



A New Mexico Public Charter School
The ASK Academy
 21st Century Design Thinking

The ASK Academy
Governing Council Meeting
 The ASK Academy Board Room
 4550 Sundt Road NE, Rio Rancho, NM

Open Session
 March 15, 2018
 6:30pm

Minutes

Attendance:

Present	Board Members	Title
X	Mike Smith	Chair
X	Dr. Denise Gonzales	Vice Chair
X	Dr. Jeanne Forrester	Secretary
	Edgar Short	Director
X	David Stoliker	Director
	Lindsey Bomke	Director
X	Michael Malloy	Director
ASK Academy Members		
X	Dan Busse	General Manager
	Dan Barbour	Assistant Gen Mgr
X	Constance Dove Castilleja	Director of Advancement
X	Paul Stephenson	E&D Director
X	Melanie Feger	Admin. Assistant
X	Alyssa Lucero	The Vigil Group

- I. **Call to Order** – 6:32
- II. **Establishment of Quorum** – established by introduction
- III. **Pledge of Allegiance**
- IV. **Public Comment** - none
- V. **Scholar Presentation** – Cheryl Kerby and Brian Montoya introduced Olivia Lynch and Hannah Hanes, 6th grade scholars who traveled to China for a robotics competition. Sony sponsored the completion. Ms. Lynch and Mr. Hanes attended as well as chaperones. The girls took second place out of sixty teams, even though they received their robot one month after other teams in the competition, and had to meet during the winter break to work on programming. Their presentation to the Board focused on what they learned, where they went sightseeing (such as The Great Wall), the food and the culture (some language, the subway system). They said they learned to deal with high stress, that practicing ahead of time is the key to a good competition. They were interviewed by Chinese national television and stated that **competing against**

teams from around the world was really fun. Ms. Kerby and Mr. Montoya then addressed the Board, talking about their backgrounds in the teaching profession and how they came to love robotics. They noted that Hannah and Olivia had to be very independent at this competition and they were ready when the time came. Mr. Smith asked what would keep the Managers inspired at this level. Their response was to have a budget that allows them to have the materials they need and travel to competitions. They stated that an international competition costs approximately \$10,000.00. Mr. Stoliker asked for photos and was assured they would be provided.

VI. **Consent Agenda** – Dr. Gonzales made a motion to approve the consent agenda, Mr. Malloy seconded, there was no discussion and the motion passed unanimously, 5 to 0.

- a. **Approve Minutes of February 8, 2018**
- b. **Travel Request – Power School Training**
- c. **Financial Monthly Report**
- d. **Flowthrough BAR 520-000-1718-0013-I**
- e. **General Fund BAR 520-000-1718-0014-I**

VII. **Reports, Discussion and Possible Action**

- a. **General Manager Update** – Mr. Busse updated the Board on the recent lottery: 100 6th graders were enrolled and 63 are on the wait list; 100 7th graders were enrolled and 37 are on the wait list; 98 8th graders were enrolled and 29 are on the wait list; 74 9th graders were enrolled and 26 are on the wait list; 62 10th and 11th graders were enrolled and 62 are on the wait list; 56 12th graders are enrolled and 2 are on the wait list. We instituted new procedures this year and it went very smoothly with no complaints from parents; it was held during the day this year.
- b. **ASK 2017 Audit** – Business Manager Michael Vigil addressed the Board. The audit was released on Feb. 20th but has just been posted on the PED website. The school received 1 finding: an untimely deposit but this has no financial impact. The ASK Foundation received 1 finding: PED would rather see bond records combined into one database with the other financials, rather than 2 separate databases. Overall it was a very good audit, financials are strong and there are no issues. The Education Retirement Act is not fully funded and the liability shows up on the school's books, which makes it look like we have a deficit but we do not. Bondholders do understand that it is the State's liability and not the school's. Mr. Smith stated that from the training he attended, PED says audit and finance committees need to be separate and with separate membership. Mr. Vigil says that it is not in statute, doesn't see the need and it makes more sense to combine. The audit is being submitted to the bondholders now. We are hoping for approval to proceed with the building purchase for 6th grade academy in the next 2 weeks.
- c. **Charter Amendment** – We have asked the PEC for two items to be amended in our charter. For instructional minutes, 1080 are required for high school but we state 1121 in our charter, however seniors end the year earlier. The current length of day in the charter states 7.33 hours. The charter amended requests the change to 7.4 hours, the actual length of our day, per day and that total required hours will exceed 1080. The Board questioned the vagueness of the statement about total required hours. A motion was made by Dr. Forrester to approve the amendment language and Mr. Stoliker seconded. Discussion: What is counted in a day? All class time, passing periods and SLATE conferences (up to 12 hours, we have 16 hours) but not Friday tutoring time because this is voluntary. It was decided that "exceed" needed clarification. Dr. Gonzales proposed a fallback and that it should state that 1121 hours would be for grades 6 through 11 and 1080 hours would be for seniors. It was agreed to amend the motion to include this fallback if the original motion was not accepted by the PEC. The motion passed unanimously 5 to 0.

VIII. **Announcements**

- a. **Next Governing Council Meeting is April 12, 2018**

X. **Adjournment** – 7:30 p.m.

ASK ACADEMY BUDGETING AND FORECASTING WORKSHEET

BUDGETS	YTD Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Monthly Budgeted Income	\$ 3,285,724	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810
Monthly Budgeted Costs	\$ (3,276,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)
Monthly Budget Variance	\$ 9,724	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810
Cumulative Budgeted Income		\$273,810	\$547,621	\$821,431	\$1,095,241	\$1,369,052	\$1,642,862	\$1,916,672	\$2,190,483	\$2,464,293	\$2,738,103	\$3,011,914	\$3,285,724
Cumulative Budgeted Costs		(\$273,000)	(\$546,000)	(\$819,000)	(\$1,092,000)	(\$1,365,000)	(\$1,638,000)	(\$1,911,000)	(\$2,184,000)	(\$2,457,000)	(\$2,730,000)	(\$3,003,000)	(\$3,276,000)
Cumulative Budget Variance		\$810	\$1,621	\$2,431	\$3,241	\$4,052	\$4,862	\$5,672	\$6,483	\$7,293	\$8,103	\$8,914	\$9,724

ACTUALS	Monthly Income	Monthly Costs	Cumulative Cost	Monthly Variance	Cumulative Actual Variance	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Monthly Income	\$ 283,647	\$ 293,647	\$ 293,647	\$ 283,647	\$ 293,647	\$ 283,647	\$ 283,647	\$ 283,647	\$ 283,647	\$ 283,647	\$ 283,647	\$ 283,647	\$ 283,647	\$ 283,647	\$ 283,647	\$ 283,647	\$ 283,647
Monthly Costs	\$ (281,625)	\$ (334,795)	\$ (417,029)	\$ (284,886)	\$ (323,845)	\$ (287,475)	\$ (287,475)	\$ (287,475)	\$ (287,475)	\$ (287,475)	\$ (287,475)	\$ (287,475)	\$ (287,475)	\$ (287,475)	\$ (287,475)	\$ (287,475)	\$ (287,475)
Cumulative Cost		(\$172,450)	(\$507,287)	(\$924,315)	(\$1,209,201)	(\$1,593,050)	(\$1,880,524)	(\$2,167,998)	(\$2,455,472)	(\$2,742,946)	(\$3,030,420)	(\$3,317,894)	(\$3,605,368)	(\$3,892,842)	(\$4,180,316)	(\$4,467,790)	(\$4,755,264)
Monthly Variance	\$121,156	\$121,156	\$121,156	\$121,156	\$121,156	\$121,156	\$121,156	\$121,156	\$121,156	\$121,156	\$121,156	\$121,156	\$121,156	\$121,156	\$121,156	\$121,156	\$121,156
Cumulative Actual Variance		\$121,156	\$242,312	\$363,468	\$484,624	\$605,780	\$726,936	\$848,092	\$969,248	\$1,090,404	\$1,211,560	\$1,332,716	\$1,453,872	\$1,575,028	\$1,696,184	\$1,817,340	\$1,938,496

MONTHLY VARIANCES	Monthly Income Variance	Monthly Cost Variance	Cumulative Cost Variance	Monthly Variance	Cumulative Actual Variance	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Monthly Income Variance	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)	\$ (19,836)
Monthly Cost Variance	\$14,808	\$14,808	\$14,808	\$14,808	\$14,808	\$14,808	\$14,808	\$14,808	\$14,808	\$14,808	\$14,808	\$14,808	\$14,808	\$14,808	\$14,808	\$14,808	\$14,808
Cumulative Cost Variance		(\$61,796)	(\$144,029)	(\$211,886)	(\$284,743)	(\$357,600)	(\$430,457)	(\$503,314)	(\$576,171)	(\$649,028)	(\$721,885)	(\$794,742)	(\$867,599)	(\$940,456)	(\$1,013,313)	(\$1,086,170)	(\$1,159,027)
Monthly Variance	\$100,510	\$100,510	\$100,510	\$100,510	\$100,510	\$100,510	\$100,510	\$100,510	\$100,510	\$100,510	\$100,510	\$100,510	\$100,510	\$100,510	\$100,510	\$100,510	\$100,510
Cumulative Actual Variance		\$100,510	\$201,020	\$302,030	\$403,040	\$504,050	\$605,060	\$706,070	\$807,080	\$908,090	\$1,009,100	\$1,110,110	\$1,211,120	\$1,312,130	\$1,413,140	\$1,514,150	\$1,615,160

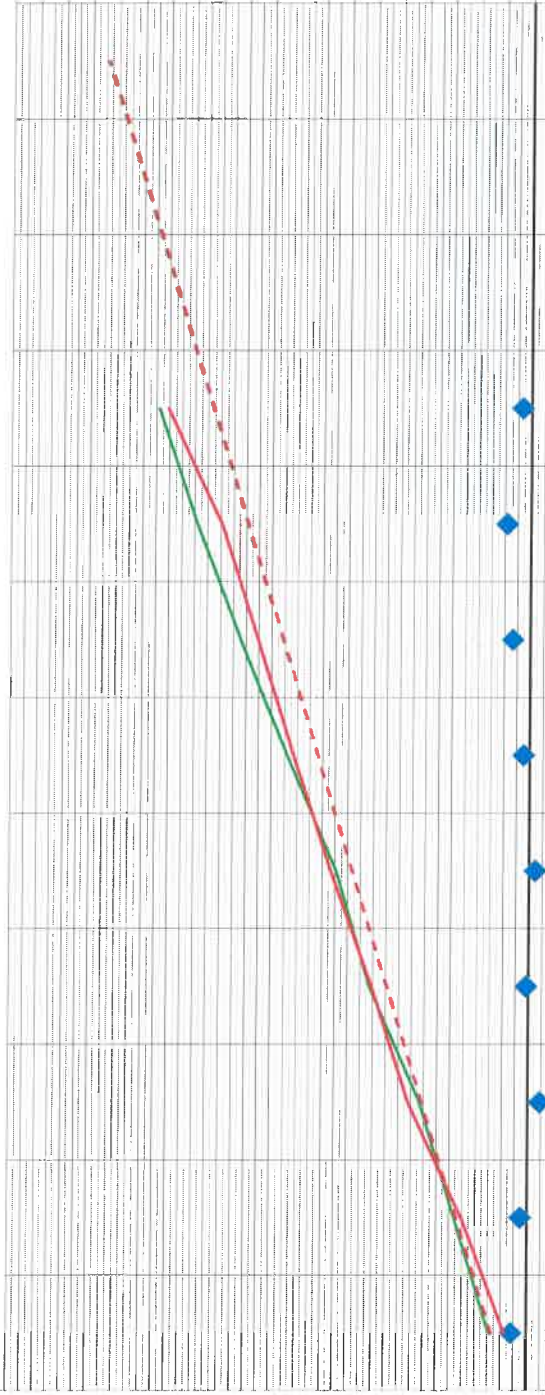
YEAR TO DATE VARIANCES	Budgeted Income YTD	Actual Income YTD	% Total YTD Income Received	% Total YTD Income Variance	Budgeted Costs YTD	Actual Cost YTD	% Total YTD Costs Incurred	% Total YTD Cost Variance	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
									\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Budgeted Income YTD	\$ 273,810	\$ 273,810	9%	9%	\$ 273,000	\$ 273,000	9%	9%	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810
Actual Income YTD	\$ 293,647	\$ 293,647	107%	107%	\$ 293,647	\$ 293,647	107%	107%	\$ 293,647	\$ 293,647	\$ 293,647	\$ 293,647	\$ 293,647	\$ 293,647	\$ 293,647	\$ 293,647	\$ 293,647	\$ 293,647	\$ 293,647	\$ 293,647
% Total YTD Income Received			107%	107%			107%	107%												
% Total YTD Income Variance			17%	17%			17%	17%												
Budgeted Costs YTD	\$ (273,000)	\$ (273,000)	7%	7%	\$ (273,000)	\$ (273,000)	7%	7%	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)	\$ (273,000)
Actual Cost YTD	\$ (51,334)	\$ (51,334)	19%	19%	\$ (51,334)	\$ (51,334)	19%	19%	\$ (51,334)	\$ (51,334)	\$ (51,334)	\$ (51,334)	\$ (51,334)	\$ (51,334)	\$ (51,334)	\$ (51,334)	\$ (51,334)	\$ (51,334)	\$ (51,334)	\$ (51,334)
% Total YTD Costs Incurred			19%	19%			19%	19%												
% Total YTD Cost Variance			-81%	-81%			-81%	-81%												

YEAR END PROJECTIONS	Projected Income Variance	Projected Cost Variance	Year End Projected Net Variance	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Projected Income Variance	\$ 238,035.36	\$ 88,849.62	\$ 326,884.98	\$ 238,035.36	\$ 326,884.98	\$ 415,730.60	\$ 504,576.22	\$ 593,421.84	\$ 682,267.46	\$ 771,113.08	\$ 859,958.70	\$ 948,804.32	\$ 1,037,649.94	\$ 1,126,495.56	\$ 1,215,341.18
Projected Cost Variance	\$ (615,012)	\$ (19,357)	\$ (634,369)	\$ (634,369)	\$ (634,369)	\$ (634,369)	\$ (634,369)	\$ (634,369)	\$ (634,369)	\$ (634,369)	\$ (634,369)	\$ (634,369)	\$ (634,369)	\$ (634,369)	\$ (634,369)
Year End Projected Net Variance	\$ (376,976.64)	\$ (105,517.38)	\$ (482,494.02)	\$ (396,333.64)	\$ (307,484.02)	\$ (218,638.40)	\$ (129,792.78)	\$ (40,346.16)	\$ 48,897.24	\$ 137,044.82	\$ 225,200.40	\$ 313,355.98	\$ 401,511.56	\$ 489,667.14	\$ 577,822.72

BUDGET AND FORECAST

Income & Variance Axis

\$14,000,000
\$13,800,000
\$13,600,000
\$13,400,000
\$13,200,000
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	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cumulative Actual Variance	\$121,156	\$55,142	(\$87,885)	\$18,642	(\$41,810)	\$49,477	\$136,936	\$185,712	\$69,759	\$2,738,103	\$3,011,914	\$3,285,724
Cumulative Budgeted Income	\$273,810	\$547,621	\$821,431	\$1,095,241	\$1,369,052	\$1,642,862	\$1,916,672	\$2,190,483	\$2,464,293	\$2,738,103	\$3,011,914	\$3,285,724
Cumulative Income	\$293,647	\$562,429	\$836,430	\$1,127,843	\$1,489,240	\$1,880,001	\$2,240,721	\$2,578,208	\$2,881,384	\$3,184,000	\$3,457,000	\$3,726,000
Budgeted Costs YTD	\$172,490	(\$507,287)	(\$924,315)	(\$1,209,201)	(\$1,533,050)	(\$1,880,524)	(\$2,103,785)	(\$2,322,956)	(\$2,457,000)	(\$2,730,000)	(\$3,005,000)	(\$3,276,000)

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 520-000-1718-0015-D
 Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Decrease

Fiscal Year: 2017-2018

Entity Name: ASK Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Alyssa Lucero

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: alyssa@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 11000.0000.43101 (\$77,678)

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	56113 Software	1010 Regular Education (K-12) Programs	0000 No Job Class	\$92,057	(\$77,678)	\$14,379	
Sub Total						(\$77,678)		
Indirect Cost								
DOC. TOTAL						(\$77,678)		

Justification:

T&E Audit

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

**STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request**

Doc. ID: 520-000-1718-0017-I
Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: ASK Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Alyssa Lucero

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: alyssa@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: 07/01/2017	To: 06/30/2018
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 24154.0000.44500 \$2,096

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	53330 Professional Development	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$8,000	\$1,048	\$9,048	
24154 Teacher/ Principal Training & Recruiting	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	0000 No Job Class	\$7,370	\$1,048	\$8,418	
Sub Total						\$2,096		
Indirect Cost								
DOC. TOTAL						\$2,096		

Justification:

Final FY18 award

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 520-000-1718-0018-M
Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2017-2018

Entity Name: ASK Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Alyssa Lucero

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: alyssa@vigilgroup.net

FLOWTHROUGH ONLY	Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$3,930	(\$495)	\$3,435	
11000 Operational	2100 Support Services-Students	52210 FICA Payments	0000 No Program	0000 No Job Class	\$11,544	(\$925)	\$10,619	
11000 Operational	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$2,700	(\$216)	\$2,484	
11000 Operational	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$3,227	(\$232)	\$2,995	
11000 Operational	2100 Support Services-Students	52312 Life	0000 No Program	0000 No Job Class	\$222	(\$47)	\$175	
11000 Operational	2100 Support Services-Students	52313 Dental	0000 No Program	0000 No Job Class	\$1,509	(\$940)	\$569	
11000 Operational	2100 Support Services-Students	52314 Vision	0000 No Program	0000 No Job Class	\$262	(\$163)	\$99	
11000 Operational	2100 Support Services-Students	52315 Disability	0000 No Program	0000 No Job Class	\$331	(\$98)	\$233	
11000 Operational	2100 Support Services-Students	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$5,000	(\$1,012)	\$3,988	
11000 Operational	2300 Support Services-General Administration	52210 FICA Payments	0000 No Program	0000 No Job Class	\$5,580	(\$520)	\$5,060	
11000 Operational	2300 Support Services-General Administration	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$1,305	(\$121)	\$1,184	
11000 Operational	2300 Support Services-General Administration	52313 Dental	0000 No Program	0000 No Job Class	\$753	(\$68)	\$685	
11000 Operational	2300 Support Services-General Administration	52314 Vision	0000 No Program	0000 No Job Class	\$151	(\$32)	\$119	
11000 Operational	2400 Support Services-School Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$11,163	(\$1,885)	\$9,278	
11000 Operational	2400 Support Services-School Administration	52313 Dental	0000 No Program	0000 No Job Class	\$1,603	(\$840)	\$763	
11000 Operational	2400 Support Services-School Administration	52314 Vision	0000 No Program	0000 No Job Class	\$320	(\$171)	\$149	
11000 Operational	2600 Operation & Maintenance of Plant	52313 Dental	0000 No Program	0000 No Job Class	\$168	(\$168)		

11000 Operational	2600 Operation & Maintenance of Plant	52314 Vision	0000 No Program	0000 No Job Class	\$34	(\$34)		
11000 Operational	2600 Operation & Maintenance of Plant	52315 Disability	0000 No Program	0000 No Job Class	\$72	(\$72)		
1000 Operational	2600 Operation & Maintenance of Plant	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$400	(\$317)	\$83	
11000 Operational	2300 Support Services-General Administration	53330 Professional Development	0000 No Program	0000 No Job Class	\$135	\$2,500	\$2,635	
11000 Operational	2400 Support Services-School Administration	51300 Additional Compensation	0000 No Program	1217 Secretarial/Clerical/Technical Assistants		\$5,000	\$5,000	
11000 Operational	2400 Support Services-School Administration	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$26,973	\$695	\$27,668	
11000 Operational	2400 Support Services-School Administration	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$3,881	\$100	\$3,981	
11000 Operational	2400 Support Services-School Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$404	\$61	\$465	
					Sub Total	\$0		
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:

Regular maintenance on 2000 functions

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

The ASK Academy 3

2018-2019 Draft School Calendar

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					2.0	

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
				18	3.0	

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30				15	2.5	

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
				19	2.0	

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
				15	2.0	

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31			12	1.5	

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
				15	2.0	

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
				15	2.5	

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31				12	2.5	

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
				18	2.0	

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
				14	2.5	

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- No School
- 1/2 Prof Dev / Scholar Intervention
- Planning / In-service
- Admin Start/Stop
- End of Quarter
- School Begins and Ends
- A.M. Classes / P.M. SLATE
- Make-Up Weather Days
- Full Day In-Svc, No Intervention

Student

School Days by Semester

1st	79
2nd	74

Staff Professional by Semester

1st	13.0
2nd	11.5

MONITORING INSTRUMENT ITEM REPORT
The ASK Academy
PEC AUTHORIZED ANNUAL MONITORING

I. ACADEMIC PERFORMANCE FRAMEWORK

I-A.00: NM A-F grading system

SEA Status	No Current Compliance Concerns
LEA Status	In Progress
Comments by SEA	1.29.18 Site Visit: The 2017-2018 A-F school letter grade had not been determined at the time of the site visit. The A-F school letter grade will be made available in August/September 2018 and this indicator will be rated at that time. Requested Follow-Up: None.
Comments by LEA	
Compliance Indicators	This is the location for the state report card data for the most recent school year, generally released in August/September.
Requested Documents	School Improvement Plan/NM Dash Plan for schools with less than a C letter grade on the previous year's state report card
Other Documents	
Legal References	

I. ACADEMIC PERFORMANCE FRAMEWORK

I-A.01: Required Academic Performance Indicators

SEA Status	Reminder
LEA Status	In Progress
Comments by SEA	1.29.18 Site Visit: The PED team observed Beginning-of-the-Year (BOY) and Middle-of-the-Year (MOY) vendor generated data (i.e., NWEA 'District Summary Report: Winter 2017-2018' in both mathematics and reading) during the annual site visit. On a related note the ASK Director of Advancement (C. Dove) was advised to ensure verifiable evidence is provided at the end of the year (i.e., uploaded into web-EPSS such as the NWEA 'Growth and Achievement' report for each teacher) along with the school's own analysis of its progress towards its mission-specific indicators: <ul style="list-style-type: none"> •SHORT CYCLE ASSESSMENT READING Short Cycle Assessment data (Discovery) will be used to measure academic growth or proficiency in Reading of Full Academic Year (FAY) students. •SHORT CYCLE ASSESSMENT MATH Short Cycle Assessment data (Discovery) will be used to measure academic growth or proficiency in Math of Full Academic Year (FAY) students. •Discovery assessments are no longer available; the school must identify and use another short cycle assessment. Requested Follow-Up: School provides evidence at the end of the year (e.g., vendor generated reports) that can be verified by the PED team along with a description of summary of progress (i.e., whether or not each indicator standard had been met).
Comments by LEA	
Compliance Indicators	This is the location for all school reports that will be uploaded by the school to support progress toward Mission Specific Indicators.

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Requested Documents Mid-Year Data to demonstrate progress toward indicators
 School's analysis, along with supporting verifiable EOY data, to demonstrate progress toward indicators

Other Documents

Legal References

I. ACADEMIC PERFORMANCE FRAMEWORK
I-A.02: Optional supplemental Indicator(s)

SEA Status Not Applicable Final

LEA Status In Progress

Comments by SEA

Comments by LEA

Compliance Indicators This is the location for all school reports that will be uploaded by the school to support progress toward Optional Supplemental Indicators (if applicable).

Requested Documents Mid-Year Data to demonstrate progress toward indicators
 School's analysis, along with supporting verifiable EOY data, to demonstrate progress toward indicators

Other Documents

Legal References

II. FINANCIAL PERFORMANCE FRAMEWORK
II-A.00: Operating Budgets

SEA Status **Reminder**

LEA Status In Progress

Comments by SEA 1.29.18 Site Visit. The current Performance Framework template guides annual site visit reviews and evaluations of schools (see NM Stat § 22-8B-9.1). The template specifies that "on a date specified in early August, following the final reporting on the previous FY, the school principal, school business manager and the chairman of the finance committee will complete and sign the questionnaire made up of the questions set forth below" (see Performance Framework document, page 6-12, questions #1-8).
 Requested Follow-Up. School provides signed copy of the questionnaire (i.e., questions #1-8 beginning on page 6 of the Performance Framework document). School should upload one (1) questionnaire (into this section II-A.00) instead of uploading the same questionnaire in subsequent sections.

Comments by LEA

Compliance Indicators Was the information required for the budget provided on time for the current year and the previous year, if requested by the PEC or its delegate? If not, why not? If not, how long was it before it was turned in? If required, has the school implemented a Corrective Action Plan (and/or a PEC-approved Financial CAP)?

Requested Documents Self-assessment Survey from Performance Framework (pages 6-12) completed and signed by Head Administrator, Business Manager and Finance Chair

Other Documents

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Evidence requested as follow-up, if any, in the "Comments by SEA" section above

Legal References

II. FINANCIAL PERFORMANCE FRAMEWORK

II-A.01: Audits

SEA Status No Current Compliance Concerns

LEA Status In Progress

Comments by SEA

Comments by LEA

Compliance Indicators To the best of the knowledge of the financial staff of the school, was the information required for the audits provided on time for the most recent audit? If not, why not? If not, how long before it was turned in? What was the date of the letter from the school certifying its readiness to proceed with an audit review?

Requested Documents

Other Documents Evidence of response to any Audit Findings, if applicable. If so requested in "Comments by SEA" above, school to upload CAP immediately and evidence of implementation by EOY.

Legal References

II. FINANCIAL PERFORMANCE FRAMEWORK

II-A.02: Periodic Reports

SEA Status No Current Compliance Concerns

LEA Status In Progress

Comments by SEA

Comments by LEA

Compliance Indicators Is this school on quarterly or monthly reporting? Were the reports for the current year turned in on time? For the current year, did the actual expenditures plus encumbrances ever exceed the budget authority within function? Was it corrected? For each of the last four reports, was the existing cash balance plus anticipated SEG funding sufficient to cover the next month's expenditures at that time? If not, why?

Requested Documents Evidence to support substantial compliance with timely submittal of required reports, if so requested in "Comments by SEA" above.

Other Documents

Legal References

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II. FINANCIAL PERFORMANCE FRAMEWORK

II-A.03: Expenditures

SEA Status	No Current Compliance Concerns
LEA Status	In Progress
Comments by SEA	
Comments by LEA	
Compliance Indicators	Were there any invoices pending for more than 90 days in the current year? Were payroll liabilities paid timely in the current year?
Requested Documents	Evidence to support substantial compliance with timely paying expenditures, if so requested in "Comments by SEA" above.
Other Documents	
Legal References	

II. FINANCIAL PERFORMANCE FRAMEWORK

II-A.04: Reimbursements

SEA Status	No Current Compliance Concerns
LEA Status	In Progress
Comments by SEA	
Comments by LEA	
Compliance Indicators	Were all requests for reimbursements submitted to meet PED-mandated deadlines in the current year?
Requested Documents	Evidence to support substantial compliance in seeking reimbursements, if so requested in "Comments by SEA" above.
Other Documents	
Legal References	

II. FINANCIAL PERFORMANCE FRAMEWORK

II-A.05: Audit Reviews

SEA Status	No Current Compliance Concerns
LEA Status	In Progress

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Comments by SEA	
Comments by LEA	
Compliance Indicators	What were the findings, if any, from the last released audit? Were there any findings considered material weaknesses? What has the school done to correct these audit findings? Were any of the findings a repeat finding from last year?
Requested Documents	Evidence of responding to audit findings, if any, in a manner sufficient to remedy the audit finding, if so requested in "Comments by SEA" above.
Other Documents	
Legal References	

II. FINANCIAL PERFORMANCE FRAMEWORK
II-A.06: Meals

SEA Status	No Current Compliance Concerns
LEA Status	In Progress
Comments by SEA	
Comments by LEA	
Compliance Indicators	If the school serves meals to students, were there any audit findings noted regarding food contracts?
Requested Documents	Evidence of managing food service contracts appropriately, if so requested in "Comments by SEA" above.
Other Documents	
Legal References	

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK
III-A.00: Educational Plan

SEA Status	Meets Standard Final
LEA Status	In Progress
Comments by SEA	1.29.18 Site Visit: The PED team observed a master schedule that showed "Career Pathways" classes taught by staff. The team also observed Common Core State Standards (CCSS) taught in one class (i.e., '7th grade Pre-Algebra') in which geometric and pathway related class (i.e., 'Bio Med 6') for 7th grade students. The team also observed documentation of weekly "professional learning" as evidenced by "Agenda/Minutes" (e.g., those entitled, 'Science PBL' dated 1.12.18 and 'Vertical alignment' dated 11.17.17). Requested Follow-Up: None.
Comments by LEA	

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Compliance Indicators	Is the school implementing its mission and material terms (teacher-, student- and parent- focused) as defined in the Charter Contract?
Requested Documents	See "Comments by SEA" above for indicator III-A.00.
Other Documents	
Legal References	

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

III-A.01: Education Plan

SEA Status	Resubmitted for Review
LEA Status	In Progress
Comments by SEA	<p>1.29.18 PED Site Visit – Instructional Hours: The PED Team's calculation indicates that the instructional hours are slightly below the required minimum hours of 1080 (1075.8) Please see attached Instructional Hours worksheet with 142 full days, 4 half-days plus the 12 hours allowed for Parent/Teacher (SLATE) conferences. Please confirm or explain the discrepancies. For example, are classes being held during the week of October 16th while SLATE conferences are happening? If so, that is 4 additional full days taking the total over the required minimum.</p> <p>1.29.18 PED Site Visit – Next Step Plans: The PED Team observed Next Step Plans with the required information and signatures.</p> <p>1.29.18 PED Site Visit – State Assessments: The PED Team observed State Assessments in the student folders (PARCC and SBA). Please be sure that these scores are filed annually for all students.</p> <p>Requested Follow-Up: School provides revised instructional hours worksheet along with a narrative explanation of how the school meets the 1080 hours.</p>
Comments by LEA	
Compliance Indicators	Is the school complying with applicable education requirements, including, but not limited to, content standards, including Common Core, instructional days/hours requirements, graduation/promotion/retention requirements, Next Step Plans, Parent Surveys, and State Assessments? Is the school implementing NM Dash Plan? Is the school following the requirements of any programs funded by the state or federal government?
Requested Documents	
Other Documents	See "Comments by SEA" above for indicator III-A.01.
Legal References	

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

III-A.02: Education Plan

SEA Status	Resubmitted for Review
LEA Status	In Progress
Comments by SEA	<p>1.29.18 PED Site Visit:</p> <p>RtI/SAT: The PED observed SAT process, flowcharts, and training materials used for professional development with teachers. The PED observed SAT folders for students. The new SAT Chair had implemented the procedures recently. Documentation of specific plans were not observed. Progress monitoring documentation was also not</p>

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observed.

LOTTERY: The lottery application is listed on the website and includes only basic information (Date, Parents First Name, Parents Last Name, and Email Address) as well as assurances to complete several items AFTER selection (Admissions Process Information, Scholar and Family Agreement, Enrollment Components List, and Scholar Essay)

MCKINNEY VENTO: Posters were available showing rights of homeless students and contact information for liaison (i.e., school social worker). Homeless identification process includes referrals from teachers, the front office staff and/or parents as stated by the liaison in an interview. A copy of the McKinney-Vento dispute resolution policy was provided to the team and appears to meet requirements of state rule 6.10.3.9 NMAC.

Requested Follow-Up: School provides intervention plans for students and progress monitoring documents (with student names redacted).

Comments by LEA

Compliance Indicators Is the school protecting the rights of all students, including, but not limited to, compliance with applicable laws and regulations relating to the McKinney Vento Act, RtI/SAT processes, admissions, lottery, waiting lists, fair and open recruitment/enrollment, discipline policies, adherence to due process protections, privacy, civil rights and student liberties?

Requested Documents See "Comments by SEA" above for indicator III-A.02.

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

III-A.03: Educational Plan

SEA Status **Resubmitted for Review**

LEA Status In Progress

Comments by SEA 1.29.18 Site Visit - Special Education Services: The PED team reviewed Individualized Education Plan (IEP) files for nine (9) students. The team, for example, observed IEPs that appear to be individualized (i.e., student X 'will learn to manage money through courses such as Career Pathways and his mathematics courses,' in another file student Z will address 'Career Readiness Standards and Benchmarks' as part of her program, while another student A had grade-level Common Core State Standards addressed using 'leadership and teamwork skills in collaborating with others'). The team observed students with disabilities taught primarily in general education classroom settings, but did observe some who were taught in resource or pull-out settings for a portion of the school day.
 The STARS 40 Day Report lists two students (AR and DH) as having overdue evaluations. The 80 Day STARS Report still shows one (AR) as overdue.
 Requested Follow-Up: Please provide documentation of recent evaluations for the two students.

Comments by LEA

Compliance Indicators Is the school protecting the rights of students with special needs, including but not limited to, compliance with IDEA, ADA, Section 504 of the Rehabilitation Act of 1973 as well as laws relevant to gifted children?

Requested Documents See "Comments by SEA" above for indicator III-A.03

Other Documents

Legal References

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III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

III-A.04: Educational Plan

Updated 06/27/2018 by [redacted]

SEA Status **Resubmitted for Review**

LEA Status In Progress

Comments by SEA 1.29.18 PED Site Visit – English Learners: The PED team observed the certificate of completion for the screener trainings (10/20/17). The PED team reviewed 10 student files. 5 of the 10 did not have home language surveys in the file. Of the 7 EL files reviewed, only 4 had WIDA screener scores in their files. No parent notification letters (initial nor annual) were found. No Access scores were in the files. Because the school receives students from other schools (e.g., students who transition to the ASK Academy after beginning their education careers at other middle, high school, and elementary schools) potential over- and/or under-identification of English Learners may occur. The school is advised that another strategy it should employ is to generate the STARS bilingual report entitled "ELP Error Report for Snapshot" (*see resources below) and to contact the Language and Culture Bureau for further guidance, which may yield more students who had, in the past, qualified for Language Acquisition services but are currently classified as non-ELs. In addition, the report will also identify students who are currently classified as ELs, but may have achieved a composite score of 5 (thus exiting the student from program). In conclusion, under- and over- identification may be occurring. See resources below to assist in remedying any situations.

The schedule indicated that EL students are receiving service 30 minutes per week in the CP class. The team advised the school that "growth" on the ACCESS assessment for eligible students will be included in the A-F school grading system beginning 2018-2019. The CP class may be sufficient, but consultation with Language and Culture Bureau to ensure services are sufficient is recommended.

RESOURCES:

*Note that the STARS Bilingual Report entitled "ELP Error Report for Snapshot" is a new report that the school may want to utilize to ensure it does not over- or under-identify students for language acquisition services.

English Learner Identification Guidance Manual: http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/NMLUS_Guidance_Handbook_Revised_08.2017.pdf

English Learner Services Manual: http://ped.state.nm.us/ped/BilingualDocs/ServingELs/BMEB_Serving%20ELs_TA_Manual_2016_Rev_2.8.17.pdf

Annual Notice to Parents of Eligible Students: 6.29.5.11(D) which states, "... notification must occur not later than 30 days after the beginning of the school year..."

Requested Follow-Up. School provides evidence it has consulted with the Language and Culture Bureau (e.g., with Kirsi Laine at (505) 827-6505 or kirsi.laine@state.nm.us) and received specific guidance on how to address/approach potential over- and under- identification of students "flagged" on the "ELP Error Report for Snapshot" (e.g., Izabel Arias, Misael Chacon, Kaleiah Gonzalez, Francis Martinez, Manuel Najera, Sang Nguyen, Marian Qioqeh, Jacob Quispe, Destiny Rodriguez, and Analelz Sanchez). The evidence that the school uploads into the web-EPSS portal should include e-mail correspondence with Language and Culture Bureau staff on how to (a) properly document in student cumulative files a student's eligibility and (b) confirmation that services (i.e., CP class) provided to ELs is sufficient in developing English skills of ELs so they are able to increase growth on the state-mandated assessment ACCESS in a rapid fashion.

Comments by LEA

Compliance Indicators Is the school protecting the rights of English Language Learners, including, but not limited to, compliance with applicable laws, rules, and regulations of Title I, Title III, and ESSA? Is the school properly identifying, servicing, and monitoring English Learners?

Requested Documents See "Comments by SEA" above for indicator III-A.04.

Other Documents

Legal References

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III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

III-A.05: Educational Plan

SEA Status Meets Standard Final

LEA Status In Progress

Comments by SEA 1.29.18 Site Visit

Truancy Letters: The PED team observed actual 5- day unexcused absence letters that appear to indicate the school's requests to meet with parents/guardians that appear to be compliant with 6.10.8 NMAC (e.g., 'Please contact the ASK...your cooperation is much [appreciated]'). A sample 10- day unexcused letter was also provided that appear to be compliant with regulation (i.e., 'If there is another unexcused absence after delivery of a written notice of habitual truancy, the scholar shall within seven [7] days of this unexcused absence be reported to the probation services of the judicial district...'). Although not required, the school could be more explicit in their request to meet with parents to develop interventions for such students.

Attendance data in STARS: According to STARS, the attendance rate at 40th day of 2017-2018 was 97.53% (above the goal of 95%) and the truancy rate for 2016-2017 was 2.59%. The goal for truancy is to be below 2%. The PED team recommends reviewing STARS data to insure that all absences are reported for attendance but only unexcused absences are reported for truancy.

Requested Follow-Up: None.

RESOURCE FOR SCHOOL (State Rule):

NMAC 6.10.8.7(I) "Student in need of early intervention' means a student who has accumulated five (5) unexcused absences within a school year."

NMAC 6.10.8.8(B)(6)(a) "if a student is in need of early intervention, the school district or charter school shall contact the student's parent(s)/guardian(s) to inform them that the student has unexcused absences from school and to discuss possible interventions unless the parent(s)/guardian(s) has contacted the school to explain the absence and the excuse complies with the school district attendance policy;"

Comments by LEA

Compliance Indicators Is the school complying with applicable laws, rules, and regulations relating to compulsory attendance?

Requested Documents See "Comments by SEA" above for indicator III-A.05.

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

III-A.06: Educational Plan

SEA Status Meets Standard Final

LEA Status In Progress

Comments by SEA 1.29.18 Site Visit - Recurrent Enrollment: According to STARS, the recurrent enrollment for 2017-2018 was 85.82% which meets the goal of 85% as outlined in the Performance Framework. (8.6% of the students withdrew during the previous school year.)
 Requested Follow-Up: None.

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Comments by LEA

Compliance Indicators Did the school meet their recurrent enrollment goal for the current school year? The percentage of students that withdrew during the previous school year will also be noted here.

Requested Documents Data is pulled from the STARS Report: District and Location Reports -- Options for Parents -- Charter School Enrollment Report

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

IV-A.00: Business Management and Oversight

SEA Status **Resubmitted for Review**

LEA Status In Progress

Comments by SEA 1.29.18 PED Site Visit – CPO: The PED Team observed the current certificate for the Chief Procurement Officer (dated 9/7/17) and the confirmation of registration with State Purchasing. The school is reminded to register the name of the CPO each year by January 1st at <http://spd.gsd.state.nm.us/SPDSoleSource/SB443Enter.aspx> per 1.4.1.94(D)(2) NMAC and 13-1-95.2 NMSA 1978: "On or before January 1 of each year beginning in 2014, and every time a chief procurement officer is hired, each state agency and local public body shall provide to the state purchasing agent the name of the state agency's or local public body's chief procurement officer."

1.29.2018 PED Reminder: Once the FY17 audit report for the school has been released by the NM Office of the State Auditor the school provides evidence it has taken action identified in its management response to remedy finding(s) (if any).

Requested Follow-Up: School uploads into web-EPSS evidence of actions it has taken to remedy finding(s) (if any) identified in the FY17 audit report (e.g., audit committee meeting minutes initially reviewing/discussing finding[s] and minutes from subsequent meetings showing that the committee is monitoring the school's efforts to remedy identified finding[s]).

Resources:

Since 2014, each New Mexico charter school has been required to have a certified chief procurement officer (CPO) (see statute and regulation below). The CPO is the only entity at the charter school able to issue purchase orders, authorize small purchases, and approve procurement pursuant to the Procurement Code and each charter school must also report the identity of the school's CPO to the State Purchasing Division, and report changes to the CPO. The PED has reviewed the list of reported CPOs and has determined that the school does not have a state-certified CPO reported on file with the State Purchasing Division.

Per 1.4.1.94(D)(2) NMAC and 13-1-95.2 NMSA 1978: "On and after July 1, 2015, only certified chief procurement officers may... issue purchase orders and authorize small purchases pursuant to the Procurement Code..."

Per 1.4.1.94(D)(2) NMAC and 13-1-95.2 NMSA 1978: "On or before January 1 of each year beginning in 2014, and every time a chief procurement officer is hired, each state agency and local public body shall provide to the state purchasing agent the name of the state agency's or local public body's chief procurement officer.. The information required from the state agency or local public body shall be submitted to the state purchasing agent through a database established by the state purchasing agent and made available on the state purchasing

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division's website. All required information must be submitted using this method."

State Purchasing Division List: <http://spd.gsd.state.nm.us/SPDSoleSource/SB443DetailPublicView.aspx> To Report

Changes for the CPO List: <http://spd.gsd.state.nm.us/SPDSoleSource/SB443Enter.aspx>

To Remove CPO from List: <http://spd.gsd.state.nm.us/SPDSoleSource/SB443Unregister.aspx>

Comments by LEA

Compliance Indicators

Is the school meeting financial reporting and compliance requirements, including, but not limited to, internal control findings from audit (if any), designated CPO, procurement code, and financial reporting to any/all PED Bureaus? This area also includes official transcripts and employment verifications for staff as those items determine T&E.

Requested Documents

See "Comments by SEA" above for indicator IV-A.00.

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

IV-A.01: Business Management and Oversight

Updated 01/18/2018 by Karen Thomas

SEA Status

No Current Compliance Concerns

LEA Status

In Progress

Comments by SEA

2.1.18 FY17 Audit Report. Once the FY17 audit report for the school has been released by the NM Office of the State Auditor the PED will input finding(s) (if any) in this section and provide the appropriate rating for the indicator.

Requested Follow-Up: None.

Comments by LEA

Compliance Indicators

Is the school following generally accepted accounting principles? Were there any material weaknesses or significant deficiencies identified in the audit?

Requested Documents

See "Comments by SEA" above for indicator IV-A.01.

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

V-A.00: Governance and Reporting

Updated 04/11/2018 by Karen Thomas

SEA Status

Resubmitted for Review

LEA Status

In Progress

Comments by SEA

1.29.18 Site Visit: The PED team observed that Governing Board agendas (required) are posted on the school's website. The OMA Annual Resolution, Bylaws, and meeting minutes are also posted (which is the PED recommendation).

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9.25.17 PED Comment: The PED observed a governing board meeting and identified the following concern(s) (see attached).

Concern Identified: Statutory authority for closed session should be reflected in the draft minutes. September 14, 2017 regular meeting minutes should document or record statutory authority used by the council that allowed for the closed session to take place. Statute requires that "the authority for the closure and the subject to be discussed shall be stated with reasonable specificity in the motion" (see NM Stat § 10-15-1[I][1]). For this particular closed session it would be appropriate to cite NM Stat § 10-15-1[H][8] which states, (8) "meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body."

Requested Follow-Up: The school should provide evidence (e.g., governing board meeting draft minutes) that address the concern(s) identified during the observation.

Comments by LEA

Compliance Indicators Is the school's Governing Body complying with governance requirements? Did the Governing Body members respond to any concerns that were noted during the CSD's observation of the Governing Body meeting? Also, in the event of any audit findings, did the Governing Body respond with evidence of addressing the concerns?

Requested Documents

Other Documents Governing Body Observation Form
 Response by Governing Body to audit findings, if any
 Response by Governing Body to GB Observation Form/Report

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

V-A.01: Governance and Reporting

SEA Status Meets Standard Final

LEA Status In Progress

Comments by SEA

1.29.18 Site Visit: The PED Team observed a mid-year evaluation conducted by the school's Governing Council for the school's head administrator located in his personnel file.

Requested Follow-Up: None

Comments by LEA

Compliance Indicators Is the Governing Body holding management accountable, such as completing a detailed, annual evaluation for the Head Administrator?

Requested Documents See "Comments by SEA" above for indicator V-A.01.

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

VI-A. 00: Employees

MONITORING INSTRUMENT ITEM REPORT
The ASK Academy
PEC AUTHORIZED ANNUAL MONITORING

SEA Status	Meets Standard Final
LEA Status	In Progress
Comments by SEA	1.29.18 Site Visit: The PED Team reviewed 7 personnel files, to include the head administrator (general manager). All personnel files included current and signed contracts matching the level of teaching license and reported salary, current teaching licenses, verification of teaching experience and official transcripts. Requested Follow-Up: None
Comments by LEA	
Compliance Indicators	Is the school meeting teacher and other staff credentialing requirements, including licensure, waivers, and mentorship program?
Requested Documents	See "Comments by SEA" above for indicator VI-A.00.
Other Documents	
Legal References	

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK
VI-A.01: Employees

SEA Status	Meets Standard Final
LEA Status	In Progress
Comments by SEA	1.29.18 Site Visit: The PED Team reviewed 7 personnel files, to include the head administrator (general manager). The PED team observed current school year PDP's located in a designated file or maintained online through the Frontline Oasis platform. The PED team observed current and signed teaching contracts matching the level of teaching license and reported salary. The PED team observed all Educator Effectiveness summative reports in a designated file. Requested Follow-Up: None
Comments by LEA	
Compliance Indicators	Is the school respecting employee rights, including, but not limited to, compliance with the school personnel act, Charter School Act, FMLA, ADA, the right to organize collectively, the right to Professional Development and Evaluations?
Requested Documents	See "Comments by SEA" above for indicator VI-A.02.
Other Documents	
Legal References	

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK
VI-A.02: Employees

MONITORING INSTRUMENT ITEM REPORT
The ASK Academy
PEC AUTHORIZED ANNUAL MONITORING

SEA Status	Meets Standard Final
LEA Status	In Progress
Comments by SEA	1.29.18 Site Visit: The PED team reviewed 7 personnel files, to include the head administrator (general manager). All personnel files included appropriate background check verifications. Requested Follow-Up: None
Comments by LEA	
Compliance Indicators	Is the school completing required background checks of all individuals associated with the school?
Requested Documents	See "Comments by SEA" above for indicator VI-A.02.
Other Documents	
Legal References	

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK
VII-A.00: School Environment

SEA Status	Meets Standard Final
LEA Status	In Progress
Comments by SEA	1.29.18: During the PED site visit, the team observed no evidence to indicate non-compliance with applicable laws, rules, and regulations relating to the school's facilities. Requested Follow-Up: None
Comments by LEA	
Compliance Indicators	Is the school complying with facilities requirements, including E-occupancy, facility condition rating, facility master plan, facility maintenance plan, fire inspections and emergency drills, facility variances, and student transportation programs?
Requested Documents	See "Comments by SEA" above for indicator VII-A.00.
Other Documents	
Legal References	

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK
VII-A.01: School Environment

SEA Status	Resubmitted for Review
LEA Status	In Progress
Comments by SEA	1.29.18 Site Visit: The PED team observed the following during its site visit:

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Child Abuse & Neglect Training: The PED team observed training certificates in each personnel file.

Visitor Badges & Safe Schools Plan: During the site visit, team members were required to sign-in and wear badges. (Note: driver's licenses or other identification was obtained and copied by the school for their records).

PE and Health: The PED team conducted a classroom observation for one high school period of PE/Health class. The PED Team also observed the middle and high school PE/Health syllabus to include state standards pulled directly from the NM-PED physical education standards. PE Teacher Lemons, provided proof of National Board Certification during the 2017-2018 school year and also implements standards set forth by National Board standards into each PE course. Tying to school mission - Project-based learning implemented into both Health and PE courses such as: *(dance unit) the scholars are tasked with researching different dance types and the eras they developed. Upon completion of a thorough research project, scholar is responsible for learning the dance (self-directed learning) and then teaching fellow peers the dance. For the middle school level course, the PED Team observed integration of physical education and health components to include mental health, social awareness, character development, and bullying prevention.

Immunization Status Log: Current student immunization status log was not readily available as required by NMSA § 24-5-4, NMSA; 6.12.2.8(f) and Department of Health memorandum sent to school leaders entitled, "Immunization Requirements Guidance" dated February 20, 2015.

Emergency Drills: The PED Team reviewed the school's safety binder to include SY 2017-2018 fire drill log. To date, 4 fire drills were conducted in first month of school and one fire drill observed each month thereafter to current month. The PED team reviewed SY 2016-2017 emergency drill log and observed 1 shelter-in-place drill conducted 10/26/2016. The PED Team did not observe second required shelter-in-place nor the one required evacuation drill, as required by statute NM Stat § 22-13-14.

Requested Follow-Up: School provides master list of students with immunization status (compliant, exempt, disenrolled) with student names redacted. School also provides a schedule to show that, during the 2017-2018 and 2018-2019 school year, 2 shelter-in-place drills, one evacuation drill, and all required fire drills will be performed per regulation. (The documentation of drills completed will be also be reviewed at the next site visit.)

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Comments by LEA

Compliance Indicators Is the school complying with health and safety requirements, including, but not limited to, Safe Schools Plan, immunization requirements and master log, staff training on reporting child abuse and neglect, health rules and services, food service requirements, PE and Health curriculum, etc.?

Requested Documents See "Comments by SEA" above for indicator VII-A.01.

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK
VII-A.02: School Environment

SEA Status Meets Standard Final

LEA Status In Progress

Comments by SEA 1.29.18 Site Visit: The PED team observed student files kept in lockable cabinets within a lockable room in the administration offices. It was also observed that the "files room" was locked throughout the day and the secretary had to unlock the room to gain access to student files.
 Requested Follow-Up: None.

Comments by LEA

Compliance Indicators Is the school handling information appropriately, including, but not limited to, requirements related to STARS data system, FERPA, HIPPA, IPRA, timely transfer of student records, security of testing materials, and safe storage of documents?

Requested Documents See "Comments by SEA" above for indicator VII-A.02.

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK
School Specific Terms

SEA Status Not Applicable Final

LEA Status In Progress

Comments by SEA

MONITORING INSTRUMENT ITEM REPORT

The ASK Academy

PEC AUTHORIZED ANNUAL MONITORING

Comments by LEA

Compliance Indicators This is the location for data on school specific terms, if any, specified in the Charter Contract and/or Performance Framework.

Requested Documents

Other Documents

Legal References