

# MONITORING INSTRUMENT ITEM REPORT

## Media Arts Collaborative Charter

### PEC Authorized Performance Review & Accountability

ACADEMIC PERFORMANCE FRAMEWORK

#### I-A: Overall Academic Tier Rating

Updated 10/24/2019 by Megan Maestas

SEA Status To Be Determined

LEA Status In Progress

Comments by SEA 01 AUG 2019 PED Note: The data from the new state accountability and support system will not be available until the Fall 2019. This indicator will be calculated and given a Tier 1-4 rating after state school accountability reports are released, as outlined in the Public Education Commission (PEC) Charter Performance Review and Accountability System. Results will be noted here at that time. This indicator will remain rated as "Pending" until the final evaluation.

PED REMINDER: Regarding mission specific goals, the school's performance framework includes:

- Students will complete at least one (1) career pathway program of study (Programming & Design, Post-Production Film, and/or Visual Arts pathways), upon their graduation from Media Arts Collaborative Charter School.
- Students will complete at least one (1) internship program, upon their graduation from Media Arts Collaborative Charter School. (Internship Requirements: 60 contact hours required in 1 semester for a 0.5 high school credit. Contact hours will be verified by timesheets and written personal reflections. Internships are graded on a "Pass" or "Fail" basis.)

REQUESTED FOLLOW-UP: At the end of the school year, no later than 6/30/19, the school is to provide: (a) its analysis of progress towards and performance on each mission-specific indicator (whether it met or did not meet each one), along with (b) supporting evidence such as vendor-generated reports and (c) an outline or narrative that explains how to replicate the results/analysis. (Please redact student names prior to uploading documents.) As examples, the vendor generated assessment typically used by schools for NWEA MAP results is the NWEA "Achievement and Growth Report" that shows performance of each student listed on a teacher's caseload; for surveys or other measurement tools, the school should provide the rubric or assessments used. In some cases, a sampling of evidence (such as student transcripts or surveys) should be uploaded or reviewed.

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

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#### FINANCIAL PERFORMANCE FRAMEWORK

### III: Financial Performance Framework

Updated 09/27/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 27 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &quot;Meets Standard&quot;, because the school provided the completed financial self-questionnaire signed by the three required individuals.

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.

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. A blank template is provided for the school's use under the Documents tab below.

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 08/05/2019 by Karen Woerner

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 15 FEB 2019 Site Visit - The PED team observed evidence of the school's mission and educational program via tour of classrooms, student schedules, evidence of media projects in the community, and internship documentation.

School's Mission:

i. The Media Arts Collaborative Charter School (MACCS) offers secondary students a comprehensive, project-based, cross-curricular education centered in the media arts. We prepare our graduates for positions in the media

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industries and for the rigor of post-secondary education.
ii. The Charter School shall report on the implementation of its mission in the following manner:
a. Annually during the performance review visit required by the Act, as evaluated through the site visit team's observations and the school's response to any such observations;
b. Annually through any mission specific goals identified in the School's Performance Framework, Attachment A, incorporated herein by reference; and
c. At renewal, in the event that the School applies to the Commission for renewal, through a narrative in the renewal application.

Educational Program:

- i. The school implements a curriculum that utilizes project-based learning and thematic units with student presentations and exhibitions of learning projects.
ii. The middle school grades will utilize mixed-grade pedagogy.
iii. Teachers collaborate across subject areas to incorporate Media Arts.
iv. All incoming middle school students receive Media Literacy instruction.
v. The school offers advanced placement and/or dual credit courses.
vi. The school offers community media outreach opportunities.
vii. The school offers career relevant internship programs to students who meet eligibility requirements.

The head administrator showed an example project-based learning lesson plan during the morning meeting. During the site visit the CSD team was able to watch recordings from the TV production class of students who created a video of Math Jeopardy. CSD team also saw recordings of a "MACCS Science News Report". The CSD team also observed an animation lab.

Enrollment Capacity: Per the school's charter contract, the school's enrollment cap is 495. At the time of the site visit, the school was serving 254 students, well within its enrollment capacity.

Authorized Grade Levels Served: Per the school's charter contract, the school is authorized to serve grades 6-12. At the time of the site visit, the PED team verified the school was only serving students in grades 6-12.

REQUESTED FOLLOW-UP: None

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 09/27/2019 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 27 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 action plan, including responsible parties, for how it will ensure state-mandated assessments will be maintained with student cumulative files; and as a result, instituted remedies to show compliance with or prompt movement toward compliance with the law.

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15 FEB 2019 Site Visit-

District Test Coordinator (DTC): The school identified Alicia Faulds as its DTC. The PED team observed her training certificate from September 2018 and January 2019. CSD team saw sign copies of a "Test Protocol Checklist" for the teachers that administered testing in the fall. There is a planned PD for Spring testing.

State Assessments: State-mandated assessments, excluding End-of-Course (EoC) exams, are to be placed in student cumulative files as per Assessment and Accountability Bureau directive, primarily for parent/inspection ease-of-access purposes. The PED team observed 13 student cumulative files. The folders contained some SBA 2018, PSAT 2016, and WIDA ACCESS score reports. However, no PARCC (or replacement) student test reports were in the files.

REQUESTED FOLLOW-UP: School to provide an action plan (timelines, persons responsible and action steps) for filing all state-mandated assessment results (excluding EOCs) in student cum folders.

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

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 09/27/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 27 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 disabilities and/or reporting deadlines.

15 FEB 2019 Site Visit: According to STARS, the school has 29 students with gifted IEPs and 63 students with disabilities (including speech) on IEPs. The PED team reviewed student IEP files and observed that the IEPs appear to be individualized.

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.)

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Requested Documents

Other Documents

Legal References

#### ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 10/09/2019 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 09 OCT 2019 NMPED Rating: The PED team rated this indicator as, "Working to Meet Standard", because the school provided the additional requested follow-up, as outlined below. Specifically, the school provided the ELP Error Report with a column added indicating the school's investigated determination for the EL status of each student that yielded on the Error Report; and as a result, instituted remedies to show compliance with or prompt movement toward compliance with the law. The PED team advises the school to include within each respective student cumulative file any notes or investigated action taken (per student) to determine the student EL status based on the notes within the provided Error Report. Several of the students were marked as "mis-identified, should not have been tested". Please ensure the work that was done to determine that (per student) is contained within the student cumulative.

27 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Does Not Meet Standard", because though the school provided some of the requested follow-up documentation, the school did not provide all of the requested follow-up, as outlined below. Specifically, the school did not provide the investigative notes or action taken to identify and/or correct all the student results yielded on the ELP Error Report. The school provided its ELP Error report with 10 students, however, did not provide notation on how the school has worked to either identify a student as current ELL or correct the coding error. The PED team will review additional documentation provided by the school and revise the indicator rating accordingly.

15 FEB 2019 Site Visit - English Learners: The PED team observed 14 student files, 5 were those of students identified by the school as English Language Learners.

ELL Eligibility: Students who are new to public schools in NM should complete a Language Usage Survey. For all other students (nearly all transfers), the school should request records from the previous school(s) and should research ACCESS (ELP) scores in STARS to determine ELL eligibility. Several students had no documentation of EL status and at least two had an ELL Eligibility Form noting ACCESS scores from STARS which indicates that the school is working toward compliance.

STARS ELP Error Report: The team discussed the STARS "ELP Error Report" with the staff which may be used to help with over- or under- identification of students as ELL. The report lists students never identified as ELs at the school who had actually been administered an ACCESS assessment in the past, students identified as ELs at your school that scored as Proficient on an ACCESS test at some point, and more. (Please note that administration of ACCESS began in the 2009-2010 school year.) This report is located at STARS --> District and Location Reports --> BMEP, EL, and Title III Reports for Language and Culture Bureau --> ELP Error Report for Snapshot. The school should run this report after each STARS reporting window and investigate/correct any discrepancies listed.

At the time of the site visit, the school's report listed 14 students with potential errors (many are simple coding errors, but others may be servicing concerns) including:

- 9 students identified as IFEP (Initially Fluent English Proficiency) who had prior ACCESS scores that did not reach the proficiency level, likely ELL students not receiving services
- 2 students identified as IFEP (Initially Fluent English Proficiency) who had prior ACCESS scores indicating proficiency, need to be coded as RFEP (Reclassified Fluent English Proficiency)
- 3 students identified as RFEP3; these are likely errors in the report but should be double-checked.

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Annual Notice: EL student files did not contain the required annual parent notification as per NMAC 6.29.5.11(D), which states, "notification must occur not later than 30 days after the beginning of the school year" and NMAC 6.32.2.10(E) which states "...provide procedures to ensure that parental notification is given annually prior to program placement. A parent notification letter must be sent annually, at the beginning of the each school year, not just once during a student's educational career. Please note that the ACCESS score report could definitely be attached to a notification letter, but alone, does not constitute annual notification since the score report does not provide all the information a parent is entitled to know about their child's EL status. In fact, most schools send this letter home at the start of each year with the score report from the last WIDA ACCESS test attached.

The sample initial parent notification letter (in both English and Spanish) can be found on page 36 of the Serving English Learners Guidance Manual and should be modified by the school for use as an annual notification. (Basically, the first paragraph only applies to initial identification but the rest contains the required components of annual notification required by Title I: ACCESS scores, options of service that ELs are eligible for and that the school provides, and the opportunity to opt out.)

WIDA ACCESS: The school is reminded that, even if parents opt out of ELD services for their child, the student must be assessed annually until he/she has reached a 5.0 or higher on the WIDA ACCESS test. The PED team observed WIDA ACCESS scores in files.

Monitoring Students who have Exited: The school is required to progress monitor all students who have been exited from EL Status (via a 5.0 or higher on the WIDA ACCESS assessment) for at least two years. The school should develop a form or checklist that is used to monitor such students, including what data will be reviewed and how often. This form should be filed in the appropriate students' cum folders and will be reviewed by the PED team during next year's site visit. If a student is struggling academically after exiting, the student should be referred to SAT.

REMINDER: According to the New Mexico ESSA State Plan, English Learner progress, as indicated by growth on the WIDA ACCESS test, is to be included in school accountability reports going forward.

REQUESTED FOLLOW UP: The school to (1) upload a copy of the most recent STARS ELP Error Report (with student names redacted) with notes indicating the investigation of the errors and how they were resolved and (2) provide a copy of the annual parent notification that will be sent home each year to all EL students who have not yet scored 5.0 or higher on the ACCESS test.

#### \*\*\*\*\*RESOURCES\*\*\*\*\*

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: Federal Obligation to Serve English Learners: [https://ncela.ed.gov/files/english\\_learner\\_toolkit/2-OELA\\_2017\\_language\\_assist\\_508C.pdf](https://ncela.ed.gov/files/english_learner_toolkit/2-OELA_2017_language_assist_508C.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](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. The best way to access all state assessment information is STARS Home > STARS Test Reporting > Public Folders > eScholar Framework - Verify > District and Location Reports > General Reports > Student Display > Enter Student ID, leave defaults in all fields except for "Templates" which should be set to "Assessment Fact".

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

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>

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Language and Culture Bureau Staff

- Mayra Valtierrez, Director, Mayra.valtierrez@state.nm.us, (505) 827 -6667
- Kirsi Laine, Deputy Director, Kirsi.laine@state.nm.us, (505) 827-6505

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 09/27/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 27 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 reporting deadlines.

PED NOTE: Attached. The school received an Attendance Success Initiative (ASI) award.

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 08/05/2019 by Karen Woerner

SEA Status Not Applicable

LEA Status

# MONITORING INSTRUMENT ITEM REPORT

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In Progress

Comments by SEA PED NOTE: Media Arts Collaborative Charter School earned a school letter grade of B in the 2017-2018 school year.

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 09/27/2019 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 27 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 evidence of implementation of the school's financial CAP, to include governing board minutes where the audit finds were discussed, financial CAP approved, and continued training provided to school's business staff; and as a result, instituted remedies and prompt movement toward addressing the audit findings on the FY18 Audit Report.

14 MAY 2019: The PED reviewed the FY18 Financial Audits which indicated that the school had the following findings including one repeat:

- 2018-001 Timely Deposit of Cash Receipts (Other Noncompliance)
- 2018-002 Purchasing (Previously #2017-001) (Other Noncompliance)
- 2018-003 Payroll Contracts (Other Noncompliance)

14 MAY 2019 PED NOTE: Please see attached CAP provided by the school. The FY18 Finance CAP was submitted timely.

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.

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.)."

Comments by LEA



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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 08/05/2019 by Karen Woerner

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 01 AUG 2019: The PED team has reviewed the released Audit Reports and determined that the school Meets Standard on this indicator because the school did not receive any material weakness or significant deficiency audit findings on the FY18 Audit Report.

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 09/27/2019 by Megan Maestas

SEA Status Does Not Meet Standard

LEA Status In Progress

Comments by SEA 27 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Does Not Meet Standard", because though the school provided a financial CAP and evidence of implementation of that CAP, the school received a multi-year repeat audit findings. Thus, resulting in an overall rating of "Does Not Meet Standard".

01 AUG 2019: This indicator will remain pending until the evidence of implementation of the Financial CAP, including addressing this repeat finding, is provided in Indicator 2a above and reviewed by CSD.

18 JUNE 2019 PED NOTE: The PED reviewed the FY18 Financial Audits which indicated that the school had the following repeat finding:  
2018-002 Purchasing (Previously #2017-001) (Other Noncompliance)

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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 FY 18 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 09/27/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 27 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 fund responsibly.

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 08/05/2019 by Karen Woerner

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 15 FEB 2019 Site Visit -

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Licensed School Business Manager: The school identified Patrick Kelly as its Licensed Business Manager. The PED team observed his School Business License issued through NM PED.

Chief Procurement Officers (CPO): The school identified Patrick Kelly as its CPO also. The PED team observed the registration with the NM State Purchasing Division dated 30 JAN 2019. The required CPO certification training certificate is dated March 13, 2018.

Audit Committee: Per 22-8-12.3 § NMSA, the audit committee must consist of 2 board members (or more if it does not constitute a quorum), business manager, head administrator, community member, and parent of currently enrolled student. The school provided a list of members that indicated only one Governing Board member.

Finance Committee: P22-8-12.3 § NMSA, the finance committee must consist of 2 board members. One is Mike Trujillo. The other governing board member resigned and it is assumed Trish Meyer will take over.

Requested Follow-Up: None

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 10/24/2019 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA

24 OCT 2019 PED Rating: The PED team rated this indicator as, &quot;Working to Meet Standard&quot;, because the school provided the requested follow-up documentation, as outlined below. Specifically, the school provided a detailed action plan outlining the steps the school and governing board will take to ensure all training requirements are met for the next academic year and beyond.

28 AUG 2019 PED Note:

Governing Board Mandatory Training: Of the seven (7) seated governing board members, three (3) completed all required training hours for 2018-2019. Of the seven (7) seated governing board members, four (4) amount 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. Three (3) governing board members completed zero (0) hours of training. Any and all new governing board members did complete the 2-hour online and/or the 7-hour Introductory Training. 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.

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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, (28 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 FEB 2019 Site Visit -

Governance Council: At the time of the site visit, the PED team observed the school’s Governance Council had seven (7) seated board members.

Governing Board Training Requirements: Per NMAC 6.80.5.8 (new) and 6.80.5.9 (continuing), all Governing Board members must meet annual training requirements, no later than June 30th. Compliance by all board members with the mandatory governing board training will be noted within this indicator and rated accordingly at the end of FY 19. This indicator will remain Pending until all external vendor and internal training has been compiled. The school indicated that the Head Administrator and the School Business Manager help track the training hours for the Governing Board.

School Website: Meeting agendas are posted online, a requirement of the law. (Please note that the agenda must be posted at least 72 hours in advance of the meeting.) The school also posts meeting minutes and the OMA (Open Meetings Act) resolution. However, the school only posts the last two meetings, not an archive. The PED team further recommends that the Governing Council ByLaws also be posted on the school website. It is difficult to locate the Governance Council information but it is available via the Menu - About - The School.

Requested Follow-Up: None at this time

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 08/05/2019 by Karen Woerner

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 15 FEB 2019 Site Visit -

Nepotism Policy: The PED team observed the school’s anti-nepotism policy which appears to align with 10-16-3 § NMSA and 22-8B-5.2 § NMSA. The Governing Board has not needed to waive the policy for the Head Administrator.

Conflict of Interest: The PED team observed the school’s conflict of interest policy which appears to align with 22-8B-10 § NMSA.

Requested Follow-Up: None present at this time.

## MONITORING INSTRUMENT ITEM REPORT

### Media Arts Collaborative Charter

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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 09/27/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 27 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 PED/PEC/State Agency 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.

Governing Board Meeting Observation: The PED team did not observe a Governing Board meetings in 2018-2019 and will conduct one in 2019-2020. Feedback will be provided to the Governing Board via the PEC-Approved Governing Body Observation Form. Please note that the form will be emailed to both the Head Administrator and the Governing Board President. Within 30 days of the release of this Observation Form, the school must provide a response that addresses concerns identified, if any. It is further recommended that the Observation Form be reviewed and discussed by the Governing Board, preferably as an agenda item and not via email, to avoid a rolling quorum.

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 08/05/2019 by Karen Woerner

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 15 FEB 2019 Site Visit -

Lottery and Enrollment: It appears that the school has resolved the concern of perceived screening by moving

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the requirement of 'Please describe or submit a sample of media created by the Student...' from the lottery application to the enrollment/registration paperwork.

Complaint and Grievance Policy for students/families: The school has a policy that describes the steps for filing a complaint. Step one: Student make a formal report in writing to the school administrator. Administration shall contact the parent/guardian. Step two: The student or parent/guardian may grieve the decision to the school administrator. Step 3: A conference shall be afforded with the school administrator and the Governing Council designee as soon as possible to discuss the matter.

Requested Follow-Up: None

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

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 08/05/2019 by Karen Woerner

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 15 FEB 2019 Site Visit:

Attendance: According to STARS, the attendance rate at the time of the site visit was 96.9%, above the goal of 95%.

Habitual Truancy: According to STARS, the habitual truancy rate for the prior school year (2017-2018) was 1.56%, meeting the preferred rate of less than 2%.

Retention of enrolled students during the year: According to STARS, the withdrawal rate during the prior school year (2017-2018) was 16.41% (83.59% retained), which exceeds the goal of 80% set by the PEC in the Organizational Performance Framework. The referenced report can be found in STARS at District and Location Reports --&gt; Options for Parents --&gt; Charter School Enrollment Report.

Recurrent Enrollment (between last year and the current year): , According to STARS, the school's recurrent enrollment for the present school year (2018-2019) was 80.60%, which exceeds the goal of 70% set by the PEC in the Organizational Performance Framework. The referenced report can be found in STARS at District and Location Reports --&gt; Options for Parents --&gt; Charter School Enrollment Report.

Requested Follow-Up: None

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

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## Media Arts Collaborative Charter

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Requested Documents

Other Documents

Legal References

#### ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 08/05/2019 by Karen Woerner

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 15 FEB 2019 Site Visit -

Licensure: The PED team reviewed 8 staff files and all contained copies of the NMPED License, Official Transcripts, and Verification of Employment (where applicable). 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. NOTE: The school administrator's license will expire in 2020.

Also, per the Professional Licensure Bureau guidance, please note that the school must also maintain staff files for all contracted ancillary staff that include: 1) a cleared background check OR an official letter from the contracted service agency stating the service provider has a valid background check on file, 2) a copy of NM PED License, and 3) a copy of National Board License, if applicable. These files will be examined at the next site visit.

Reporting Child Abuse Training: The PED team reviewed all licensed staff files. All files contained proof of completion of training on reporting child abuse and neglect.

Requested Follow-Up: None

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 08/05/2019 by Karen Woerner

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 15 FEB 2019 Site Visit -

Contracts and Evaluations: The PED team reviewed 8 staff files. All files contained current and signed contract(s). The school's salary schedule met the minimum teacher salaries established by NM PED. Also, NM Teach

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summative reports were filed.

Requested Follow-Up: None present at this time.

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 08/05/2019 by Karen Woerner

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 15 FEB 2019 Site Visit - Background Checks: The PED team reviewed 8 staff files and all contained legally compliant background checks.

Requested Follow-Up: None at this time

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 08/05/2019 by Karen Woerner

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 15 FEB 2019 Site Visit-

E-Occupancy and NMCI: The PED team observed the school's E-Occupancy certificate in the front office, dated 10/2/2008, and the school's condition index letter provided by PSFA, dated 2/5/2019.



## MONITORING INSTRUMENT ITEM REPORT

### Media Arts Collaborative Charter

### PEC Authorized Performance Review & Accountability

Pesticides: The CSD team observed a pest control company invoice dated 7/11/18.

Requested Follow-Up: None 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 09/27/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 27 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 transportation 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 complying with transportation requirements?

Requested Documents

Other Documents

Legal References

#### ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 08/05/2019 by Karen Woerner

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 05 MAR 2019 NM PED Note:

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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.

15 FEB 2019 Site Visit -

Emergency Drills: The PED Team reviewed emergency drill documentation for the current and prior school years. The current year (2018-19) emergency drill log (to the date of the site visit), included a fire drill conducted each of the first 4 weeks of school and every month thereafter, as required by statute NM Stat § 22-13-14. The PED team encouraged the school to continue conducting monthly emergency drills to include two (2) shelter-in-place/lockdown drills and one (1) offsite evacuation practice before the end of the school year. (Please note that travelling to the offsite location is preferred but not required. It is sufficient to evacuate and get to a meeting spot.). The drills conducted in 2018-2019 will be rated in 2019-2020.

The prior year (2017-2018) emergency drill log was missing three of the four drills during the first four weeks. Logs reported one evacuation drill and at least two lockdown/shelter in place drills but it appears that drills were not executed during the months of August, October, or January.

Immunization Requirements: Individual student immunization records were observed in a filing cabinet in the nurse's office. A readily available immunization status log was observed as required by NMSA § 24-5-4, NMSA; 6.12.2.8(f) and Department of Health (DoH) memorandum.

Requested Follow-Up: None 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

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ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 09/27/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 27 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 handling student and personnel information appropriately.

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 04/21/2021 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