

CSD Audit of San Diego Riverside Conditions of Renewal as of 12.6.24

The Charter Schools Division met the new Head Administrator at SDRC several times the week of December 2nd to review the following items, this was his first full week of work. He has spent time to determine what has occurred prior to his arrival. In summary, it's clear the school transitioned without following the conditions of renewal with fidelity and/or on time.

Condition 1	CSD ratings
<p>2023-2024 End-of-Year student proficiency and growth results on internal school assessments to be used as baseline:</p> <p><u> 14 </u> % students proficient in ELA</p> <p><u> 0 </u> % of students proficient in math</p> <p><u> 0 </u> % students meeting individual growth targets for ELA</p> <p><u> 0 </u> % of students meeting individual growth targets for math</p>	<p>Complete</p> <p>The school provided the figures in this table as well as student data files.</p> <p>CSD audited student files submitted.</p>

Condition 2	CSD ratings
<p><input checked="" type="checkbox"/> Completion of Transition Year Checklist</p>	<p>Complete</p>
<p><input type="checkbox"/> Completion of unaddressed items in Jemez Valley Public School Corrective Action Plan</p>	<p>Incomplete</p>

<p>The following items were in need of completion for the Jemez Valley Public Schools Corrective Action Plan:</p> <ol style="list-style-type: none"> 1. Math DASH improvement plan 2. Student Needs Assessment (per Indian Ed Act) 3. Revise internal control policies and procedures 4. Establish Governing Board Finance & Audit Committees <p>The following items have been completed for the Jemez Valley Public Schools Corrective Action Plan:</p> <ol style="list-style-type: none"> 1. Math Dash Plan 2. Student Needs Assessment (per Indian Ed Act): Assessment has been developed and administered at school level; five responses have been collected so far, and 14 reminders have been sent to non-respondents. Next steps include compilation, analysis, and sharing of data among staff; administration of a parent- and community-friendly Indigenous Student Needs Assessment among parents and community; compilation and analysis of all data; and consultation with tribal entities to share the results and collaborate for adaptation of curriculum to address revealed student needs 	<p>1) Math Dash complete</p> <p>2) Student needs assessment complete</p> <p>3) Revised Internal Control Policies and Procedures incomplete but will be approved at the GC meeting on 12.10.24</p>
<ol style="list-style-type: none"> 3. Internal Controls Policy and Procedures: Policy has been revised and is scheduled to be approved by San Diego Riverside Charter School Governing Council at its April board meeting. 4. Governing Board Finance and Audit Committees established; names and titles are posted at school website. https://sdrjvps.sharpschool.com/governing_council 	<p>4) Finance & Audit committees established/names submitted to PED but not posted on website incomplete</p>

Condition 3	
<p>Identify and describe the hired mentor(s) and his/her/their credentials for working with the administration and governing board in creating a strategic vision/Action Plan for the school to improve academic growth goals and to ensure that the governing board is providing effective, adequate oversight.</p>	<p>Partially Complete</p>
<p>Administrative Mentor: Dr. Kristina Kommander, 3B administrative licensure. PhD - Biomedical Sciences, MS and BA - Biology, adjunct professor UNM (University of New Mexico), Carrington College and IAIA (Institute of American Indian Arts). Fifteen years experience as a research scientist/lab director (project management and strategic planning, Presidential Achievement Award in 2000- Los Alamos National Laboratory), 20 yrs federal and state grant writing and coordination experience, WHCS Charter School reauthorization application (SY 2022-2027), development, integration and oversight of WHCS's educational plan (NMDASH), New Mexico's Multi-Layered System of Supports framework (MLSS) and equity plan framework</p>	<p>No Administrator Mentor contract in place, Dr. K serves as a science teacher.</p>
<p>Governing Board Mentor: PCSNM consultants. (Teresa Archuleta and Diego Gallegos (additional consultants as needed).)</p> <p>Educational Consultant; Director of School Quality and Support for Public Charter School of NM; Director of NM Coalition for Charter Schools; Director/General Manager at PED Charter Schools Division; Head Administrator at School for Integrated Academics and Technologies</p>	<p>Complete</p>

Strategic Goals	Actions/Activities	Person(s) Responsible	Timelines	Actions Completed	CSD ratings
Instructional Transformation	Diagnostics, Data Driven Instruction, MOU with Walatowa	Tony Archuleta Kristina Kommander	Transition period SY 2023-24, Start Date August 2024 - ongoing	MOU drafted, contracts in place for WHCS staff members for contractual work (September 2024)	Incomplete- although WHCS has been working with SDRC, no evidence the MOU has not been approved by the boards, SDRC's GC has this on the 12.10.24 agenda.
Talent Development	Sharing staff with WHCS, hiring new staff	Tony Archuleta	Immediately, continued until capacity is filled	Contracts in place with WHCS staff members for shared staff working contractually *Completed (September 2024)	Complete .52 FTE Science .20 FTE Math .36 FTE ELA shared teachers with WHCS, each teach one class per day

Indigenous Culture Development	Identify ways to integrate culture into the school	Native American Bilingual team	Based on tribal calendar	*Completed/ Ongoing (This is continuous throughout the school year)	Complete School activities in partnership with Jemez Pueblo, calendar aligned with tribal events
Update Governing Board policies & procedures	Work with mentor, PCSNM	Margie Creel Teresa Archuleta Diego Gallegos	Beginning June 2024 (training) - ongoing	*Complete July 2024 (Retreat scheduled for January 2025. We will review policies and procedures.)	Complete Mentors have begun working with the school

Condition 4a:	CSD ratings
<input type="checkbox"/> Completion of an Action Plan for addressing student growth. <input type="checkbox"/> Completion of an Action Plan for comprehensive teacher training program Describe the specific immediate action plan to correct student academic growth that is presently below state standards including identification of a robust strategic educational plan and a comprehensive teacher training program.	Incomplete Although the school has begun to make progress on many items, they did not start immediately as

<p>:Our intent to implement a robust strategic educational plan and comprehensive teacher training program will include three core components to correct academic growth: school leaders’ readiness to act, teachers’ readiness to teach, and improving students’ readiness to learn. These components are based on the Four Domains for Rapid School Improvement: Domain 1: Leadership for Rapid Improvement; Domain 2: Talent Management; Domain 3: Instructional Transformation; and Domain 4: Culture and Climate Shift. Within this framework, we will work to correct student academic growth by diagnosing student needs, implementing data-driven instruction, and hiring and retaining qualified staff to meet instructional needs of students. Our teacher training program will be based upon an initial school-wide needs assessment followed by building the capacity of all staff to deliver effective instruction; setting clear standards for instructional quality and student achievement; and providing targeted PD to support SDRS/WHCS turnaround priorities for teachers and leaders.</p>	<p>indicated in the proposed timeline.</p>
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Action for Student Growth/Teacher Training	Name and Title of Person Responsible	Timelines for Activity & Completion	Students Affected (grades)	Actions Completed	CSD ratings
Teacher Training:				<i>School Response:</i>	
Agile Mind Math PD	Math Instructor/Agile Mind Rep	Beginning July 2024, ongoing	6-8	Agile Mind representative has been contacted by Valerie Shaw in anticipation of approval of contract with SDRCS.	November training took place

<p>K-8 Amplify/Core Knowledge Language Arts Program (CKLA)</p>	<p>ELA Instructor/Core Knowledge Rep</p>	<p>Beginning July 2024, ongoing</p>	<p>K-8</p>	<p>Amplify/CKLA representative was contacted twice in April, 2024 to arrange a meeting for coordination of professional development, but meetings had to be rescheduled. Representative has been contacted within the past two weeks by Valerie Shaw in anticipation of contract approval.</p> <p>*Complete/Ongoing</p> <p>August 2024 training (New teacher PD is in process.)</p>	<p>Complete August 2024 training</p>
<p>Workplace Culture Shift</p>	<p>Educational Consultant</p>	<p>Beginning July 2024, ongoing</p>	<p>K-8</p>	<p>Contract has been proposed by admin mentor and ed consultant</p> <p>*Complete/Ongoing</p> <p>(In the process of establishing an MOU)</p>	<p>Complete - although the MOU was not signed, work began in the summer to create goals and look at data</p>

Staff capacity assessment PD/PLC	School Leadership Team	Beginning July 2024, ongoing	K-8	Contract has been proposed by admin mentor and ed consultant *Incomplete	Incomplete- although this was not started on time, the new HA is establishing a regular schedule for PLC meetings on Fridays.
PLC Walatowa High School/SDRS	Leadership/ Instructional Leader	Bi-weekly	K-8	WHCS has met with SDRCS for the first of anticipated staff PLC and professional development meetings; a calendar of meetings is in development (December 2024)	Incomplete —biweekly meetings have not occurred regularly
NMElevate (Teacher Evaluations)	Administrator	Ongoing	K-8	*In process (December 2024)	Incomplete
SEL PD	Counselor	Ongoing	K-8	Contract has been proposed by counselor *Incomplete	Incomplete

Planbook Software/Lesson Plan PD	Administrator Instructional Leader	Beginning July 2024, ongoing	K-8	Kristina Kommander and Valerie Shaw have proposed contracts for this work. *Incomplete	Incomplete- not started on time
Instructional Transformation	Leadership/ Leadership Team	Beginning July 2024, ongoing	K-8	Kristina Kommander and Valerie Shaw have proposed contracts for this work.	Complete - although the MOU was not signed, work began in the summer to implement new instructional programs
Vector Training Staff PD	Administrator, Instructional Staff	Beginning July 2024, ongoing	K-8	Kristina Kommander and Valerie Shaw have proposed contracts for this work. *Complete/Ongoing (Started in October. Some staff have completed raining. Others are still working on the modules)	Complete - this work has started
Student Growth:				Actions Completed	

IXL Diagnostics	Administrator Instructional Leader	Quarterly	Middle School		? Unclear if this work has begun
I-Ready Assessments	Administrator Instructional Leader Testing Coordinator	Three times a year	Elementary and Middle School	3/26/2024, 3/27/2024 (middle school) (BOY was I-Ready. MOY was NWEA to realign with charter contract)	Partially Complete NOTE: this action item may need to be changed to align with the school's contract w PEC which states NWEA would be used
SEL Activities	Counselor	Beginning July 2024, ongoing	Elementary and Middle School	Teacher are using SEL strategies	Complete
Reading Plus	Administrator Testing Coordinator	Transition Period, ongoing	Middle School	*Incomplete	Incomplete No contract
Reading Intervention	Reading Instructor Testing Coordinator	Continuous	Elementary and Middle School	*Complete/Ongoing (Renaissance Learning Grades 2-8. I-Station Grades K-3. Started in September 2024)	Complete- consistent use of Istation and Renaissance Learning

Math Intervention	Math Instructor	Continuous	Elementary and Middle School	Math intervention block	Partially Complete
Cultural Activities	Native American Bilingual team	Based on tribal calendar	Elementary and Middle School	Ongoing	Complete
Community Involvement	Community Outreach Coordinator Administrative Assistant	At least Quarterly	Elementary and Middle School	WHCS staff participated in SDRCS annual family picnic event WHCS community outreach coordinator has connected with Kellie Reynosa, activities coordinator at SDRCS, to plan participation by SDRCS families in WHCS family night August 28, 2024; school hosted Thanksgiving dinner *Complete/Ongoing	Complete

Condition 4b:	CSD ratings
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<input type="checkbox"/> Completion of sufficient tribal consultation.	Complete
<p>Narrative of Action Plan for Condition 4b</p> <p>Describe how you ensure “sufficient tribal consultation” with the:</p> <ul style="list-style-type: none"> ● Jemez Pueblo Leadership ● Jemez Pueblo Education Department <p>Describe how you will ensure that the Jemez Pueblo Education Department is consulted on key Pueblo issues like the Towa language curriculum.</p> <p>The principal and the school’s bilingual coordinator will attend monthly and quarterly meetings with the Pueblo of Jemez Education Department to consult on the implementation of the Towa Language Curriculum and other issues germane to language, culture, and tradition.</p>	<p>Previous administrator has met with the Jemez Department of Ed. New administrator is in the process of establishing a meeting with JDE</p>

Condition 4c:	CSD ratings
<input type="checkbox"/> Completion of/evidence for compliance with Open Meetings Act for all GB meetings <i>As shown by posting board agendas online</i> <input type="checkbox"/> Completion of mandatory training for all GB members <i>as shown by training hours reported</i> <input type="checkbox"/> Completion of Head Administrator Evaluation Process <i>by identifying the date of the evaluation</i> <input type="checkbox"/> Completion of Head Administrator Evaluation Tool that conforms to national best practices. <i>by providing a copy of the tool</i>	<p>Progress noted</p> <p>Although the school has begun to make progress on many items, they did not start immediately as indicated in the</p>

	proposed timeline for board mentorship.
<p>Describe what the Action Plan and person consulted/hired to ensure that the GB is operating according to the law and complying with the OMA?</p> <p>Kelly Callahan will provide an all-day integrated governing board training focused on specific challenges facing SDRCS's Governing Council. The School attorney, Patricia Matthews, will be available to help focus attention on past issues with Governing Council procedures and to describe the board's responsibilities and expectations as a PEC-authorized charter school. This Training will occur after PEC contract negotiations are completed so that the GB can focus on the contract, performance framework and conditions.</p> <p>The Governing Council voted to enter into a Memorandum of Understanding - Governing Board Coaching/Mentoring with Public Charter Schools of New Mexico. The scope of the MOU can be provided upon request. The GC also approved hiring a coach via PCSNM. The Project Overview in the MOU describes the services contracted for as:</p> <p style="padding-left: 40px;">An experienced, knowledgeable Public Charter Schools of New Mexico (PCSNM) Governing Board (GB) Coach will facilitate customized, year-long training that will meet XS's GB development needs. This program will include effective governing systems, board self-assessment/strategic planning, Performance Contract/Framework oversight, Head Administrator evaluation, <i>SCHOOL</i> policy review and assessment and GB practices that meet all the required PED governing training elements utilizing the instructional strategy, "learning while doing."</p> <p style="padding-left: 40px;">The PCSNM customized GB coaching services will include attendance by the GB Coach at six meetings to provide training, support, and coaching. In addition, the GB Coach will be available for telephone/video conferencing consultation scheduled by the Board President/Head Administrator. A final GB assessment, review and planning at the end of the school year will consolidate the year's work into a firm direction for future governing board development.</p> <p>Describe the Head Administrator Evaluation process and Evaluation tool to be adopted and used by the GB to evaluate the San Diego Riverside Head Administrator (upload HA Evaluation Tool to Shared Drive).</p>	

<p>The Governing Board will use NMPED principal evaluation forms or forms and procedures as recommended by PCSNM coach/mentor as part of the service provided in the above-described MOU. PCSNM has developed a robust evaluation tool and can assist the Governing Council on best practices for evaluating its head administrator.</p>	
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Action	Name and Title of Person Responsible	Timelines for Activity & Completion	Outcomes School response	CSD Rating
Kelly Callahan or designee Hired as Mentor	Margie Creel	March 5, 2024	<p>The contract with PCSNM in place</p> <p>*Complete/Ongoing</p>	<p>Complete - Kelly Callahan began working school, contract in place with Theresa & Diego through PCSNM</p>
Established Audit and Finance committees	Audit: Finance	February 2024	<p>The SDRCS Governing Council's agendas will have a standing item for each committee to report at every regular meeting.</p> <p>*Complete/Ongoing</p>	<p>Partially Complete unclear when they started meeting or if they meet monthly, most recent GC meeting minutes reflect finance committee met</p>

<p>Condition 4d:</p>	
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Completion of Action Plan to correct unsatisfactory fiscal management

Completion of instituting a trained legally compliant finance and audit committee

See details below:

Describe the Action Plan to ensure conformance with generally accepted standards of fiscal management? (Include your finance and audit committee information and descriptions to ensure your adequate internal control policies and procedures and improved audits.)

Audit and Finance Committees will convene an hour prior to every board meeting to view all expenditures and ensure that all procurement transactions are in accordance with the NM Procurement Code. Documentation will be maintained and filed for review as needed.

Audit Committee members:

Margaret Creel, Chair, Audit Committee

Susan Bacca, Vice Chair, Audit Committee

Kiyanie Upshaw, Member, Audit Committee

Finance Committee members:

David Toledo, Secretary, Finance Committee

La Donna Yepa, Member, Finance Committee

Angela Lerner, Business Manager, K12 Accounting; Member, Finance Committee

Action	Name and Title of Person Responsible	Timelines for Activity & Completion	Actions Completed	
Revised Internal Controls Policy	Valerie Shaw/Margie Creel	March 14, 2024	<i>Policy has been uploaded to San Diego Riverside shared folder</i>	Incomplete The board has not approved, GC to approve at 12.10.24 meeting
Meeting of both audit and finance committees	Chair of subcommittee	Prior to each meeting	<i>(Provide names of members and agendas)</i> <i>*Complete/Ongoing</i>	Partial Complete <i>Names of members identified. No agendas provided. Evidence of finance committee meeting in some board agendas</i>
Report to Governing Board	Chair of subcommittee	Each governing board meetings	<i>(Provide agendas)</i> <i>See school website:</i> https://sdrjvps.sharpschool.com/governing_council <i>*Complete/Ongoing</i>	Partial Complete <i>Evidence of finance committee meeting in some board agendas since March</i>