

Corrective Action Plan
for La Tierra Montessori School of the Arts and Sciences

Date of Submission: January 11, 2023 (per Chair Burt)

Cited Breach of Contract sections:

Section 2, Scope, paragraph 2, i. and ii. The school must act through the designated charter representatives in its contract negotiations; Section 4, Section 5, 1, Purpose, 2, Mission, 4, Comprehensive Educational Program of the School Performance Framework; Section 4.5, Governance, vi., viii. and ix. Section 4.6, Operation, ii., iii, vi. and Comply with all provisions of the Contract and law, hiring and overseeing the Head Administrator, and comply with Board Training requirements. Comply with all federal and state laws relating to the education of children with disabilities, comply with all laws related to safety, notify the Commission of allegations or inappropriate contact with a student, and Section, 5.2, i., ii. and iv. Participate in State-required assessment and meet State’s standards of excellence

Corrective Action Plan Goals:

The LTMAS board has diligently worked to address prior challenges that were inherited prior to our elections on July 2022. Every issue has been addressed quickly and without haste to ensure clear resolution and not alter the school’s learning environment.

As with our prior work, this board and the head learner are committed to addressing the additional issues that were raised during the December 2022 Public Education Commission meeting. We are committed to ensuring that our students have been very best educational opportunities, environment and staff to achieve that goal.

Opportunities to achieve Action Plan Goals:

We will address each issue in the Corrective Active Plan and then provide a response to prove that such issue is already being worked on, completed or provide a remedy for successful implementation.

Corrective Action Plan Response and Goals:

*Section 2, Scope, paragraph 2, i. and ii.
The school must act through the designated charter representatives in its contract negotiations. The Governing Board breached the contract either:*

1) by representing to PEC that the Charter Contract was negotiated by a person with authority and approved by the Board when the present board now represents that those people did not have such authority, or

The designated representatives who negotiated the Charter Contract acted outside of their scope and without approval from the board.

The Charter Contract amendment was never provided to the board and was held in confidence by the former head learner Angela Feathers and board President Willie Williams. The attached agenda to the Charter Contract is invalid because of the following issues:

- A. The meeting was called outside of the 72-hour time period for a special meeting on May 9, 2022 at 5:13 PM by Willie Williams at the insistence of Mrs. Angela Feathers.
- B. This agenda was not posted to the website nor were parents or the board informed of the meeting within the 72-hour required time period. This was a clear violation of the Open Meetings Act.
- C. The special meeting minutes have never been uploaded the school's website because the meeting was held outside of the OMA. **(Please see appendix A)**
- D. Our May 23, 2022 Regular Meeting agenda of the GC lists “ - Please see attached agenda b) Contract Renewal Paperwork” under “unfinished business.” **(Please see appendix B)**
- E. Then Vice President Isaac Dakota Casados and Secretary Brenda Atencio were not present for the special meeting because it was called outside of the OMA and both felt that holding such a meeting would cause significant issues later on. We also were concerned that documentation had yet to be sent to the members of the board.
- F. No documentation of the performance framework or mission statement were sent to the board prior to the Special Meeting called by Ms. Williams or Mrs. Feathers.
- G. During the Special Meeting on May 11, 2022, the two present members were asked to vote on Agenda item IV. Charter Renewal and Amendment (ACTION*) **without discussion or sharing such documentation with the board.**
- H. The recording from this Zoom meeting and the meeting prior (which Angela Feathers had control of) vanished from the server.
- I. The minutes attached to the charter school renewal application were the first time absent members were able to see these minutes. These minutes were not posted to the LTMAS website (by former President Ms. Williams or Angela Feathers) prior to their inclusion with the contract application.
- J. The board was not provided the frame work goals nor does the documentation look like something we would have approved as a board.

2) if the designated charter representatives were appropriately acting on behalf of the school, then the present board has failed to comply with the signed contract and implement it.

Even with the above challenges, the board has fulfilled its duty by carrying out the Charter Contract by the following:

- A. Addressing the mission specific goals and adherence of the mission statement. We additionally have ensured the head learner and our staff are doing the same.
- B. Ensuring students have a Montessori environment that has the appropriate materials and equipment. No changes to the environment, curriculum or materials being used have been instituted by this board or the head learner from our prior Montessori head learner's program.
- C. Retaining on staff a certified Montessori educator, who is also the former head learner.
- D. No modification to the instructional programming of the school– all Montessori programming has remained the same from two years prior.
- E. Students are offered comprehensive arts integration studies throughout the week and will begin agricultural instruction this semester.
- F. Future Montessori training will be provided to our staff by the Indigenous Montessori Training Center.

3) Further, if there was an issue with authority to enter into Charter Contract, the School failed to timely remedy any possible issues related to the contract from the time period May – July 2022 even after being directed to correct these issues by the PEC on August 19, 2022.

The board was not elected into their new posts until July 12, 2022. *This would have made it irregular to issue any remedies with potential concerns as we were not in the position to do so.*

The board was never informed by the Public Education Commission during the August 19, 2022 meeting to provide documentation that warranted an objection to the charter contract nor provide remedies to correct such issues.

The board did provide lengthy overviews both in writing and verbally as to the deficiencies they identified in the Charter contract to the Charter School Division, Director Chavez, and the Public Education Commission.

Even though these challenges and concerns were raised, this board has continued to uphold the fidelity of the approved Charter Contract Amendment as of June 22, 2022.

ACTIVITIES TO ACHIEVE GOAL	Staff or entity responsible	DOCUMENTATION DUE TO PEC
Modification of the Charter Mission Statement	Governing Council	Ongoing. Will present for consideration at the February 2023 PEC meeting.
Modification of the Mission Specific Goal	Governing Council	Ongoing. Will present for consideration at the February 2023 PEC meeting.
Modification of the Charter Contract Language, including Name Change	Governing Council	Ongoing. Will present for consideration at the February 2023 PEC meeting.

Section 4, Section 5

1, Purpose

2, Mission

4, Comprehensive Educational Program of the School Performance Framework

The Governing Board breached the contract by failing

1) “to institute a Montessori program with trained Montessori staff”; to provide documentation to CSD regarding how the mission-specific goals are being implemented, and to fully implement the mission and educational program as negotiated,

There has been no change to our educational Montessori program from the former Montessori head learner. There has been no modification to the work schedule, the curriculum, instructional material or teaching staff. Many of the staff are from the prior school administration, some recently returning. At no time has the governing council or the head learner directed the teaching staff to change course nor have we limited or modified the learning environment.

ACTIVITIES TO ACHIEVE GOAL	Staff or entity responsible	DOCUMENTATION DUE TO PEC
Begin offering Montessori training to our teachers (who have been at the school longer than 3 years per the Mission Specific Goals) by the Indigenous Montessori Learning Center.	Governing Council and Head Learner	<p>The Indigenous Montessori Learning Center has been contacted and the HL is arranging a more in-depth conversation to begin providing training to our staff.</p> <p>Being that our Mission Specific Goal #2 doesn't provide for training to staff of less than 3 years, we believe this will help jump start this process.</p> <p>Update: April 2023</p>

2) to set up the mission-specific goals and set up a scoring sheet for the implementation of the mission-specific goals, and

The Governing Council has worked with our Head Learner Patricia Herrera and Mrs. Chavez to address our two mission special goals: Our planes of development screening and testing and the educational training of Montessori-inspired methodology and techniques.

Mission Specific Goal #1

The board has provided clarity to the HL to ensure that mission specific goal #1 isn't just observation based, but provides “**documentation to families and the administration supporting such mastery**”. We will be proposing a minor change to the Mission Specific Goal #1 at the February 2023 PEC meeting.

We hope that with this must needed change in Mission Specific Goal #1, all staff will provide documented proof that our students are attaining their level of instructional understanding.

Mission Specific Goal #2

It is our goal is ensure our staff is trained in Montessori methods and techniques. We have reached out to the Indigenous Montessori Learning Center to discuss providing Montessori training to our educational staff. Our head learner will be holding more in-depth conversations in the coming weeks.

3) to timely seek to amend the contract if the board had concerns with the contract when this requirement was requested of them in August 2022.

The board was never informed by the Public Education Commission during the August 19, 2022 meeting to provide documentation that warranted an objection to the charter contract document nor provide remedies to correct such issues.

The board did provide lengthy overviews both in writing and verbally as to the deficiencies they identified in the Charter contract to the Charter School Division, Director Chavez, and the Public Education Commission.

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Section 4.5, Governance, vi., viii. and ix.

Section 4.6, Operation, ii., iii, vi.

and

Comply with all provisions of the Contract and law, hiring and overseeing the Head Administrator, and comply with Board Training requirements.

The board hired Mrs. Patricia Herrera and has followed strict policy and procedure protocols to ensure she is provided with the support she needs as the leader of our school.

All members of the board have completed their required fiscal training and most have completed the full 8-hours of training as required by the Charter School Division. We have until the end of

the year to complete said training, but most have completed within the first months of our newly elected positions. **Remaining training will be completed in January and February 2023.**

Comply with all federal and state laws relating to the education of children with disabilities, comply with all laws related to safety, notify the Commission of allegations or inappropriate contact with a student

Our school and board have complied with all federal and state laws and adhered strictly to our bylaws and policies and procedures concerning children with disabilities, safety, and allegations of inappropriate contact with a student. The Charter School Division has been informed of all allegations as soon as they occur.

The Governing Board breached the contract by inadequately overseeing the Head Administrator to ensure that

The Governing Board oversees our Head Learner with clarity and purpose. We allow the HL to run the school in an effective way that doesn't overstep our authority. Mrs. Patricia Herrera is comprehensive in her updates to the board and works tirelessly to address the many challenges that arise, all while ensuring the school is providing a safe and educational diverse learning environment for the students.

In the past, the former President and former Head Learner worked outside of board authority to enact policy and keep the board in the dark. We have rectified this issue to ensure our whole board is on top of all issues occurring at the school so can address any issues within our jurisdiction. We additionally ask for overviews from the Head Learner on a weekly or daily basis.

1) the educational program is being implemented in the school;

As above, there has been no change to our educational Montessori program from the former Montessori head learner. There has been no modification to the curriculum, instructional material or teaching staff.

It is our goal to ensure that our students are provided with highly trained and qualified educators. This does mean that many will not be Montessori certified due to the limited teaching pool within northern New Mexico. However, we have kept on the former HL as a teacher, who is a certified Montessorian to help ensure the fundamentals of the Montessori method are continually being addressed in our early and primary classrooms. Many of the teachers who were trained under the former HL are still employed in their prior classrooms.

2) the school staffing is appropriate, and the staff is trained to implement the mission and educational philosophy;

The Head Learner has done a remarkable job ensuring that we have qualified and trained educators who are passionate about education and the success of the students at LTMAS. She recently hired a 5-6th grade educator who also brings years of special education experience to the school and brought back the Agricultural teacher.

The board President, at the direction of Director Chavez, had conversations with the Indigenous Montessori Learning Center to discuss providing Montessori training to our staff. This training will fulfill mission-specific goal #2 and will begin next month.

ACTIVITIES TO ACHIEVE GOAL	Staff or entity responsible	DOCUMENTATION DUE TO PEC
<p>Begin offering Montessori training to our teachers (who have been at the school longer than 3 years per the Mission Specific Goals) by the Indigenous Montessori Learning Center.</p>	<p>Governing Council and Head Learner</p>	<p>The Indigenous Montessori Learning Center has been contacted and the HL is arranging a more in-depth conversation to begin providing training to our staff.</p> <p>Being that our Mission Specific Goal #2 doesn't provide for training to staff less than 3 years, we believe this will help jump start this process.</p> <p>Update: April 2023</p>

3) the school is not appropriately working to meet the needs and requirements of special education students; and

The Special Education Department has worked diligently to provide comprehensive services to our students. This is a primary reason why the board hired Patricia Herrera as head learner and special educational coordinator because of her wealth of expertise.

Her team has been pulling students from classes and has been monitoring them through their teachers. A few weeks ago, an additional educator with special education experience was hired as the new 5th and 6th grade teacher— bringing decades of experience in the field to our school. She will be assisting with the special education program in her classroom.

A. Current progress monitoring is ongoing and parents will be receiving an updated overview on their child's process during the week of January 16-20, 2023.

- B. The Occupational and Speech Therapists have been seeing children virtually for at least three sessions as of last December 2022. A new in person Speech Therapist starts Thursday, January 12, 2023.
- C. The Social Worker has been coming into the school every Thursday morning to service the children on his caseload— conducting IEPs and SATs as necessary.
- D. Parents will begin receiving letters from the department regarding ancillary compensatory services within the next couple of weeks. Students and the program will institute set office hours which will allow for "pull-out" and inclusion support.
- E. Teachers will be receiving written Modifications and Accommodations as they did not receive them earlier this year. Teachers will also have a comprehensive overview with the department to go over IEPs so they can better understand their role in the IEP process and instruction.
- F. Indicator 13 is also being implemented for 8th grade students who will be moving on to the High School. These transition services are a must whether the child is 14 years of age or not. Those IEPs will be conducted before the end of January, 2023.
- G. A Diagnostician will be testing students for Gifted programs before the end of January, 2023.

ACTIVITIES TO ACHIEVE GOAL	Staff or entity responsible	DOCUMENTATION DUE TO PEC
Progress monitoring and parental updated on child's process	Special Education Team / Patricia Herrera, HL	Update March 2023
Occupational and Speech Therapists have been seeing children virtually for at least three sessions. Continual therapy is ongoing	Special Education Team / Patricia Herrera, HL	Continual update to CSD
Speech Therapist starts Thursday, January 12, 2023.	Special Education Team / Patricia Herrera, HL	Continual update to CSD
The Social Worker has been coming into the school every Thursday morning to service the children on his caseload — conducting IEPs and SATs as necessary	Special Education Team / Patricia Herrera, HL	Continual update to CSD

Parents will receive letters from the department regarding ancillary compensatory services	Special Education Team / Patricia Herrera, HL	February 15, 2023
Students and the program will institute set office hours which will allow for "pull-out" and inclusion support.	Special Education Team / Patricia Herrera, HL	Update March 2023
Indicator 13 is also being implemented for 8th grade students who will be moving on to the High School.	Special Education Team / Patricia Herrera, HL	Update March 2023
Diagnostician will be testing students for Gifted programs before the end of January, 2023.	Special Education Team / Patricia Herrera, HL	Update March 2023

4) to address safety and health issues at the school.

School safety and health is incredibly important to this board and the head learner. We strictly adhere to our policies and procedures (per 200 Personnel Polices) which cover harassment, sexual misconduct, assault, violent or aggressive conduct by a school employee, among other policies to protect the health and wellbeing of not only our students but our staff. **(Please see appendix C)**

The issue that provoked this violation steams from a parent who inaccurately accused a staff member of “assaulting their child”. The head learner immediately conducted an investigation which had already been elevated to the Rio Arriba County Sheriff’s office. After an extensive investigation, the Sheriff’s office said they could not corroborate the allegations due to witness interviews that invalidated the incident. As a precaution, the staff member was put on paid leave by the head learner until the conclusion of the investigation. The charter school division was informed of the incident.

Another staff member was terminated by the head learner with due cause for violating policy 219, Sexual Misconduct. Another extensive investigation was conducted, but due to FERPA we are will limited in the information we can share due to the severity of this issue. The charter school division was informed, as was CYFD, which has referred the issue on to the appropriate law enforcement agency.

The board is actively looking at modifying the policy 200 to provide additional tools and fail safes.

ACTIVITIES TO ACHIEVE GOAL	Staff or entity responsible	DOCUMENTATION DUE TO PEC
Create, Institute and Implement a more streamlined and updated Grievance and Employee Harassment Form; Pet Policy; Student and teacher cell phone policy and a Discipline write up form	Governing Council	Completed. The GC voted and passed this new form on December 10, 2022.
Create, Institute and Implement a more streamlined and updated Incident Report form	Governing Council	Completed. The GC voted and passed this new form on November 15, 2022.
Modify the 200 Policies	Governing Council and Attorney	April 2023

Section, 5.2, i., ii. and iv.

Participate in State-required assessment and meet State’s standards of excellence

The Governing Board breached the contract by failing to meet or make substantial progress toward achievement of the department's standards of excellence or student performance standards identified in the charter contract including achieving academic outcomes and participation in state-wide testing.

Students at LTMAS participate in state-required assessments to ensure we are achieving academic outcomes.

Students receive ongoing istation screening (all ages) on a monthly basis.

Students were also tested by the: NWEA Maps- kinder - 3rd grade at the beginning of year (December 2022); WIDA Screener - all grades in August 2022; Dyslexic screener - 1st Grader in August 2022;

Students will be screened for: NWEA Maps- All Grades Middle of Year testing in February 2023; Access for ELL students in March 2023, and NWEA Maps- All Grades End of Year testing in May 2023.

ACTIVITIES TO ACHIEVE GOAL	Staff or entity responsible	DOCUMENTATION DUE TO PEC
<p>istation screening (all ages) on a monthly basis</p> <p>WEA Maps- kinder - 3rd grade at the beginning of year December 2022</p> <p>WIDA Screener - all grades August 2022</p> <p>Dyslexic screener - 1st Graders August 2022</p>	<p>Head Learner and office staff</p>	<p>Completed.</p>
<p>NWEA Maps- All Grades Middle of Year testing February 2023</p> <p>Access for ELL students March 2023</p> <p>and NWEA Maps- All Grades End of Year testing May 2023</p>	<p>Head Learner and office staff</p>	<p>Ongoing.</p> <p>Will provide an update in April 2023 and June 2023</p>