

# New Mexico Public Education Commission



## 2022 Charter School Renewal Application Part B: Progress Report

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## Instructions

Please read the entire Charter School Renewal Application Kit before preparing documents. In an effort to help applicants understand the requirements of the Renewal Application, the CSD will hold a minimum of two technical assistance workshops. Applicants will be notified of the dates, times, and locations of the workshops.

Enter applicant responses in boxes below. Answer all questions unless the question indicates that applicants should answer only under certain conditions (e.g., rating on a Performance Framework indicator requires explanation, etc.). Narrative responses should be verifiable through documents submitted or observable evidence at the renewal site visit, and will be scored according to the rubric in the main 2022 Charter Renewal Application document.

## School Information

**Name of School:** Horizon Academy West Charter School

**Authorizer:** PEC

**Current Charter Term:** July 1, 2018 to June 30, 2023

## Academic Performance

### Student Outcomes

#### 1. Academic Performance

The school reports on its academic performance during the term of the contract, including achieving its goals, student performance outcomes, state standards of excellence and accountability requirements set forth in the Assessment and Accountability Act.

School response: Per our mission, as well as meeting and exceeding state standards, Horizon Academy West continues to provide a rigorous, creative, and well-rounded curriculum and programming for all students. Progress is reported and shared to Governing Council, teachers and staff, and parents and/or guardians.

#### 1.a. Student Outcomes

1.a. How has the school measured student proficiency and growth, including action taken in the absence of state summative assessments in 2019-20 and 2020-21? Describe interim and formative assessments used, and the results of those assessments. Include a detailed narrative that addresses the actions taken to improve student outcomes, and the success of those actions. Schools may take the opportunity to include data in support of the narrative. If providing data to support the school's narrative, provide it in **Appendix A-1 Academic Data**. Implementation of the described improvement actions should be verifiable through evidence at the renewal site visit.

School response: Assessments include Istation, iMSSA, DRA, WIDA Access, ECOT, Dyslexia Screener, and local teacher-created assessments such as exit tickets and end of unit assessments. During the pandemic, Horizon Academy West creatively used on-line platforms to improve student outcomes. While it was not ideal, progress was measured and celebrated both individually and school-wide. Our staff worked hard to remove daily barriers for our students and families during the pandemic. During the 2021-2022 school year, we hired two diagnosticians in order to identify student needs to address learning gaps in a timely manner. We hired two interventionists to ensure all students are successful in both math and reading. This is essential to student success this year as we have more new students that are coming back to in-person learning since the pandemic. Student data is collected and shared with parents, administration and teachers. Our MLSS coordinators meet with grade levels regularly to help identify student needs, collect and analyze data points, gather parent input and possibly move students through the SAT process as needed. The whole child is supported. As we move post-pandemic, grade levels meet monthly with our district test coordinator to disaggregate classroom and grade level data. Data binders and data walls allow meaningful conversations both in PLC's as well as school-wide. Our Spring testing data was encouraging and we celebrate that both math and reading progress were above NM state averages for the percentage total of proficient and advanced students.

#### 1.b. Mission-specific or School-Specific Goals

Report on the school's performance in relation to the school- or mission-specific goals in the negotiated performance framework. Performance reports related to school or mission specific goals should be

supported by raw data (masked to protect PII) and provided in **Appendix A-2 Mission Goal Data**. The school should report on the performance in each year of the contract term.

Schools that have not met their school- or mission-specific goals in each year of the contract term should provide a narrative that addresses the improvement actions taken and the success of those actions. The purpose of the narrative is to demonstrate substantial progress toward meeting the school or mission specific goals and maintaining that performance level. Implementation of the described improvement actions should be verifiable through evidence at the renewal site visit.

School response: While our mission goal data was not measured throughout the pandemic, our staff focus on mission is central to the daily teaching and learning. It is important to revisit our mission and goals often and throughout the year. And it is important that we gather community input from parents, council, and students. We continue to reflect on what our mission looks like and sounds like when you walk through our doors each day.

## **2. Organizational Performance**

### **2.a. Educational Program**

How is the school implementing the distinctive educational program described in its contract (Performance Framework Indicator 1.a.)? The response should address the ways in which the school is implementing the family, teacher, and student-focused terms of its contract. Please discuss any innovations the school has implemented in support of its mission and educational program.

School response: The whole child is supported and celebrated. Our charter contract continues to drive our educational program. All students have equal access to our curriculum and programming. A 90-minute reading block ensures all students have access to whole group and small group instruction. Math blocks are structured for whole group and small group instruction as well. Interventionists provide additional support in math and reading to students as needed. Reading buddies promote the love of reading and older students model fluency and comprehension. Horizon Academy West serves students 4 days a week (Monday through Thursday). All students have access to a Chromebook to enhance learning. We provide art, music, PE, and computer lab each week for all students. This year, we are transitioning our computer lab to a STEM lab in order to support instruction and student interest. Our goal is to provide a space for project learning through digital platforms in all curricular areas. Data is provided to and analyzed by our interventionists. Our SPED coordinator ensures we are meeting the needs of students with different learning needs both remedial as well as gifted. Our educational program is enhanced by field trips to the Sandia Mountains (outdoor learning program), Bosque Ecosystem Monitoring Program (BEMP), and other museums and partnerships. We have several scheduled within the next month. Family engagement is critical and welcomed at Horizon Academy West. We solicit volunteers in our classrooms and recently partnered with the city of Albuquerque Foster Grandparent Program. Our PTO organization is active and engaged. They host several events and support our programming. Many events are planned and on the calendar. Those include movie night, Harvest fest, holiday lights drive-thru, and mother-son and father-daughter events. We host art night, literacy night, STEM night, and partner with Explora and Sandia Labs for activities and materials. Our Student Council sponsors recycling, Box Tops for Education, canned food drives, and other community outreach opportunities.

### **2.b. Financial Compliance**

How is the school managing its finances (Performance Framework Indicators 2.a-f.)?

For each year in which the school had a significant deficiency, material weakness, or repeated finding(s) identified in the external audit, the school must provide a narrative explaining the improvement actions made to meet financial compliance requirements and the effectiveness of those actions in improving financial compliance. Success should be identified by specific changes in practice and changes in the audit findings in subsequent years. The purpose of the narrative is to demonstrate substantial progress toward achieving and maintaining financial compliance. Implementation of the described improvement actions should be verifiable through evidence at the site including renewal site visit.

If the school's Board of Finance was suspended at any time during the term of the contract, the school must provide a narrative explaining the actions taken on the school's own initiative to correct financial compliance and regain the Board of Finance Authority and the success of those actions. The school must also describe the current status of the Board of Finance and continuing actions to ensure the same financial challenges do not reoccur. Success should be identified by specific changes in practice. The narrative must be supported by evidence to be reviewed during the renewal site visit.

School response: Policies and procedures are in place and followed. We continue to maintain compliance and we have received no audit findings. In fact, our audit scores allowed our Council Members to forego many annual trainings. Our business manager and CPO has a system of internal controls to ensure we are in compliance at all times. We recently moved our administrative assistant to the business office to maintain timeliness and efficiency of requisitions, purchase orders, and other daily operations.

### **2.c. Governance Responsibilities**

Describe how the school has met governance responsibilities during the term of the contract (Performance Framework Indicators 3.a.). Specifically, identify any time when membership on the governing body fell below the requirements in their by-laws or the statutory minimum of five members. Identify the amount of time any vacancies were open and identify any board members who did not complete required training hours in any year of the contract term. For any governance requirements the school was unable to meet, provide a narrative describing the improvement actions the school implemented to move toward full compliance. The purpose of the narrative is to demonstrate substantial progress toward meeting all governance requirements. The implementation of such actions must be verifiable through evidence during the renewal site visit.

School response: During the pandemic, two members of our Council resigned. We actively recruited and advertised for new membership. We found it to be difficult to find people willing to join the team. We strive to recruit people with various backgrounds and knowledge and a balance between parents and community members. We asked for an extension to replace one member and did replace one. Beginning this year, we received 2 applications and have asked both to join the Council in order to increase membership. This is one area that we received "working to meet standards." We continue to review our procedures for timely reporting. Two members will work to ensure all new members have proper on-boarding and training. We meet monthly and follow the open meetings act. We continue to provide an on-line link so people can join us virtually if needed.

### **2.d. Equity and Identity**

How is the school protecting the rights of all students (Performance Framework Indicator 4.a.)? How is the school complying with the Martinez-Yazzie mandate to provide culturally and linguistically relevant instruction and to support and validate students' cultures, identities, and sense of belonging?

School response: All students have equal access to culturally and linguistically relevant instruction. Our Bear's Den houses cultural and linguistic resources for parents and teachers. We have several TESOL-

endorsed teachers to support language development. All students are working on art around the world in art class in order to celebrate art in all cultures. Teachers used “all about me” projects to celebrate cultures, backgrounds, and diversity in our school community. Our receptionist/registrar is bilingual which helps to facilitate communication. Our school counselor is also a resource for parents. Our teachers participate in training.

### **2.e. Tribal Consultation**

Pursuant to the Indian Education Act, NMSA 22-23A-1 et. seq, and Subsections C and D of the Charter School Act, NMSA 22-8B-12.2, if the school is located on tribal land or serves a high percentage of Native American students, describe how the school complied with the requirements of ongoing consultations with tribal authorities.

School response: While we have a small population of Native American Students, all students have equal access to our full curriculum and programming. We continue to communicate with our entire school community through newsletters, texts, robocalls, and family engagement nights. We work with parents should a tribal celebration or feast day fall on a school day.

### **2.f. Other Performance Framework Indicators**

For any Performance Framework indicator for which a school received a “Does Not Meet Standard” or a repeated “Working to Meet Standard” rating over the term of the contract, the school should provide a narrative to address improvement actions it has made to correct those findings. The purpose of the narrative is to demonstrate substantial progress toward meeting organizational performance expectations. Implementation of the described improvement actions should be verifiable through evidence at the renewal site visit.

If the school has received any Office of Civil Rights (OCR) complaints, formal special education complaints or NM Attorney General complaints, the school must identify those, provide all communications (redacted to protect PII) related to those complaints in **Appendix B-1 Complaint Communications**, and describe the current status of the complaint process. If any of those complaints have been resolved and resulted in a finding that the school violated any law, the school must provide a narrative describing the required compensatory and corrective actions required and their status in implementing those actions. The implementation of such actions must be verifiable through evidence during the renewal site visit.

School response: While we do not have any complaints or below standard ratings, we continuously strive to improve processes. Two areas noted were immunization records and timely reporting for council membership. Our new health assistant is using a combination of letters, phone calls, and in-person meetings to ensure immunization records are on file and in compliance for all students. Our council president and director will work together at monthly council meetings to ensure all paperwork is filed as needed with CSD and/or PEC.