

MONITORING INSTRUMENT ITEM REPORT

New Mexico School for the Arts PEC Authorized Performance Review

ACADEMIC PERFORMANCE FRAMEWORK

I-A: Overall Academic Tier Rating

Updated 01/08/2021 by Megan Maestas

SEA Status	.
LEA Status	In Progress
Comments by SEA	<p>The PEC Tier Levels are based on three indicators: (1) NM School System of Support and Accountability, (2) Subgroup Performance, and (3) Mission Specific Goals. Due to the COVID-19 health emergency school closures in Spring 2020, schools were waived from state assessments and unable to complete other assessments and projects required to meet mission goals. Therefore, Tier Levels are not assigned for 2019-2020.</p> <p>In lieu of data regarding the goals, the school has provided its Continuous Learning Plan, which will not be rated. In addition, once reports are released for 2019-2020, the limited student performance data available from the NM School System of Support and Accountability will be noted here.</p>
Comments by LEA	
Compliance Indicators	<p>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.</p> <p>Indicator 1 (NM System of School Support and Accountability components) includes 1.1 Math and Reading Proficiency, 1.2 English Learner Progress toward English Language Proficiency, 1.3 Science Proficiency, 1.4 Growth of Highest-Performing Students (Q4), 1.4 Growth of Middle-Performing Students (Q2/Q3), 1.5 Growth of Lowest-Performing Students (Q1), 1.7 Graduation Rates, 1.8 Growth in 4-year Graduation Rate, 1.9 Career and College Readiness, 1.10 Chronic Absenteeism, and 1.11 Educational Climate Survey, Multi-Cultural Initiatives and Socio-Emotional Learning (SEL).</p> <p>Indicator 2 (Subgroup Performance) includes 2.1 Growth of Higher-Performing Students (Q4), 2.2 Growth of Middle-Performing Students (Q2/Q3), 2.3 Growth of Lower-Performing Students (Q1), and 2.4 Subgroup Proficiency for all eligible subgroups.</p> <p>Indicator 3 (Mission Specific Goals - OPTIONAL in 2018) includes school-proposed and PEC-approved mission-specific goals that are specific, measurable, attainable, rigorous, and time-bound.</p>
Requested Documents	
Other Documents	
Legal References	

FINANCIAL PERFORMANCE FRAMEWORK

III: Financial Performance Framework

Updated 03/04/2021 by Megan Maestas

SEA Status	Meets Standard
LEA Status	In Progress
Comments by SEA	<p>04 MAR 2021 PED Rating: The PED Team rated this indicator as Meets Standard because the school provided the completed financial self-assessment signed and dated by the three required individuals (Head Administrator, Business Manager, and Chair of the Finance Committee).</p>

PED Note: As outlined on page 6 of the PEC Charter Performance Review and Accountability System, the school

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principal, school business manager and the chair of the Finance Committee will complete and sign the survey 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 FOLLOW-UP: School provides a copy of the survey no later than 08 FEB 2021. Please be sure that the self-assessment survey is completed in its entirety, dated, and signed by the head administrator, the school business manager, and the finance committee chair.

Comments by LEA

Compliance Indicators **UNDER DEVELOPMENT**
Until the financial performance framework is finalized and approved by the PEC, the school is to provide the financial self-assessment survey.

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-1a: (1a) Education Program: Mission & EducProgram

Updated 01/08/2021 by Megan Maestas

SEA Status **Meets Standard**

LEA Status **In Progress**

Comments by SEA **08 JAN 2020 PED Note:**
School Mission: NMSA provides access to a rigorous mastery arts and academic high school education for youth with passion and aptitude in the arts, leading to post-secondary learning, careers in the arts, and lives that contribute to society.

Educational Program: Per the school's contract and performance framework, the school's comprehensive educational program is:

- The school will maintain admissions criteria designed to admit students who show exceptional promise or aptitude in the arts and a strong desire to pursue a career in the arts. (NMSA admits students based on passion, promise, and aptitude for the arts.) The admissions process will be conducted in a way that provides equal opportunity for admission to each prospective student regardless of that student's exposure to previous artistic training and without regard to the student's ability to pay residential costs. The board shall ensure, to the greatest extent possible and without jeopardizing admissions standards, that an equal number of students is admitted to the school from each of the state's congressional districts
- The school shall conduct outreach activities throughout the state to acquaint potential students with the programs offered by the school. The outreach activities shall include programs for middle school students and workshops for teachers. There shall be no admissions criteria established for participation in outreach activities.
- The school, either through a foundation or other private or public funding sources, shall obtain funding to ensure that the school has adequate revenue to pay for all expenses associated with outreach activities provided for in Section 22-15F-6 NMSA 1978 and for room and board costs for those students who are not able to pay the full cost of room and board as provided in Section 22-15F-7 NMSA 1978.
- The school shall provide an annual report to the PEC in June as required by 22-15F 6.C NMSA that includes:
 - o non-personally identifiable demographic information about both applicants (to the extent available) and students admitted to the school delineated by counties, congressional districts, socioeconomic status, gender and ethnicity; and
 - o the number of students who requested financial assistance for room and board, the total amount of financial assistance provided, and the amounts distributed delineated by the source of gifts, grants and donations received

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by the school.

- The school will offer intensive pre-professional instruction in the performing, creative writing, and visual arts combined with a strong academic program that leads to high school diploma.

- Art disciplines of Creative Writing & Literature, Dance, Music, Theater and Visual Arts will be offered.

- The school will offer a Guest Artist Program that augments students' technical skills, provides mentors and real-life examples of what can be achieved, expands imaginations as to what can be dreamt, and supports and inspires the regular teaching staff.

Student Enrollment and Grade Levels Served: The school's contract states it is "authorized to serve no more than 300 students in grades 9-12."

Requested Follow-Up: None present at this time.

Comments by LEA

Compliance Indicators Is the school implementing its mission and educational program 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 03/04/2021 by Megan Maestas

SEA Status Unable to review - COVID

LEA Status In Progress

Comments by SEA 04 MAR 2021 PED Rating: The PED Team rated this indicator as Unable to Review - COVID 19, because the school's annual site visit was scheduled to take place during the state-wide school closure. Ultimately, the CSD was unable to conduct the school's site visit and therefore was unable to review the criteria specific to this indicator. The CSD Team will prioritize review of these items during the school's next on-campus site visit.

08 JAN 2020 PED Note:

District Test Coordinator (DTC): The DTC shall complete the DTC's "Test Coordinator Assessment and Security Training and provide test security training to the school staff each academic year. Since the PED team was unable to visit the school due to the school closure (March -June) as a result of the global pandemic, this was not reviewed.

Prior Year State Assessments: State mandated assessments are to be provided to parents with copies placed in student cumulative files as per the Assessment Bureau directive, primarily for parent inspection and ease of access purposes. The most recent tests were TAMELA. Since the PED team was unable to visit the school due to the school closure (March -June) as a result of the global pandemic, this was not reviewed.

Administration of State Mandated Assessments: Per the PED Communications dated, 20 APR 2020, the federal Department of Education approved the PED's request waiver for administering state-mandated assessments. Specifically, this waiver is applicable for the 2019-20 academic year and allows New Mexico to forgo or cancel statewide testing that would be typically administrated in March through June 2020.

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Requested Follow-Up: None present at this time.

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

Updated 03/04/2021 by Megan Maestas

SEA Status Unable to review - COVID

LEA Status In Progress

Comments by SEA 04 MAR 2021 PED Rating: The PED Team rated this indicator as Unable to Review - COVID 19, because the school's annual site visit was scheduled to take place during the state-wide school closure. Ultimately, the CSD was unable to conduct the school's site visit and therefore was unable to review the criteria specific to this indicator. The CSD Team will prioritize review of these items during the school's next on-campus site visit.

08 JAN 2020 PED Note:

Special Education Coordinator: The Special Education Coordinator and Teachers shall have Special Education licenses issued through the NM PED. Since the PED team was unable to visit the school due to the school closure (March –June) as a result of the global pandemic, this was not reviewed.

Review of Student IEPs: Since the PED team was unable to visit the school due to the school closure (March – June) as a result of the global pandemic, the IEP files were not reviewed. IEPs shall have individualized goals for each student based on identified needs per the student's IEP Team. Accommodations/modifications for the general education setting, specific to the student's learning needs should be included. The Prior Written Notice and the meeting participants' page, signed with proper representation, shall be in the file.

Direct Service Log: Since the PED team was unable to visit the school due to the school closure (March –June) as a result of the global pandemic, the PED team was not able to observe direct service logs maintained by the special education staff.

Overdue IEP and Evaluation: At the time of the site visit, the school had zero (0) overdue student IEPs/Evaluation identified on the 120-day 'Overdue IEP and Evaluation Report' reported in STARS.

Federal and State regulations: Compliance with all applicable federal and state special education rules and regulations will be evaluated using continuous desktop monitoring throughout the academic year and through NM PED cross-bureau collaboration. This indicator will remain "Pending" until final review of the annual report, which will be conducted after the end of the academic year.

Requested Follow-Up: None present at this time.

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

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Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 03/15/2021 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 04 MAR 2021 PED Rating: The PED team rated this indicator as Working to Meet Standard because the school provided sufficient evidence as requested in the follow-up, specifically the school's ELP Error Report with noted action steps that the school took to correct or address any error yielded on that report. As a result, the school has instituted remedies that have resulted in compliance or demonstrated prompt movement toward compliance with law.

08 JAN 2020 PED Note: The school shall have an ELL Coordinator/Teacher appropriately licensed by the NM PED.

WIDA Administration: Please note that all students who are identified as English Language Learners must be assessed annually on the WIDA ACCESS until they achieve an overall composite score of a 5.0 or better. Parents can opt out of ELL services but students must continue to be assessed each year until they reach proficiency, per federal regulations. The WIDA Test Administrator shall complete WIDA training online each academic year. The school shall provide WIDA ACCESS scores to parents with copies placed in student cumulative files. Since the PED team was unable to visit the school due to the school closure (March –June) as a result of the global pandemic, this was not reviewed.

English Learners: Seven (7) students were listed on the 120-day 'ELL Students by location' report in STARS.

ELL Eligibility: Students who are new to public schools in NM (including all Kindergarteners) should complete a Language Usage Survey. For all other students (nearly all transfer students), the school should request records from the previous school(s) AND should research ACCESS (ELP) scores in STARS to determine each students' ELL eligibility.

STARS ELP Error Report: The STARS "ELP Error Report" may be used to identify students not previously identified as EL at the school who had actually been administered an ACCESS assessment in the past. It also lists students identified as EL at the 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. There were seven (7) students listed on this report. It is recommended that the school run this report after each reporting window to identify and correct potential errors. The report is located within STARS at: District and Location Reports --> BMEP, EL, and Title III Reports for Language and Culture Bureau -->ELP Error Report for each Reporting Snapshot.

Annual Notice: A parent notification letter shall be sent annually, at the beginning of the each school year, not just once during a student's educational career. Please note that the ACCESS score report could definitely be attached to a notification letter, but alone, does not constitute annual notification since the score report does not provide all the information a parent is entitled to know about their child's EL status.

Since the PED team was unable to visit the school due to the school closure (March –June) as a result of the global pandemic, this was not reviewed.

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

Requested Follow-Up: No later than 08 FEB 2021, the school is asked to provide the following through this

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indicator:

- The school is to investigate the status of the seven (7) students listed on the STARS ELP Error Report (Student IDs Include: 778485193, 239714744, 742869118, 748683737, 258767318, 264437120, 658478979) and make notes regarding the results and how any errors were corrected. The report should be uploaded to this indicator - with student names redacted.

PED REMINDER: According to the New Mexico ESSA State Plan, English Learner progress, as indicated by growth on the WIDA ACCESS test, is included in the NM System of Support and Accountability reports.

02.28.2020: The Language and Culture Bureau reported that the school is participating in the Culturally and Linguistically Responsive (CLR) Instruction professional development that includes Pathway 1 for leaders (three sessions) and Pathway II for educators (one 2-day session).

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 01/08/2021 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 08 JAN 2021 PED Rating: The PED team rated this indicator as Meets Standard because no evidence has been reported to the Division that would indicate non-compliance with applicable laws, rules, and regulations in this area for the 2019-2020 school 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 01/08/2021 by Megan Maestas

SEA Status Not Applicable

LEA Status In Progress

Comments by SEA 08 JAN 2020 PED Note: Please note, the PEC has waived the requirement for development and implementation of a school improvement plan or NMDASH Plan for this academic year due to the limited and untimely availability of

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academic data used to determine if an NMDASH Plan is required, per the school's performance framework. This indicator will be rated as Not Applicable.

Requested Follow-Up: None present at this time.

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.)

For 2019-2020, the Public Education Commission has waived the school improvement plan requirement due to the fact that academic performance data for 2018-2019 was not released until Spring 2020.

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-2a: (2a) Financial Mgmt/Oversight: Compliance

Updated 03/15/2021 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 04 MAR 2021 PED Rating: The PED team has rated this indicator as Meets Standard because the school did not receive an audit finding on the FY19 published Audit Report.

PED Note: The NM Office of the State Auditor released the FY19 Audit Report in Spring 2020 and the school has zero audit findings listed.

REQUESTED FOLLOW-UP: None

School Financial Reports: Per NMSA § 22-8-13.2(B), school districts and charter schools shall post the reports required under Subsection A of this section on the school district's or charter school's web site. Please note that this will be reviewed and rated in FY2021.

PED Note: This indicator is evaluated via continuous desktop monitoring throughout the academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if additional follow-up is requested. This indicator will receive a final rating after the final review, which will be conducted after the end of the academic year.

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

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Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-2b: (2b) Financial Mgmt/Oversight: Acct. Principles

Updated 03/15/2021 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA PED Note: The NM Office of the State Auditor released the FY19 Audit Report in Spring 2020. According to that report, the school did not have any significant deficiencies or material weaknesses.

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 03/15/2021 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA PED Note: The NM Office of the State Auditor released the FY19 Audit Report in Spring 2020 and the school did not have any repeat audit findings listed.

REQUESTED FOLLOW-UP: None

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

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II-2d: (2d) Financial Mgmt/Oversight: Grant Funds Mgmt

Updated 01/08/2021 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 08 JAN 2021 PED Rating: The PED team rated this indicator as Meets Standard because no evidence has been reported to the Division that would indicate non-compliance with applicable laws, rules, and regulations in this area for the 2019-2020 school year.

PED Note: This indicator is evaluated via continuous desktop monitoring throughout the academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if additional follow-up 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 academic year.

Comments by LEA

Compliance Indicators Is the school managing grant funds responsibly? Are at least 10% of RFRs submitted to the PED each quarter? Did the school expend at least 99% of grant funds for all accounts without reversion?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-2e: (2e) Financial Mgmt/Oversight: Fiscal Mgmt Staff

Updated 03/15/2021 by Megan Maestas

SEA Status Working to Meet Standard

LEA Status In Progress

Comments by SEA 04 MAR 2021 PED Rating: The PED team rated this indicator as Working to Meet Standard because the school provided sufficient evidence as requested in the follow-up, specifically evidence of the school's CPO registration on the NM State Purchasing department website. As a result, the school has instituted remedies that have resulted in compliance or demonstrated prompt movement toward compliance with law.

08 JAN 2020 PED Note:

Audit Committee: The Audit Committee shall contain six (6) individuals. Per NMSA § 22-8.12.3 (C), the audit committee must have two (or more as long as it does not constitute a quorum) GB members, 1 volunteer who is a current parent, 1 volunteer with finance knowledge and experience, the Head Administrator and Business Manager. Since the PED team was unable to visit the school due to the school closure (March –June) as a result of the global pandemic, this was not reviewed.

Finance Committee: The Finance Committee shall contain two (2) Governing Board members. Per 22-8-13.2(B) § NMSA, the Finance committee must be comprised of at least two members of the board (or more as long as it does not constitute a quorum). Since the PED team was unable to visit the school due to the school closure (March –June) as a result of the global pandemic, this was not reviewed.

Chief Procurement Officer (CPO):The PED team reviewed the New Mexico Purchasing Division's list of registered CPOs, which indicated that Chelamia Quintana is serving as the school's CPO. The CPO did not complete the annual online registration with the NM State Purchasing Division dated 21 MAY 2019, which is now overdue. The

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Chief Procurement Officer List can be located online at:
<https://www.generalservices.state.nm.us/statepurchasing/chief-procurement-officer-list.aspx>

School Business Official: The school shall have a School Business Official (SBO) with a School Business Official license issued through the NM PED. Since the PED team was unable to visit the school due to the school closure (March –June) as a result of the global pandemic, this was not reviewed.

Change Notifications (School Business Official and Chief Procurement Officer): Per PEC policy, all changes must be reported timely. Please see <https://webnew.ped.state.nm.us/bureaus/public-education-commission/policies-andprocesses/amendment-request/> for policy and forms.

Requested Follow-Up: No later than 08 FEB 2021, the school is to provide the following through this indicator:
• Evidence of the school's CPO current annual registration on the NM State Purchasing Division website. Evidence may include a screenshot of the NM Purchasing Divisions webpage.

Comments by LEA

Compliance Indicators Is the school adequately staffed to ensure proper fiscal management with a licensed school business official and certified State Procurement Officer? Does the Governing Board have the appropriate members represented in each of the Audit and Finance Committees? Do the governing council's audit and finance committees meet as required?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-2f (2019+): II-2f Financial Management & Oversight:

Updated 01/08/2021 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 08 JAN 2021 PED Rating: The PED team rated this indicator as Meets Standard because no evidence has been reported to the Division that would indicate non-compliance with applicable laws, rules, and regulations in this area for the 2019-2020 school year.

PED Note: This indicator is evaluated via continuous desktop monitoring throughout the academic year or as provided via NM PED cross-bureau collaboration. The CSD team will notify the head administrator via email if additional follow-up 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 academic year.

Comments by LEA

Compliance Indicators 2019+ CONTRACTS ONLY

Is the school meeting their obligations timely and with appropriate internal controls? Are bills, invoices, or other liabilities paid in a timely fashion and does the accounts payable transaction cycle meet standards for internal controls?

Requested Documents

Other Documents

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Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-3a: (3a) Governance&Reporting: Governance Requirements

Updated 01/08/2021 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 08 JAN 2020 PED Note:
School Website: The Governing Board meeting agendas are posted online, a requirement of the law. (Please note that the agenda must be posted at least 72 hours in advance of the meeting.) The PED team further recommends that the following also be posted on the school website: (a) the Governing Body Bylaws, (b) the annual OMA (Open Meetings Act) resolution, and (c) meeting minutes.

Annual OMA Resolution: The governing board's Annual Open Meetings Act Resolution was observed on the school's website.

Governing Board By-Laws: The governing board by-laws are located on the school's website.

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. The board has five (5) seated members. Membership did not drop below the required five (5) members during the academic year.

Governing Board Designated 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). The board had three officers designated.

Change Notifications (Head Admin, Charter Representative(s), Governing Board Member(s)): Per PEC policy, all changes must be reported timely. Please see <https://webnew.ped.state.nm.us/bureaus/public-education-commission/policies-andprocesses/amendment-request/> for policy and forms.

Governing Board Annual Training Compliance: The PED team reviewed the school's governing board compliance regarding mandatory training hours per NMAC 6.80.5.8 (new) and 6.80.5.9 (continuing). Of the five (5) seated governing board members, five (5) completed all required training hours for 2019-2020. One (1) governing board member completed zero (0) hours of training and resigned from the board during the fiscal year. In addition, it should be noted that the school earned an exemption in academic requirements based on specific school performance criteria. Please see attached analysis for the completed training-hours, per governing board member.

Annual Head Administrator Evaluation: The Governing Board must formally evaluate the Head Administrator each year. The PED team typically requests evidence of the prior school year's final evaluation. Evidence may be a copy of the evaluation, a copy of the dated signature page, or Governing Board meeting minutes which include a discussion of the evaluation of the Head Administrator by the Governing Board. Since the PED team was unable to visit the school due to the school closure (March –June) as a result of the global pandemic, this was not reviewed.

Requested Follow-Up: None present at this time.

PED Note: additional documentation may be requested throughout the academic year and will be communicated through this Web-EPSS indicator and via email to the head administrator and governing board President.

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

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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 03/15/2021 by Megan Maestas

SEA Status Unable to review - COVID

LEA Status In Progress

Comments by SEA 04 MAR 2021 PED Rating: The PED Team rated this indicator as Unable to Review - COVID 19, because the school's annual site visit was scheduled to take place during the state-wide school closure. Ultimately, the CSD was unable to conduct the school's site visit and therefore was unable to review the criteria specific to this indicator. The CSD Team will prioritize review of these items during the school's next on-campus site visit.

08 JAN 2020 PED Note: Since the PED team was unable to visit the school due to the school closure (March – June) as a result of the global pandemic, none of these areas were reviewed.

Anti-Nepotism Policy: The school shall have an Anti-Nepotism policy that aligns with statute, NMSA § 22-5-6 and § 10-16-3.

Conflict of Interest Policy: The school shall have a Conflict of Interest policy that aligns with statute, NMSA § 22-8B-5.2. Since the PED team was unable to visit the school due to the school closure (March –June) as a result of the global pandemic, this was not reviewed.

Requested Follow-Up: None

Comments by LEA

Compliance Indicators Is the school complying with nepotism and conflict of interest requirements? Are the school and governing board free of nepotism and conflicts of interest?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-3c: (3c) Governance&Reporting: Reporting Requirements

Updated 03/15/2021 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 04 MAR 2021 PED Rating: The PED team rated this indicator as Meets Standard because no evidence has been reported to the Division that would indicate non-compliance with applicable laws, rules, and regulations in this

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area for the 2019-2020 school year.

08 JAN 2020 PED Note:

Annual Site Visit Report: Once the PED team releases the final annual site visit report in Web-EPSS, the Head Administrator and the Governing Board president will be notified via email. The report can be printed in pdf format. It is recommended that the report be reviewed and discussed by the Governing Board, preferably as an agenda item and not via email, to avoid a rolling quorum. Beginning in 2020-2021, evidence of this discussion (e.g., GB meeting minutes discussing concerns and steps the GC will take to remedy such concerns) must be provided in this indicator for the prior academic year.

JUL 2020 PED Note: Per the School's contract, the school must provide an annual report to the PEC given the school's unique statute. The school presented their annual report during the JUL 2020 regular PEC meeting. The School's annual report is also uploaded in the documents section of this indicator. Nothing further is requested.

PED NOTE: This indicator is also evaluated via continuous desktop monitoring throughout the academic year or as provided via NM PED cross-bureau collaboration. The PED team will notify the head administrator via email if additional follow-up 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 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 03/15/2021 by Megan Maestas

SEA Status Unable to review - COVID

LEA Status In Progress

Comments by SEA 04 MAR 2021 PED Rating: The PED Team rated this indicator as Unable to Review - COVID 19, because the school's annual site visit was scheduled to take place during the state-wide school closure. Ultimately, the CSD was unable to conduct the school's site visit and therefore was unable to review the criteria specific to this indicator. The CSD Team will prioritize review of these items during the school's next on-campus site visit.

08 JAN 2020 PED Note: Since the PED team was unable to visit the school due to the school closure (March – June) as a result of the global pandemic, none of these areas were reviewed.

Instructional Hours: In light of state-wide school closures due to the COVID-19 health crisis, per the PED news-release dated 27 MAR 2020, "Schools will not be required to make up the missed instructional days between March 16 and April 3, but for the remaining weeks of the school year to be waived, districts must develop both technology-based and non-technology based continuous learning plans..."

Continuous Learning Plans (CLP): The school submitted its CLP timely and is on file with the Charter School Division.

McKinney Vento Act: The school shall have a designated McKinney Vento liaison who completes two levels of training. The school shall have an approved McKinney Vento dispute policy that aligns with federal regulations and contains the appropriate dispute resolution levels, to include the Governing Board. The PED team recommends the use of a Housing Questionnaire(s) within each student registration packet to be used by the school to help

MONITORING INSTRUMENT ITEM REPORT

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identify students potentially facing homelessness or housing transition. The school shall post McKinney Vento informational posters with liaison contact information around the school. For questions, please contact the State Homeless Education Liaison (Dana Malone).

Student Assistance Team (SAT): The school shall have a SAT Coordinator. Each student SAT folder shall contain documents such as teacher referral packet, parent SAT invitation, SAT meeting notes with student data and test score information, tier-interventions that have been used to support the student and the result of those interventions, student achievement data from assessment vendors, attendance records, student observation notes, etc.

Student Next Step Plans (NSP): Next Step Plan shall be prepared by and for students in grades 9, 11, and 12. The NSPs shall contain student's post-secondary goals, personal goals, post-secondary entrance applications (if applicable), extra help strategies the student identified, family and community systems of support, course work completed toward a high school diploma, and the student's chosen career pathway. Involvement by the school, student, and parent shall be evidenced by signatures from each year the NSP was re-visited.

Student Cumulative File Review: Individual student immunization records shall be maintained in either the student cumulative file or in a centrally located health file.

Requested Follow-Up: None present at this time.

Comments by LEA

Compliance Indicators Is the school meeting protecting the rights of all students, including maintaining fair lottery, admissions, enrollment and discipline practices? Does the school comply with the McKinney Vento Act, including a McKinney Vento dispute policy that meets ESSA guidelines and has been approved by the Governing Board? 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 01/08/2021 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 08 JAN 2020 PED Note:
Attendance Policy: In light of 2019 approved legislation, the school is asked to review its current attendance policy and notifications to ensure it fully aligns with the "Attendance for Student Success Act". Revision to the school's policy should also include differentiation in the tiered student supports and parental notification in relation to attendance matters. The PED team has included, within the indicator, the approved legislation that outlines the revision to requirements for attendance reporting and student interventions provided for monitoring student attendance. The PED team will review the school's attendance policy, established interventions and parent notification during the 2020-21 annual site visit.

Attendance Rate: According to STARS, the attendance rate for the year was 95.02%, which meets the goal of 95%, identified in the school's PEC approved Organizational Performance Framework. The referenced report can be found in STARS at District and Location Reports --> Mobility, Truancy and Chronic Absenteeism --> Chronic Absenteeism Report.

Chronic Absenteeism: According to STARS, the chronic absenteeism rate at the time of the site visit was 8.84%. The referenced report can be found in STARS at District and Location Reports --> Mobility, Truancy and

MONITORING INSTRUMENT ITEM REPORT

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Chronic Absenteeism --> Chronic Absenteeism Report.

Retention of enrolled students during the year: According to STARS, the withdrawal rate during the prior school year (2018-2019) was 5.02 % (94.98% retained), which exceeds the goal of 80% set by the PEC in the Organizational Performance Framework. The referenced report can be found in STARS at District and Location Reports --> Options for Parents --> Charter School Enrollment Report.

Recurrent Enrollment (between last year and the current year): According to STARS, the school's recurrent enrollment for the present school year (2019-2020) was 93.08%, which exceeded the goal of 70% set by the PEC in the Organizational Performance Framework. The referenced report can be found in STARS at District and Location Reports --> Options for Parents --> Charter School Enrollment Report.

Requested Follow-Up: None present at this time.

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)Student&Employee:Staff Credential Requirements

Updated 03/15/2021 by Megan Maestas

SEA Status Unable to review - COVID

LEA Status In Progress

Comments by SEA 04 MAR 2021 PED Rating: The PED Team rated this indicator as Unable to Review - COVID 19, because the school's annual site visit was scheduled to take place during the state-wide school closure. Ultimately, the CSD was unable to conduct the school's site visit and therefore was unable to review the criteria specific to this indicator. The CSD Team will prioritize review of these items during the school's next on-campus site visit.

08 JAN 2020 PED Note: Since the PED team was unable to visit the school due to the school closure (March – June) as a result of the global pandemic, none of these areas were reviewed.

Head Administrator: The school shall have a NMPED-licensed head administrator.

Licensure/Endorsement Discrepancy Report: At the 120-Day reporting window, the school's Endorsement by Course Discrepancy report yielded zero discrepancies and it appeared the teaching staff was not offering instruction outside of their license and/or endorsement.

Contracted Staff Files: Per the Professional Licensure Bureau guidance, the school must maintain staff files for all contracted staff which should include: 1) a cleared background check OR an official letter from the contracted service agency stating the service provider has a valid background check on file, 2) a copy of NM PED License, and 3) a copy of National Board License, if applicable. Since the PED team was unable to visit the school due to the school closure (March –June) as a result of the global pandemic, this was not reviewed.

Requested Follow-Up: None present at this time.

MONITORING INSTRUMENT ITEM REPORT

New Mexico School for the Arts PEC Authorized Performance Review

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 long-term substitute and endorsement waivers and alternative licensure.

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

II-4d (site visit): 4d Students&Employees: Employee Rights

Updated 03/15/2021 by Megan Maestas

SEA Status Unable to review - COVID

LEA Status In Progress

Comments by SEA 04 MAR 2021 PED Rating: The PED Team rated this indicator as Unable to Review - COVID 19, because the school's annual site visit was scheduled to take place during the state-wide school closure. Ultimately, the CSD was unable to conduct the school's site visit and therefore was unable to review the criteria specific to this indicator. The CSD Team will prioritize review of these items during the school's next on-campus site visit.

08 JAN 2020 PED Note: Since the PED team was unable to visit the school due to the school closure (March – June) as a result of the global pandemic, none of these areas were reviewed.

CONTRACTS: Personnel files shall include copies of the contract for the current year, signed by the employee and employer.

Teacher Summative Reports: Personnel files of teachers shall contain prior year NM Teach Summative Reports, signed by the educator and head administrator.

Salary Schedule: The school shall have an approved salary schedule which meets or exceeds the minimum teacher salaries established by NM PED.

Pre-T&E Review: All teaching personnel files shall contain evidence of official transcript(s) and employment verification, which align with the education and years of services identified in the respective educator current year contract.

Teacher Professional Development Plan (PDP): PDPs shall be developed and maintained online within the Frontline Oasis platform. In addition, school leaders are to complete goal-setting PDPs by the 40th day and conduct walk-throughs and/or observations as outlined in Frontline.

Mentorship: A formal mentorship program shall be provided, per NMAC 6.60.10.2. Mentors shall receive additional compensation for mentoring OR mentoring of novice teachers shall be written into the mentor's job description. In addition, the school mentorship program shall include all components of NMAC 6.60.10.8.

Requested Follow-Up: None at this time

Comments by LEA

Compliance Indicators Is the school respecting employee rights, including, but not limited to, completion and submission of NMTEACH evaluations and observations, personnel files contain signed NMTEACH reports and teacher contracts, the School Personnel Act, Charter School Act, FMLA, ADA, etc? Does the school have an established salary schedule that is in

MONITORING INSTRUMENT ITEM REPORT

New Mexico School for the Arts
PEC Authorized Performance Review

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 03/15/2021 by Megan Maestas

SEA Status Unable to review - COVID

LEA Status In Progress

Comments by SEA 04 MAR 2021 PED Rating: The PED Team rated this indicator as Unable to Review - COVID 19, because the school's annual site visit was scheduled to take place during the state-wide school closure. Ultimately, the CSD was unable to conduct the school's site visit and therefore was unable to review the criteria specific to this indicator. The CSD Team will prioritize review of these items during the school's next on-campus site visit.

08 JAN 2020 PED Note: Background Checks: All school personnel files shall contain evidence of a complaint and valid background check.

Background Check Policy: In light of the 2019 approved legislation, the school is asked to review its Background Check policy to ensure alignment with the revised requirements. The Governing Board may want to consult with the school's attorney regarding this matter. Revisions include but are not limited : obtaining a pre-employment background check for all school personnel (including licensed and non-licensed staff) paid by the school and insuring that contractors and volunteers have cleared background checks which the school is not required to fund. The school should also consider procedures for clearing a pre-employment background check that is returned with "hits" and identifying school personnel that are responsible for reviewing and clearing pre-employment background checks. The PED team encourages the school to review the two memorandums provided by the NM PED Licensure Bureau titled "Background Guidance B431" dated 13 AUG 2019 and "Background Guidance-HB431" dated 29 JUL 2019. In addition to reviewing the new requirements for the Background Check Policy and Procedures, the school is also required to obtain its own ORI Number for requesting/obtaining pre-employment background check results, if it does not currently have one. The process for obtaining an ORI Number is time intensive and vital to ensure compliance with the Background Check requirements. See the Resources Tab below for references mentioned.

The school's ORI Number: NM931129Z

Requested Follow-Up: None present at this time.

Comments by LEA

Compliance Indicators Is the school completing required background checksand 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

MONITORING INSTRUMENT ITEM REPORT

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ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 03/15/2021 by Megan Maestas

SEA Status Unable to review - COVID

LEA Status In Progress

Comments by SEA 04 MAR 2021 PED Rating: The PED Team rated this indicator as Unable to Review - COVID 19, because the school's annual site visit was scheduled to take place during the state-wide school closure. Ultimately, the CSD was unable to conduct the school's site visit and therefore was unable to review the criteria specific to this indicator. The CSD Team will prioritize review of these items during the school's next on-campus site visit.

08 JAN 2020 PED Note: Since the PED team was unable to visit the school due to the school closure (March – June) as a result of the global pandemic, none of these areas were reviewed.

E-Occupancy Certificate
Maximum Occupancy Load
NMCI Index Letter from PSFA
Fire Inspection

Requested Follow-Up: None at this time

Comments by LEA

Compliance Indicators Is the school complying with facilities requirements, including but not limited to, E-occupancy, facility condition index, building leasing/ownership, fire inspections, ADA, written records of pesticides? Does the school notify PEC prior to any changes in facilities?

Requested Documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 03/15/2021 by Megan Maestas

SEA Status Unable to review - COVID

LEA Status In Progress

Comments by SEA 04 MAR 2021 PED Rating: The PED Team rated this indicator as Unable to Review - COVID 19, because the school's annual site visit was scheduled to take place during the state-wide school closure. Ultimately, the CSD was unable to conduct the school's site visit and therefore was unable to review the criteria specific to this indicator. The CSD Team will prioritize review of these items during the school's next on-campus site visit.

08 JAN 2020 PED Note: Since the PED team was unable to visit the school due to the school closure (March – June) as a result of the global pandemic, this topic was not discussed or reviewed.

Transportation

Requested Follow-Up: None at this time

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New Mexico School for the Arts
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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 03/15/2021 by Megan Maestas

SEA Status Unable to review - COVID

LEA Status In Progress

Comments by LEA 04 MAR 2021 PED Rating: The PED Team rated this indicator as Unable to Review - COVID 19, because the school's annual site visit was scheduled to take place during the state-wide school closure. Ultimately, the CSD was unable to conduct the school's site visit and therefore was unable to review the criteria specific to this indicator. The CSD Team will prioritize review of these items during the school's next on-campus site visit.

08 JAN 2020 PED Note: Since the PED team was unable to visit the school due to the school closure (March – June) as a result of the global pandemic, most of these areas were not reviewed.

Emergency Drills: Per NMAC 6.29.1.9(O), four emergency drills shall be conducted, during the first four weeks of school, including one shelter-in-place/lockdown, one offsite evacuation and two fire drills. Please note that the school shall also complete four additional drills, including at least two fire drills, by the end of the academic year to ensure compliance with all required emergency drills (type and frequency).

Reporting Child Abuse/Neglect Training: All school personnel files shall contain evidence of Detecting and Reporting Child Abuse training.

Immunization Status of Students: Individual immunization records for each student shall be filed in the student cum folder or in a health office file.

Master Immunization Log: In addition, a readily available immunization status list is required by NMSA § 24-5-4, NMSA; 6.12.2.8(f) and Department of Health (DoH) requirements. The log should be maintained to keep a current list of all enrolled students and their immunization status, to include missing shots and approved exemptions with expiration dates.

Requested Follow-Up: None present at this time.

NM PED Note:

Safe School Plan (SSP): Thank you for submitting the requested revisions and your Safe Schools Plan (SSP), as required by NMAC 6.12.6. I am pleased to inform you that the NM School for the Arts SSP has been reviewed by the NM Public Education Department (PED) and is considered approved as of today's date, 23 MAR 2020. The PED's next review cycle for your school will be during the 2022-2023 academic year.

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

MONITORING INSTRUMENT ITEM REPORT

New Mexico School for the Arts PEC Authorized Performance Review

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

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

Updated 03/15/2021 by Megan Maestas

SEA Status Meets Standard

LEA Status In Progress

Comments by SEA 08 JAN 2020 PED Note:
Security/FERPA: All student and staff files shall be kept in locked filing cabinets in secured rooms/locations. In addition, the school shall have individual FERPA sign-out sheets to access student IEP files.

Requested Follow-Up: None present at this time.

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 03/15/2021 by Megan Maestas

SEA Status .

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