

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy

PEC Authorized Performance Review & Accountability

ACADEMIC PERFORMANCE FRAMEWORK

I-A: Overall Academic Tier Rating

Updated 01/10/2020 by Megan Maestas

SEA Status Pending

LEA Status In Progress

Comments by SEA 24 JAN 2019 PED NOTE: The New Mexico System of School Support Academic Designation data will be made available in JAN 2020. 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.

Mission Specific Goal: 80% of students in grades 4 through 8, enrolled on both the 40th and 120th day, will complete the grade level AND 70% of students in grades 9 through 12, enrolled on both the 40th and 120th day, will earn a minimum of 6 credits (or, if taking fewer than 6 credits, students will complete all credits in which they are enrolled).

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 01/07/2020 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 07 JAN 2020 PED REVISED RATING: The PED team has revised the rating for this indicator to, "Meets Standard", because the school provided, via email on 03 JAN 2020, its financial self-questionnaire signed by

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy PEC Authorized Performance Review & Accountability

the three required individuals. The PED team uploaded the school's financial questionnaire within this indicator. Nothing further is needed at this time.

24 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Falls Far Below Standard", because the school did not provide the financial self-questionnaire signed by the three required individuals (head administrator, business manager, and chairperson of the finance committee). The PED team will review and possibly revise the rating for this indicator if the school provides the completed and signed financial self-questionnaire. A blank financial self-questionnaire template is attached within the indicator for the school's convenience.

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.

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 02/18/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 24 JAN 2019 Site Visit:

The school's mission, "The mission of New Mexico Connections Academy (NMCA) is to help each 4-12th grade student, throughout the state of New Mexico who needs an alternative to the traditional classroom for a particular time period, maximize his or her potential and meet the highest performance standards through a uniquely individualized learning programs, access to high quality NM-certified teachers, and high parental involvement. This mission will also include a school-with-in-a-school model with focus on science, technology, engineering, and math (STEM)".

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

- Students' accessibility to the "Connections" online learning platform, with 100% of the student's education offered virtually online. Option are available for students to receive one-on-one guidance from their teachers for additional support.

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy
PEC Authorized Performance Review & Accountability

- Student PLP's (personalized learning plans) are established once the student is fully enrolled with NMCA and involve an initial welcome call to the student/parent to establish academic goals along with understanding the individual student's needs, strengths and weaknesses.
Parent Learning Coaches: before a student can fully enroll with NMCA, the parent (learning coach) is required to successfully complete virtual training offered through the "Connections Academy", to ensure all student requirements to be successful with virtual learning are understood.
Evidenced by the school's course offerings, the NMCA offers various advanced placement (AP) course, foreign language, and electives with focus on STEM.
Evidence of the mission and educational plan via review of the online platform, observations of teachers working with students online in small groups, and one teacher conducting an online live session with all enrolled students (statewide) participating online simultaneously.

Enrollment Capacity: Per the school's charter contract, the school is "authorized to serve no more than 2000 students". At the time of the site visit, the school was serving 1062 students.

Authorized Grade Levels Served: Per the school's charter contract, the school is "authorized to serve grades 4-12". At the time of the site visit, the PED team verified the school was only serving students in grades 4-12.

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.

24 JAN 2019 Site Visit: District Test Coordinator (DTC): The school identified Karen Ismari as its DTC. K. Ismari attended the "Test Coordinator Assessment and Security Training" on 27 SEPT 2018 and 10 JAN 2019, as evidenced by her training certificate. K. Ismari provided school-wide test security training to all school personnel on 02 NOV 2018 as evidenced by signing of "Staff Confidentiality Agreement". K. Ismari stated she would provide additional test security training closer to the Spring 2019 testing window.

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy PEC Authorized Performance Review & Accountability

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.

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 Working to Meet Standard

LEA Status In Progress

Comments by SEA 24 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Working to Meet Standard", because the school provided the requested follow-up documentation, as outlined below. Specifically, the school provided a detailed action plan for how it will ensure all student IEP/Evaluations are completed timely including the responsible individual, consultation with the Special Education Bureau regarding clarification of what constitutes direct service from learning coaches and manually overriding information entered into the IEP software system, and a monitoring system the school will utilize to ensure all student IEPs re-evaluation dates are monitored to avoid overdue completion; and as a result, instituted remedies to show compliance with or prompt movement toward compliance with the law. Nothing further is needed at this time.

24 JAN 2019 site visit: The school identified Shannon Vasquez as its Special Education Coordinator. S. Vasquez currently holds a valid NM PED issued General Special Education teaching license. Prior to the school's site visit, 80th day STARS data reported nine (9) students had overdue evaluations; and two (2) of those students also had overdue IEPs. While onsite, the PED team was told, of the nine (9) students, three (3) had evaluations conducted after the 80th day reporting period and four (4) of the nine (9) students were currently referred for re-evaluation, however, the evaluation(s) had not been completed. One (1) of the nine (9) students has since withdrew from the school. One (1) of the overdue IEPs was held on 23 JAN 2019, with the student's last IEP being completed on 16 MAY 2017. It should be noted, this student has been enrolled with the school since the previous 2017-18 academic year. Furthermore, three (3) of the students with overdue evaluations had been enrolled with the school the previous 2017-18 academic year.

Of the student IEPs reviewed, most appeared to be individualized to meet each students primary disability and specific needs. The school maintains record of service provided to each student. However, there is a concern as to what the school counts as "direct service" being provided to the student. The PED team was told while on site by one of the school's special education case managers and one social worker, the school counts any contact with the student's "Parent Learning Coach" as direct special education service. Additionally, this 'contact service' is being counted outside of the service hours required per the students IEP, and the additional contact time with the "Parent Learning Coach" is being used to "manually override" each students eligibility level. There are concerns

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy
PEC Authorized Performance Review & Accountability

with this practice as the number of hours provided outside of the student's IEP requirement could vary by week and what the school considers or accounts for direct service was unclear to the PED team. The practice of "manually overriding" the student's direct service eligibility level could affect the school's Special Education funding and the student's service accommodations or hours as outlined in their IEP.

Requested Follow-Up: Within thirty (30) days of the release of this report, (20 MAR 2019), the school is to provide the following evidence through the Web-EPSS indicator:

- 1) A detailed action plan (i.e., responsible parties, timelines, updated processes or procedures) for how the school will ensure all student IEPs and Evaluations are completed timely and compliant to federal regulations; AND
2) Evidence the school's current students with disabilities have timely and compliant IEPs and Evaluations; AND
3) Consultation with the Special Education Bureau as to what contact with the "Parent Learning Coaches" is allowable as 'direct student services'. Also, if this type of service should be included within the students actual IEP. Additionally, what services are allowable to "manually override" the student's eligibility level or what documentation needs to support such an action.

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 01/09/2020 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 09 JAN 2020 PED Re-RATING: The PED team has re-rated this indicator to "Working to Meet Standard", because during the school's annual site visit on 17 DEC 2019, the team was able to observe the implemented requested follow-up from the school. Specifically, the team spoke with the school's ELL Coordinator L. Martinez and observed the investigative research she had conducted with the school's ELP Error Report. The school cleared all applicable student errors from the 40-day to 80-day reporting periods. As a result, the school demonstrated movement toward compliance with properly identifying and reporting their ELL students. Nothing further is needed at this time.

24 SEPT 2019 NM PED Rating: The PED team rated this indicator as, "Does Not Meet Standard", because though the school provided the requested follow-up, as outlined below, it is not clear the school adequately investigated and/or corrected the identification errors noted on the ELP Error Report. There are several entries stating "Declined EL Services", which can be the parent's right to refuse in-school language support and services. However, the parent cannot "decline" their child's ELL status if the student was identified as an ELL student through the proper methods. An ELL student must be classified in STARS and updated annually (enrollment) after each assessment, have proper identification documentation in their

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy

PEC Authorized Performance Review & Accountability

respective student cumulative file and be assessed through the annual state-mandated WIDA-ACCESS assessment. Additionally, the students with the error message "Marked Never EL yet found prior EL tests", must be individually investigated to verify if they were previously identified as an ELL student that has not yet assessed proficient on the WIDA-ACCESS assessment. If a student was previously identified as an ELL student, their STARS identification cannot reflect Initially Fluent English Proficient and the student reporting code must be updated. Additionally, if a student was incorrectly coded within STARS as Initially Fluent yet is an ELL student, the school must provide ELD supports immediately, correct their STARS coding and assess during the appropriate testing window. If adequate documentation, as requested below, is provided through the Web-EPSS indicator by 09 OCT 2019, the rating for this indicator will be revised to "Working to Meet Standard". If adequate documentation is not provided by 09 OCT 2019, the indicator will remain rated as, "Does Not Meet Standard".

Additional Requested Follow-Up: No later than 09 OCT 2019, the PED team asks the school to provide the 120-day ELP Error report (from the 2018-19 academic year) with notes indicating how each student errors was investigated and 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). The team recognizes the student enrollment may have changed since the last reporting period of the past academic year; however, the school must identify and correct any potential ELL student Errors early within the school year to effectively provide student supports for all eligible ELL students.

24 JAN 2019 site visit: The school identified Laura Martinez as it ELL Coordinator. The CSD team reviewed twelve (12) student cumulative folders, seven (7) of which were identified as EL students. Of those twelve (12) folders, six (6) did not have an original Home Language Survey/Language Usage Survey NOR ELL eligibility determination documents; two (2) students had opt out of EL services documentation yet they had actually scored Proficient in WIDA ACCESS in the past; one (1) student had a notification letter to parents as eligible for EL services yet he scored Proficient on WIDA ACCESS in 2011; and one (1) student was listed as IFEP (Initially Fluent English Proficient) who scored Not

Proficient in both 2012 and 2014. These errors are also evidenced on an ELP Error Report in STARS. The ELP Error Report for the school contained 101 student names and was shared with the staff. The initial/annual parent notification letters (for students eligible for EL services) was missing from most files.

Resources:

- NEW Report in STARS can be quite helpful: STARS --& District and Location Reports --& BMEP, EL, and Title III Reports for Language and Culture Bureau --& ELP Error Report for Snapshot; This report lists students who were never identified as ELs at your school who had actually been administered an ACCESS assessment in the past. It also lists students identified as ELs at your school that scored as Proficient on an ACCESS test at some point. Please note that administration of ACCESS began in the 2009-2010 school year.

- Serving English Learners Guidance Manual:

<http://webnew.ped.state.nm.us/bureaus/languageandculture/english-learners/>

- US Department's English Learner Toolkit:

<https://www2.ed.gov/about/offices/list/oela/english-learner-toolkit/index.html>

including Office of Civil Rights guidance regarding parent notification

- English Learner Identification:

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

- Annual Parent Notification Letters: On page 36 of the Serving English Learners guidance manual there is a "Sample Parent Notification Letter" as required by regulation 6.29.5.11(D) NMAC which states, "...notification must occur not later than 30 days after the beginning of the school year.."; 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.

- Language Usage Survey (LUS) Guidance Handbook:

http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/NMLUS_Guidance_Handbook_Revised_08.2017.pdf

- o Pages 16-17 explain WIDA Screener scores.

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

- o 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

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy
PEC Authorized Performance Review & Accountability

“Assessment Fact”.

· NM FAQ (by WIDA), includes quick answers about the screening and assessing process
<https://www.wida.us/membership/states/Guidance%20Docs/NM%20ID%20and%20Placement%20Guidance%20Doc.pdf>

· Language and Culture Bureau Staff
Kirsi Laine, Deputy Director, Kirsi.laine@state.nm.us, (505) 827-6505
Mayra Valtierrez, Director, Mayra.valtierrez@state.nm.us, (505) 827 -6667

Requested Follow-Up: Within thirty (30) days of the release of this report, (20 MAR 2019), the school must provide the following evidence through the Web-EPSS indicator:

- (1) The school to provide a copy of an ELL Eligibility Form that will be used for all students to confirm EL status when they enroll; AND
- (2) an action plan for insuring that all student folders include either the original Language Usage Survey OR the ELL Eligibility Form; AND
- (3) an action plan for sending annual parent notification letters that their child(ren) are eligible for EL services, along with the most recent scores from the WIDA ACCESS assessment; and (3) a copy of the ELP Error Report from STARS with notes indicating how each 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).

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.

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

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

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy

PEC Authorized Performance Review & Accountability

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 01/09/2020 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 09 JAN 2020 PED RE-RATING: The PED team has re-rated this indicator as, "Working to Meet Standard", because the school provided the requested follow-up, as outlined below. Specifically, the school provided its end of year analysis of its 2018-19 improvement plan, which emphasis on teacher professional development, focus on grade-level Math and ELA improvements, and improved RtI efforts. As a result, the school demonstrated implementation and utilization of its school improvement plan. Nothing further is needed at this time.

24 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Does Not Meet Standard", because the school did not provide the requested follow-up, as outlined below. Specifically, the school did not provide its analysis of the success of the School Improvement Plan. The PED team will review additional documentation provided by the school and revise the indicator rating accordingly.

24 JAN 2019 Site Visit:
The school submitted a school improvement plan and evidence of Governing Board approval, dated 9/20/2018, The plan includes the following:

- Professional Development for teachers
 - o Data-driven instruction
 - o Language acquisition development
 - o Professional Learning Community efforts
 - o Common grading practices and assignment expectations

- Increasing state assessment participation rate via communication, multiple testing sites, tracking and following up with students who have not tested, and starting sooner in order to have time for make-ups.

- Plan for administering the Opportunity to Learn survey (that was not done last year)

- Improvement in students' math performance
 - o Initiatives (such as Intro units, reflection questions, portfolio assessments, revised practice, modified course scope, added interactive reviews, added core building block skills, LiveLesson (synchronous virtual) and tutoring sessions, and review unit)

- o Math, We've Got This! campaign (math curriculum enhancements, additional math instructional resources, professional development for teachers, and activities for both students and learning coaches
- o Math Time to Talk program (grades 4 and 5) live lesson sessions
- o FAY students will improve successfully completion (to 100%) and obtain successful academic scores (to >59%) in NMCA math courses.

- Improvement in students' ELA performance
 - o Animated Learning Buddies program

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy
PEC Authorized Performance Review & Accountability

- o Analytical and long-term genre writing portfolios
o Reading Plus for student who need additional support with reading fluency and comprehension
o Credit recovery for high school students
o LiveLesson sessions for Learning Coaches (primarily parents)
o Small group instruction in reading and writing
o Increase reading comprehension by 2% as measured by short-cycle assessments (Scratron and LEAP)
Using Response to Intervention (RtI)
Students' needs evaluated within 30 days of enrollment; Personalized Learning Plan for each student
Supplemental Instructional Support Programs
Graduation Rate
Meetings with families of repeat truants
Following up on students who leave
Focus on off-cohort seniors and at-risk seniors to keep them in school

The school had evidence of professional development sessions on data (Fall 2018) and GLAD training (Winter 2019) available during the site visit. Some of the additional supports, such as small group and individualized online sessions were also observed.

Requested Follow-Up: At the end of the school year (no later than June 30, 2019), the school is to provide an analysis of the success of the School Improvement Plan. It should include reflections and any revisions to be made to the school improvement plan for the following academic year.

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 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 did not receive any audit findings on the FY18 Audit Report.

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

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy
PEC Authorized Performance Review & Accountability

of the annual report, which will be conducted after the end of the 2018-19 academic year.
PED NOTE: 5.17.2019 FY2018 Audit and CAP The PED's Charter School Division has evaluated New Mexico Connection Academy's response to requests for documentation regarding the 2018 Audit Report with deadlines of May 20, 2019 (CAP) and June 30, 2019 (implementation plan).
There were no audit findings included in the school's 2018 Annual Audit. Therefore, the school was not required to submit a Corrective Action Plan (CAP) or documentation of any corrective actions.

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 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 did not receive any audit findings on the FY18 Audit Report.

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 09/24/2019 by Megan Maestas

SEA Status Meets Standard

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy

PEC Authorized Performance Review & Accountability

LEA Status	In Progress
Comments by SEA	<p>24 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &quot;Meets Standard&quot;, because the school did not receive any audit findings on the FY18 Audit Report.</p> <p>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).</p>
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	<p>24 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 managing grant funds responsibly and/or meeting deadlines.</p> <p>PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.</p>
Comments by LEA	
Compliance Indicators	Is the school 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 01/09/2020 by Megan Maestas

SEA Status	Working to Meet Standard
------------	--------------------------

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy

PEC Authorized Performance Review & Accountability

LEA Status	In Progress
Comments by SEA	<p>09 JAN 2020 PED RE-RATING: The PED team re-rated this indicator to, &quot;Working to Meet Standard&quot;, because the school provided the requested follow-up, as outlined below. Specifically, the school provided its Audit Committee membership, evidenced by an email and S. Sanchez's CPO Certification certificate. As a result, the school has demonstrated movement toward compliance. Nothing further is needed at this time.</p> <p>24 SEPT 2019 NMPED Rating: The PED team rated this indicator as, &quot;Does Not Meet Standard&quot;, because the school did not provide adequate documentation for the requested follow-up, as outlined below. Specifically, the school did not provide evidence of S. Sanchez's CPO Certification certificate. The school provided the various CPO course completion certificates, however, those course certificates do not evidence S. Sanchez passed her CPO testing requirement and received her CPO Certification. Additionally, the evidence provided for the school's Audit Committee membership is not clear as to if the school had that membership only during the school's FY18 Audit. The school is required to ensure proper membership on both the Audit and Finance Committees year round. The PED team asks for clarification for the membership on the school's Audit Committee; that may include but is not limited to, dated documentation outlining membership on the Audit Committee or governing board minutes when the Audit committee was established. The PED team will review additional documentation provided by the school and revise the indicator rating accordingly.</p> <p>Additional Follow-Up Requested: No later than 09 OCT 2019, the school is to provide additional documentation to include:</p> <ol style="list-style-type: none">1) S. Sanchez's CPO Certification certificate; AND2) Clarification on the school's Audit Committee membership, as referenced above. <p>24 JAN 2019 Site Visit:</p> <p>Licensed School Business Manager: The school identified the Vigil Group as its contracted Licensed Business Manager.</p> <p>Chief Procurement Officer (CPO): The school's previous CPO was identified as Ramoncita Arguello, however she is no longer an employee of the school. The school's assistant on-site business manager, Shawanna Sanchez, is working toward certification training and is currently on the waiting list for the next available training. S. Sanchez is aware of the training and reporting requirements at the designated CPO.</p> <p>Audit Committee: At the time of the site visit, the PED team observed the school had an "incomplete" audit committee, comprised of only two (2) board members, the school's business manager, and head administrator. The Audit Committee is lacking a parent of a currently enrolled student as well as a community member to total 6 individuals serving on the Audit Committee. The PED team asked the school to develop a complete audit committee to include: two board members, one community person, one parent of an enrolled student, the head administrator, and the school's business manager; 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".</p> <p>Finance Committee: At the time of the site visit, the PED team observed the two (2) required governing board members seated on the finance committee. Per 22-8-13.2(B) § NMSA, the Finance committee must be comprised of "at least two members of the board".</p> <p>Requested Follow-Up: Within thirty (30) days of the release of this report, (14 MAR 2019), the school is to provide the following evidence through the Web-EPSS indicator:</p> <ol style="list-style-type: none">1) Evidence it has finalized a complete Audit Committee, meeting all requirements per, 22-8-13.3(D) § NMSA; AND1) Evidence S. Sanchez has either completed the required CPO certification training OR is enrolled in the earliest available training. <p>PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.</p>
Comments by LEA	
Compliance Indicators	Is the school 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

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy
PEC Authorized Performance Review & Accountability

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 01/09/2020 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 09 JAN 2020 PED RE-RATING: The PED team has re-rated this indicator to, "Working to Meet Standard", because the school provided the requested follow-up, as outlined below. Specifically, the school provided a narrative action plan stating the GC members are provided monthly information for upcoming training opportunities and will be updated on their completed trainings twice per year. The PED team encourages the Governing Board to take the accountability of monitoring their training hours and ensuring compliance with all Board requirements. The school can certainly support the governing board in registration for trainings, etc.; however, ultimately, the responsibility in meeting and monitoring training requirements should be managed by the Board. Nothing further is needed at this time.

12 NOV 2019 PED Rating: The PED team rated this indicator as, "Does Not Meet Standard", because the school did not provide the requested follow-up, as outlined below dated 28 AUG 2019. Specifically, the school's governing board was asked to provide a detailed action plan outlining how the governing board will ensure compliance with all training requirements for the 2019-20 academic year and beyond.

28 AUG 2019 PED Note:

Governing Board Mandatory Training: Of the five (5) seated governing board members, four (4) completed all required training hours for 2018-2019. Of the five (5) seated governing board members, one (1) did not complete the required training hours. In addition, one (1) governing board member completed three (3) hours above the minimum required training hours. One (1) governing board member 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.

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, (24 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.

24 JAN 2019 Site Visit:

Governance Council: At the time of the site visit, the school's Governing Board President stated the school's

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy
PEC Authorized Performance Review & Accountability

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.

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

Comments by LEA

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

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 02/18/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 24 JAN 2019 Site Visit:

Conflict of Interest Policy: The PED team observed the school's conflict of interest policy provided by the head administrator, (located on page 47 of the Employee Handbook), 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, (located on page 18 of the Employee Handbook), which appears to be thorough and align with state statute. The governing board states, "they will not employ any person who is a family member of a governing board member or head administrator".

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

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy

PEC Authorized Performance Review & Accountability

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 meeting 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. 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 01/10/2020 by Karen Woerner

SEA Status Does Not Meet Standard

LEA Status In Progress

Comments by SEA 10 JAN 2020 NMPED Note: The school has prepared a draft policy that is on the next board agenda for January 23, 2020.

24 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Does Not Meet Standard", because the school did not provide the requested follow-up, as outlined below.

Specifically, the school did not its governing board approved McKinney Vento Act dispute resolution policy, required by federal provisions. The PED team will review additional documentation provided by the school and revise the indicator rating accordingly.

24 JAN 2019 Site Visit:

McKinney-Vento Act: The school identified Jolene Ortiz as its McKinney-Vento liaison. The PED team observed her training certificate dated 08 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. Given the uniqueness of the school's virtual environment, the school had not identified any students as potentially facing homelessness or transition.

The school did not have a governing approved McKinney Vento dispute resolution policy, as required per federal regulation. The PED team provided the head administrator with the "NM Educational Stability Guidelines for

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy

PEC Authorized Performance Review & Accountability

Students Experiencing Homelessness”, to help the school develop a thorough and compliant dispute resolution policy. The PED team reminded the head administrator such policy must be approved by the governing board.

Requested Follow-Up: Within 30 days of the release of this report, (20 MAR 2019), the school must provide through the Web-EPSS indicator, evidence of its governing board approved McKinney Vento dispute resolution policy that aligns with the Federal Guidance.

PEC 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	School is in the progress of writing the resolution.
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 01/10/2020 by Karen Woerner

SEA Status	Does Not Meet Standard
LEA Status	In Progress
Comments by SEA	<p>12 NOV 2019 PED Rating: The PED team rated this indicator as, “Does Not Meet Standard”, because the school did not provide the requested follow-up, as outlined below dated 24 SEPT 2019. Specifically, the school was asked to provide a detailed action plan for steps taken to improve its recurrent enrollment rate between academic years.</p> <p>24 SEPT 2019 NM PED Note (edited 10 JAN 2020): In the school's Performance Framework, the PEC has established goals of (1) maintaining at least a 95% attendance rate (or demonstrates successful efforts to improve attendance), (2) retaining at least 80% of enrolled students during the school year, and (3) re-enrolling at least 70% of the school's eligible students between academic years. Upon review of the school's overall attendance, within-year retention and recurrent enrollment, the school demonstrated the following:</p> <p>Attendance Rate: per student attendance reports available in STARS, the school had a 93.06% overall attendance rate for the 2018-19 academic year.;</p> <p>Within-Year retention: per recurrent enrollment reports available in STARS, the school had a 69.24% retention rate during the prior academic year;</p> <p>Recurrent Enrollment: per recurrent enrollment reports available in STARS, the school re-enrolled 31.71% of its students from the 2017-18 to the 2018-19 academic year.</p> <p>Requested Follow-Up: Within thirty (30) days, (24 OCT 2019), the school is to provide, through the Web-EPSS indicator, a detailed action plan for how it will improve its daily attendance rate, retention rate, and recurrent enrollment percentage for the 2019-20 academic year and beyond.</p> <p>24 JAN 2019 Site Visit:</p> <p>Attendance: The PED team reviewed the school's attendance policy, that both the student and the Learning Coach (parent) must agree to and sign. Given the school is 100% virtual, the student attendance is monitored in a few different ways; specifically, through the student's progress in each course and the attendance reported weekly by the Learning Coach. The team reviewed the school's 5 and 10-day unexcused absence parental notification letter template(s) that appear to align with the New Mexico Compulsory Attendance Law, 22-12-9 §</p>

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy
PEC Authorized Performance Review & Accountability

NMSA.

Recurrent Enrollment: The school's recurrent enrollment rate for 2018-19 was 32.12%. While the school's withdraw rate from the 2017-18 academic year was 30.76%.

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

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-4c (site visit): 4c)Students&Employees:StaffCredentialRequirements

Updated 02/18/2019 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 24 JAN 2019 Site Visit:

Licensure: The PED team reviewed eleven (11) licensed staff files to include the head administrator. All of the files reviewed contained valid licensure issued through NM PED. However, one (1) teacher file, A. Earle, 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).

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.

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy

PEC Authorized Performance Review & Accountability

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 01/10/2020 by Karen Woerner

SEA Status Does Not Meet Standard

LEA Status In Progress

Comments by SEA 10Jan 2020 PED Rating: The school has submitted a revised action plan to include feedback from the PED team, however, the school has not yet been able to secure official transcripts and verifications of employment for the listed employees and, therefore, the rating will remain Does Not Meet Standard for the 2018-2019 school year. (Note: J Quintana is no longer employed at the school.)

24 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Does Not Meet Standard", because the school did not provide the requested follow-up, as outlined below.

Specifically, the school did not provide the official transcripts or official employment verification documentation for the individuals outlined below. Additionally, the school provided an "employment verification" document for 9 teachers; however, the document was signed by the educator and not signed nor verified by the previous education institution where the experience was earned. The PED team asks the school to obtain proper employment verification documentation for the educators referenced below if they are currently hired with the school. The PED team will review additional documentation provided by the school and revise the indicator rating accordingly.

24 JAN 2019 Site Visit: The PED team reviewed eleven (11) personnel files to include 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, nine (9) did not contain employment verification; D. Aleksandrova, J. Castaneda, A. Earle, K. Leal, L. Martinez, R. McIntyre, J. Quintana, B. Weir, and D. Vigil. The PED explained the employment verification is only required for licensed staff that are placed on a salary schedule with the combination of teaching and experience (T&E).

Official Transcripts: Of the file reviewed, six (6) did not contain official transcripts; J. Castaneda, A. Earle, K. Leal, L. Martinez, J. Quintana, B. Weir. The PED explained along with the employment verification, official transcripts are also only required for licensed staff that are placed on a salary schedule with the combination of teaching and experience (T&E).

NMTeach Summative Reports: Of the files reviewed, eight (8) did not contain the NMTeach Summative reports from the 2017-18 school year; D. Aleksandrova, J. Castaneda, K. Leal, L. Martinez, R. McIntyre, J. Quintana, B. Weir, and D. Vigil.

Head Administrator Evaluation: The school's current head administrator is new to the school and has not yet received an evaluation from the governing board. The PED team will ask the school to provide either the head administrator evaluation or approved minutes from the meeting the evaluation was conducted no later than 01 AUG 2019.

Requested Follow-Up: Within 30 days of the release of this report, (20 MAR 2019), the school must provide the

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy
PEC Authorized Performance Review & Accountability

following through the Web-EPSS indicator:

1. Evidence of official transcripts for: J. Castaneda, A. Earle, K. Leal, L. Martinez, J. Quintana, B. Weir; AND
2. Evidence of employment verification for: D. Aleksandrova, J. Castaneda, A. Earle, K. Leal, L. Martinez, R. McIntyre, J. Quintana, B. Weir, and D. Vigil; AND
3. NMTeach Summative reports for D. Aleksandrova, J. Castaneda, K. Leal, L. Martinez, R. McIntyre, J. Quintana, B. Weir, and D. Vigil, if the teachers or returning from the 2017-18 academic year.

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 01/10/2020 by Karen Woerner

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 10 JAN 2020 NMPED Rating: The PED team revised the rating to Working to Meet Standard because the school provided a revised action plan, incorporating the correct procedure for obtaining background checks, per the feedback from CSD. (Note: C. Sisneros is no longer employed at the school.)

24 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Does Not Meet Standard", because the school did not provide the requested follow-up, as outlined below.

Specifically, the school did not provide evidence of a compliant background check for C. Sisneros. The school provided evidence of the fingerprint request, however, did not provide evidence a compliant background check was obtained. The PED team will review additional documentation provided by the school and revise the indicator rating accordingly.

24 JAN 2019 Site Visit: The PED team reviewed eleven (11) personnel files to include the head administrator. All files reviewed contained a legally compliant background check, with the exception of one (1), Christina Sisneros. C. Sisneros did have a 'cleared background' check within her file, however, it was not the background check provided through Professional Bureau for licensing purposes.

Requested Follow-Up: Within thirty (30) days of the release of this report, (20 MAR 2019), the school is to provide through the Web-EPSS indicator evidence of a compliant background check for Christina Sisneros.

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

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy
PEC Authorized Performance Review & Accountability

follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.

Comments by LEA

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

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 01/07/2020 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 07 JAN 2020 PED REVISED RATING: The PED team revised this indicator to, "Working to Meet Standard", because the school provided a letter from PSFA outlining the school is exempt from requiring an E-Occupancy certification for its Santa Fe office. Specifically, because the school is a virtual school and does not provide instruction to six or more students as any given time, if at all, in its office building. The PED team has uploaded the letter from PSFA within this indicator. Information also contained within the PSFA letter is the building's NM Condition Index rating of 10.16%, better than the state's average rating. Nothing further is needed at this time.

24 SEPT 2019 NMPED Rating: The PED team rated this indicator as, "Does Not Meet Standard", because the school did not provide the requested follow-up, as outlined below.

Specifically, the school did not provide the requested facility documentation such as E-Occupancy certification, NM Condition Index letter from the PSFA, and annual fire inspection documentation. The PED team will review additional documentation provided by the school and revise the indicator rating accordingly.

24 JAN 2019 Site Visit:

At the time of the site visit, the PED team did not observe the school's e-occupancy certificate, the school's NM Condition Index letter, or annual fire inspection documentation. The assistant business manager tried to find the NM Condition Index letter while the team was onsite; however, was unable to and would reach out to the Vigil Group. The school stated they had the e-occupancy certificate, however, recently had the building painted and was unable to find the actual certificate.

Requested Follow-up: Within thirty (30) days of the release of this report, (20 MAR 2019), the school is to provide through the Web-EPSS indicator evidence of:

- 1. School's E-Occupancy certificate; AND
2. NM Condition Index letter provided by PSFA (Public School Facilities Authority); AND
3. Annual fire inspection documentation.

Comments by LEA We have been waiting on the Landlord to provide the documents.

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

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy

PEC Authorized Performance Review & Accountability

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 02/18/2019 by Megan Maestas

SEA Status	Not Applicable
LEA Status	In Progress
Comments by SEA	24 JAN 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

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 09/24/2019 by Megan Maestas

SEA Status	Working to Meet Standard
LEA Status	In Progress
Comments by SEA	24 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 the child abuse training certificate for C. Sisneros; and as a result, instituted remedies to show compliance with or prompt movement toward compliance with the law.

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

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy
PEC Authorized Performance Review & Accountability

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.

24 JAN 2019 Site Visit

Child Abuse Training: The PED team reviewed eleven (11) personnel files to include the head administrator. All files reviewed contained training evidence for Detecting/Reporting Child Abuse, with the exception of one (1), Christina Sisneros.

Emergency Drills: The CSD team reviewed the emergency drills for 2017-2018 and the current school year. All mandatory drills were completed as required in 2017-2018. A couple of drill documents were marked as two type of drills. It was recommended that the school use one sheet for each type of drill and be specific about the date and type, as well as any notes regarding the practice. Four fire drills were completed during the first four weeks of the current school year and monthly thereafter. The school had already noted three lockdowns/shelter-in-place and one offsite evacuation this year and was reminded to continue to conduct a monthly drill until the end of the year.

Safe School Plan: Given the school is 100% virtual, the school is not required to have a Safe School Plan, per the Safe and Healthy Schools Bureau.

Immunization Requirements: The PED team reviewed twelve (12) student files. Of the files reviewed, all student immunization records are reviewed prior to finalized enrollment; however, the student immunization records are maintained with the Connections Corporate office, and not filed in the individual student cumulative file.

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

Requested Follow-Up: Within thirty (30) days of the release of this report, (20 MAR 2019), the school must provide evidence of C. Sisneros child abuse reporting and neglect training certificate.

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

MONITORING INSTRUMENT ITEM REPORT

New Mexico Connections Academy PEC Authorized Performance Review & Accountability

LEA Status	In Progress
Comments by SEA	<p>24 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 information appropriately and/or transferring of documents.</p> <p>PED NOTE: Evaluated using continuous desktop monitoring throughout the 2018-19 academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if follow-up documentation is requested. This indicator will remain with a "Pending" rating until final review of the annual report, which will be conducted after the end of the 2018-19 academic year.</p>
Comments by LEA	
Compliance Indicators	Is the school 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 05/28/2021 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	