Follow-Up: None present at this time.

PED NOTE: Evaluated also 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 02/25/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

MONITORING INSTRUMENT ITEM REPORT

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Comments by SEA 14 FEB 2019 Site Visit: The PED team reviewed five (5) personnel files to include teachers, business manager, and the head administrator. All files reviewed contained current and signed contract(s). The school's salary schedule met or exceeded the minimum teacher salaries established by NM PED.

Employment Verification: Of the files reviewed, all contained employment verification documentation.

Official Transcripts: Of the file reviewed, all contained official transcripts.

NMTeach Summative Reports: Of the files reviewed, all files for returning teachers contained the 2017-18 NMTeach Summative report.

Head Administrator Evaluation: The PED team observed C. Carter's evaluation, conducted by the governing board dated, 19 JUN 2018.

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 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

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 02/25/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 14 FEB 2019 Site Visit: The PED team reviewed five (5) personnel files to include the head administrator. All files reviewed contained a legally compliant background check.

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 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?

MONITORING INSTRUMENT ITEM REPORT

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PEC Authorized Performance Review & Accountability

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 02/25/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 14 FEB 2019 Site Visit:

At the time of the site visit, the PED team observed the school's E-Occupancy certificate hanging in the front office dated 01 OCT 2013. Observed the school's NM Condition Index letter dated 15 APR 2016. Observed an invoice from the contracted pest control company with the school's last application of pesticide being 30 JAN 2019.

Requested Follow-Up: None present at this time.

Comments by LEA

Compliance Indicators Is the school complying with facilities requirements, including but not limited to, E-occupancy, facility condition 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 02/25/2019 by Megan Maestas

SEA Status Not Applicable

LEA Status In Progress

Comments by SEA 14 FEB 2019 NOTE: Not applicable, as the school does not provide transportation, outside of city bus passes, to its students.

Comments by LEA

Compliance Indicators Is the school complying with transportation requirements?

Requested Documents

Other Documents

Legal References

MONITORING INSTRUMENT ITEM REPORT

Horizon Academy West

PEC Authorized Performance Review & Accountability

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 03/22/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 05 MAR 2019 NM PED Note:
Dear Superintendents and Charter School Administrators,

As the state administrative agency, it is the PED's responsibility to ensure local education agency (LEA) compliance with the Federal Gun Free Schools Act, Elementary and Secondary Education Act (ESEA) and 6.11.2 NMAC. The Federal Gun Free Schools Act requires each state receiving ESEA funds to have in effect a state law requiring LEAs to expel from school, for a period of not less than one year, any student who is determined to have knowingly brought a weapon to school, except that such policy may allow the local school board or superintendent of the school district to modify such expulsion requirement on a case-by-case basis. Additionally, no funds shall be made available under any title of ESEA to any LEA unless such agency has a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to a school served by such agency.

6.11.2 NMAC provides a comprehensive framework within which local school boards and local school districts can carry out their educational mission and exercise their authority and responsibility to provide a safe environment for student learning, and further to provide students and parents with an understanding of the basic rights and requirements necessary to effectively function in the educational community. Specifically, 6.11.2.9 B(8) NMAC details compliance with Section 22-5-4.7 NMSA 1978, which codifies in state law the Federal Gun Free Schools Act.

With respect to the Gun Free Schools Act and ESEA, the PED is required to track and report non-compliant LEA's to the U.S. Department of Education annually. PED will ensure compliance through the attached Assurance, which every LEA is required to complete. The deadline for submitting the Assurance for the 2018-2019 school year is April 5, 2019. Please read the instructions on the attached Assurance and submit as directed by the deadline.

If you have any questions, please contact Lisa Hecker, Safe Schools Coordinator, at lisa.hecker@state.nm.us or by phone at (505) 827-1589.

14 FEB 2019 Site Visit

Child Abuse Training: The PED team reviewed five (5) personnel files to include the head administrator. All files reviewed contained training evidence for Detecting/Reporting Child Abuse.

Emergency Drills: The CSD team reviewed the emergency drills for 2017-2018 and the current school year. All mandatory drills (frequency and type) were completed as required in 2017-2018.

The PED team also reviewed the school's current year emergency drill log. It is noted the school conducted four fire drills during the first four weeks of school. The school has conducted an emergency drill each month thereafter to include one lock-down drill to the date of the site visit.

Safe School Plan: The school's safe school plan was approved 27 APR 2018, evidenced by an email from Safe and Healthy Schools.

Immunization Requirements: The PED team reviewed individual student immunization files maintained within the school's nurse's office.

The team also observed a master immunization status log for all currently enrolled students that appears to be compliant to the DOH requirements.

MONITORING INSTRUMENT ITEM REPORT

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PEC Authorized Performance Review & Accountability

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 09/24/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 24 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 and personnel information.

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

PERFORMANCE FRAMEWORK

III: Annual Performance Report

Updated 04/19/2021 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

MONITORING INSTRUMENT ITEM REPORT

Horizon Academy West

PEC Authorized Performance Review & Accountability

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