

AGENDA ITEM EXECUTIVE SUMMARY

- I. **Public Education Commission Meeting Date:** June 11, 2021
- II. **Item Title:** Amendment Request: Enrollment Cap-Taos Academy
- III. **Executive Summary:**
Discussion and Possible Action on Charter School Amendment, Taos Academy

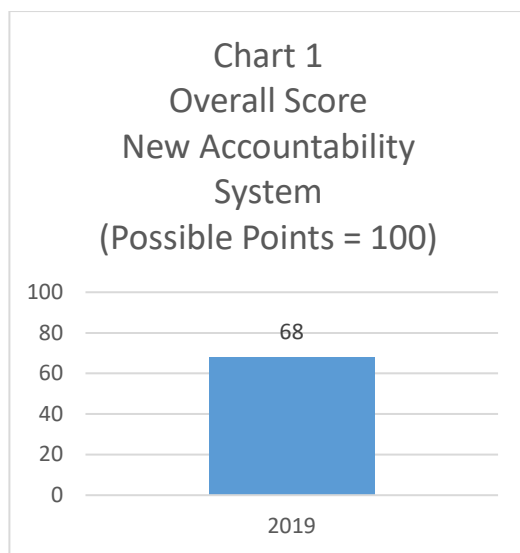
Request

Taos Academy is requesting to increase its enrollment cap from 250 to 300 students.

Note: The school's Governing Council has not voted to approve this amendment request. The board, according to the school, will be voting on it during its meeting on June 14.

Academic Performance

Overall Standing: Chart 1 illustrates the school's overall score (out of 100 possible points).



The school earned a Spotlight Designation for SY 2018-2019

Financial Audits

Findings include the Taos Academy Foundation

Audit Year	# of Findings	# of Repeat Findings	# of Material Weaknesses and Significant Deficiencies
FY20	No Audit Findings		
FY19	3	0	0
FY18	1	0	0

Performance Framework

Taos Academy	2016-2017	2017-2018	2018-2019
Category I. Academic Performance Framework			
I-A.00 NM A-F School Grading System	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	68.18 Points (Spotlight)
I-A.01 Required Academic Performance Indicators	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
I-A.02 Optional Supplemental Indicators (school specific items in charter)	Not Applicable	Not Applicable	Not Applicable
Category II. Financial Performance Framework			
Self-Assessment Survey completed and signed by Head Admin, SBO, and Finance Chair	Working to Meet Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
Category III. Organizational Performance Framework			
III-A.00 Educational Plan: <u>material terms</u> of the approved charter application	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
III-A.01 Educational Plan: applicable education requirements	Falls Far Below (or Does Not Meet) Standard	Meets (or Exceeds) Standard	Working to Meet Standard
III-A.02 Educational Plan: protecting the rights of all students	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
III-A.03 Educational Plan: protecting the rights of students with special needs (IDEA, 504, gifted)	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
III-A.04 Educational Plan: protecting the rights of English Language Learners (Title III)	Working to Meet Standard	Working to Meet Standard	Working to Meet Standard
III-A.05 Educational Plan: complying with the compulsory <u>attendance</u> laws	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
III-A.06 Educational Plan: meet their <u>recurrent enrollment</u> goals	Working to Meet Standard	Working to Meet Standard	Working to Meet Standard
IV-A.00 Business Management & Oversight: meeting <u>financial</u> reporting and compliance requirements	Working to Meet Standard	Working to Meet Standard	Working to Meet Standard
IV-A.01 Business Management & Oversight: following generally accepted <u>accounting</u> principles	Meets (or Exceeds) Standard	Working to Meet Standard	Meets (or Exceeds) Standard
V-A.00 Governance and Reporting: complying with governance requirements	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
V-A.01 Governance and Reporting: holding management accountable	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
VI-A.00 Employees: meeting teacher and other staff credentialing requirements	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
VI-A.01 Employees: respecting employee rights	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
VI-A.02 Employees: completing required <u>background checks</u>	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
VI-A.03 4d. General Info: Staff Turnover, if applicable			Meets (or Exceeds) Standard
VII-A.00 School Environment: complying with facilities requirements	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
VII-A.01 School Environment: complying with health and safety requirements	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard
VII-A.02 School Environment: handling information appropriately	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard	Meets (or Exceeds) Standard

Taos Academy	2019-2020
Category I. Academic Performance Framework	
Indicator 1 Components of School Accountability System	
Indicator 2 Subgroup Performance	
Indicator 3 Mission Specific Goals	
Category II. Organizational Performance Framework	
Indicator 1a Educational Program: mission and educational program of approved charter application	Meets (or Exceeds) Standard
Indicator 1b Educational Program: state assessment requirements	Unable to Review - COVID
Indicator 1c Educational Program: protecting the rights of students with disabilities	Unable to Review - COVID
Indicator 1d Educational Program: protecting the rights of English Language Learners	Meets (or Exceeds) Standard
Indicator 1e Educational Program: meeting program requirements for all PED and federal grant programs	Meets (or Exceeds) Standard
Indicator 1f Educational Program: NM DASH Plan	Not Applicable
Indicator 2a Financial Mgmt & Oversight: meeting financial reporting and compliance requirements	Working to Meet Standard
Indicator 2b Financial Mgmt & Oversight: following generally accepted accounting principles	Meets (or Exceeds) Standard
Indicator 2c Financial Mgmt & Oversight: responsive to audit findings	Working to Meet Standard
Indicator 2d Financial Mgmt & Oversight: managing grant funds responsibility	Meets (or Exceeds) Standard
Indicator 2e Financial Mgmt & Oversight: staffing to ensure proper fiscal management	Working to Meet Standard
Indicator 2f Financial Mgmt & Oversight: meeting obligations timely / appropriate internal controls	Meets (or Exceeds) Standard
Indicator 3a Governance & Reporting: complying with governance requirements	Meets (or Exceeds) Standard
Indicator 3b Governance & Reporting: complying with nepotism and conflict of interest requirements	Unable to Review - COVID
Indicator 3c Governance & Reporting: meeting obligations timely / appropriate internal controls	Meets (or Exceeds) Standard
Indicator 4a Students & Employees: protecting the rights of all students	Unable to Review - COVID
Indicator 4b Students & Employees: attendance, retention, and recurrent enrollment	Meets (or Exceeds) Standard
Indicator 4c Students & Employees: meeting teacher and other staff credentialing requirements	Unable to Review - COVID
Indicator 4d Students & Employees: respecting employee rights	Unable to Review - COVID
Indicator 4e Students & Employees: completing required background checks / reporting ethical violations	Unable to Review - COVID
Indicator 5a School Environment: complying with facilities requirements	Unable to Review - COVID
Indicator 5b School Environment: complying with transportation requirements	Unable to Review - COVID
Indicator 5c School Environment: complying with health and safety requirements	Unable to Review - COVID
Indicator 5d School Environment: handling information appropriately	Meets (or Exceeds) Standard
Category III. Financial Performance Framework	
Self-Assessment Survey completed and signed by Head Admin, SBO, and Finance Chair	Meets (or Exceeds) Standard

Enrollment Cap Amendment Request Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [Taos Academy], hereafter the School, effective [1] of [July], [2019]. The School was approved for a [5 year] Charter Contract.

The School's Charter Contract currently states:

ENROLLMENT CAP: 250

AUTHORIZED GRADE LEVELS: 5-12

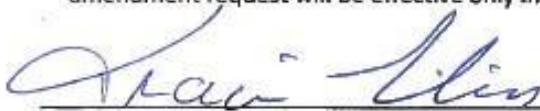
The School requests consideration from the Public Education Commission (PEC) to change the terms of its Charter Contract, Section 4 Enrollment Cap, as follows:

PROPOSED ENROLLMENT CAP: 300

ENROLLMENT CHANGE: ☒ INCREASE ☐ DECREASE

The School's Enrollment Cap amendment request is hereby submitted by [Traci Filiss] on [May 12th, 2021], and affirms the school meets the following eligibility criteria:

- ☒ The school must confer with the PEC to convert to the 2019 contract template within 30 days of a vote on this request;
- ☒ The school's governing board is in compliance with all reporting requirements; and
- ☒ In the prior three (3) years, the school has:
 - ☐ Received no lower than a "C" letter grade on the state report card (applicable for SY18 and prior) AND received no lower than the top 75% academic designation on the NM System of School Support and Accountability (applicable for SY19 and forward);
 - ☐ Received an overall academic tier rating of Tier 1 or Tier 2 on the school's PEC approved Academic Performance Framework, for years in which a PEC Tier Level is available; and
 - ☐ Has not had its board of finance revoked.
- ☒ If the fiscal year has started or will start prior to the request being considered by the PEC, the amendment request will be effective only in the subsequent fiscal year



Charter School Representative Signature

5/12/21

Date

The School's Enrollment Cap amendment request was reviewed and voted upon by the Public Education Commission and is hereby:

☐ APPROVED

☐ DENIED

Chair, Public Education Commission

Date

Following is a copy of the April 12, 2021 Minutes of the Taos Academy Charter School Governing Council verifying discussion of need for an enrollment cap increase. Minutes verifying Governing Council approval to submit this Enrollment Cap Increase Amendment Request will be provided to the Public Education Commission following the Council's Meeting on June 14, 2021.

APPROVED Meeting Agenda
Taos Academy Charter School
Governing Council Meeting
110 Paseo Del Canon Taos, NM 87571
Monday, April 12, 2021

Virtual Meeting Link - Public Only
Meeting ID

<https://stream.meet.google.com/stream/ba4f91a4-e38e-4a8a-8cdc-69af45cf513b>

- A. Call To Order – 5:35 pm
- B. Roll Call – Bill MacDonald (President), Dean Caldwell (Vice-President), Simeon Herskovits (Secretary), Matthew Currey (Treasurer), Traci Filiss (Director), Elizabeth LeBlanc (Director of Teaching & Learning), Karin Moulton (TA Foundation), Jamie Lucero-Martinez (Community Coordinator), Deanna Mooney (Contracted Finance Director/Business Official), Evelyn Anaya (Assistant Business Manager) and Melissa Brown, PED Representative Absent: Kristen Torres (Member)
- C. Pledge of Allegiance
- D. Approval of Minutes (Action) – Regular Minutes
Dean moves for approval. Matt seconds the motion. Motion carries.
Special Meeting Minutes - Matt moves for approval. Simeon seconds the motion. Motion carries.
- E. Approval of Agenda (Action) - Simeon moves for approval. Matt seconds the motion. Motion carries.
- F. Governing Council Input - A brief discussion was held on the GC training.
- G. Public Input
- H. Financial reports (Discussion & Action)
 - a. Business Services Update - Quarterly Reports are due at the end of the month. Budget Conference was held virtually last week. Unit Value for the 910B5 was released today with an increase of \$233.95 per unit. Our budget is due to PED on May 14, 2021. Deanna is requesting permission to add signatures on several budget documents including the lease assistance and she will provide copies to the members. The State Auditor has not yet released the FY20 Audit Report. Deanna commented on the Bank Reconciliation and Balance Sheet.
 - b. BAR Approvals (Action) - *The following BAR is prepared and presented for approval: BAR 510-000-2021-0020-IB is an initial BAR for FUND 24308 - CRRSA, ESSER II Funding. The initial amount for budget is \$174,677.13.*

Simeon moves for approval. Dean seconds the motion. Motion carries.
 - c. Finance/Audit Committee Update-FY19-20 Financial Audit Report
Bank balance remains about the same. Projected carryover is at approximately \$257,000. Expenses were reviewed.

Simeon moves to approve the unaudited financial reports as presented.
Dean seconds the motion. Motion carries.

I. Reports & Discussion & Action Items-

- a. **Parent/Student Advisory Report-** PAC Council/HSSAC are organizing a senior sunset scheduled for April 30th from 5:30-7:30 pm. Senior honor cords, pins, and recognition items will be given out. Seniors will have the opportunity to take photos in regalia and enjoy an evening together. Equity Council has begun year 2 reflection and training. Each meeting will incorporate components of the training. Improvements in communication have included translated forms. MS National Honor Society will host a special showing of "Coco" during Activity Days in May. An animator from the movie will conduct a virtual special session with students. HS student advisory is working with Vitalant to recruit community members to participate in blood drives.
- b. **Community Coordinator's Report - Spring Events - STEM:** Photography classes are working on a wheatpaste exhibit on the TCA building. The project is in partnership with the TCA and UNM-Taos. Science -students participated in the Northeastern Regional Science Fair at the end of March. Four students will be representing TA at the State Science Fair virtually next week. Making Art with Creative Coding is working in partnership with The Paseo Project. Music classes are considering a small recital along with student performances at graduation. Special recognition to community and parent partners who supported events at TA during the first week of in-person learning.
- c. **Foundation Report - Sweet Drive** (formerly Sweet Slide) annual fundraiser raised \$2,939.34. Staff appreciation- each staff member received a goodie bag with pens, fun sticky notes, chocolate, stress relievers, and a gift certificate to Baskin Robbins. Two grants were applied for - Taos Community Foundation and Chevron - to repair the solar powered greenhouse. Next quarterly meeting is April 23rd. Financial reports will be provided at the May meeting.
- d. **Director of Teaching & Learning Report - Update on School Re-Opening -** The in-person learning began last week. We tried to make the first week fun and not so much about academics. It gave students a chance to reconnect with their friends and teachers. We have many other students still attending virtual.
- e. **Director's Report - Lottery** was administered today. All grade levels have more student interest than we have available spots to fill to reach our cap at 250 students. **21-22 Calendar:** Discussion/review. **PED Review -** PED will be doing a virtual modified annual review on April 29th. **GC Evaluation -** Discussion was held.
- f. **2021-2022 Calendar (Action) -** Dean moves for approval. Simeon seconds the motion. Motion carries.
- g. **Policy Approval (Action) -** None
- h. **Next Board Meeting Agenda -** Staff Breakfast (August), GC strategic planning date, budget, audit, facility updates
- i. **Adjournment - 6:37 pm** Simeon moves to adjourn. Dean seconds the motion. Motion carries.



5/10/21

APPROVED:

William G. MacDonald

Date

Introduction

Taos Academy has been recognized by the state of New Mexico for academic excellence for over 8 years running and has been recognized for its innovative learning model by US News Best High School Rankings, by the Clayton Christensen Institute, and by Evergreen Education Group. Taos Academy students placed first in the 2019 inaugural Governor's STEM Challenge; more recently, Taos Academy students have received recognition in the 2020 Governor's STEM Challenge, the Northeastern Regional Science Fair, New Mexico State Science and Engineering fair, and eCybermission. Our STEM + Arts and Career and Technology Education programming continue to attract students to our school.

In the prior three school years, Taos Academy received an "A" letter grade on the state report card for SY2018. The school was designated as a Spotlight School in Overall Performance for SY2019 (in the top 25% of schools in New Mexico) and also received a Designation of Excellence for Science and a second Designation of Excellence for Graduation Growth (in the top 10% in comparison with other schools in New Mexico). More recent performance measures are not available due to the pandemic's impact on the state testing program.

Narrative that responds to the following prompts:

- ☐ (Decrease and Increase) Describe the rationale for this request.

Taos Academy is requesting an enrollment cap increase from 250 to 300 students. This request is in line with the PEC's considerations of applicable performance measures. Taos Academy continues to meet its charter mission by providing an innovative environment for students to access advanced academic achievement opportunities, engage with community activities to gain leadership skills, and experience an atmosphere dedicated to personal and group social responsibility. Due to the success of the school locally, statewide and nationally, Taos Academy has earned a reputation for excellence in providing students with opportunities to excel. This reputation continues to grow in our community as well as the surrounding areas. We continue to have a wait list in most grade levels. This is especially true for our 9th through 12th grades Early College High School (ECHS). For example, this year alone we have thirty-one (31) 9th graders who are wanting to attend our ECHS and Career & Technical Education (CTE) programming, but we cannot bring them in due to reaching our 250 cap. We have also been asked by parents and other community organizations to expand and offer more opportunities for students to take advantage of our highly successful and nationally recognized programming.

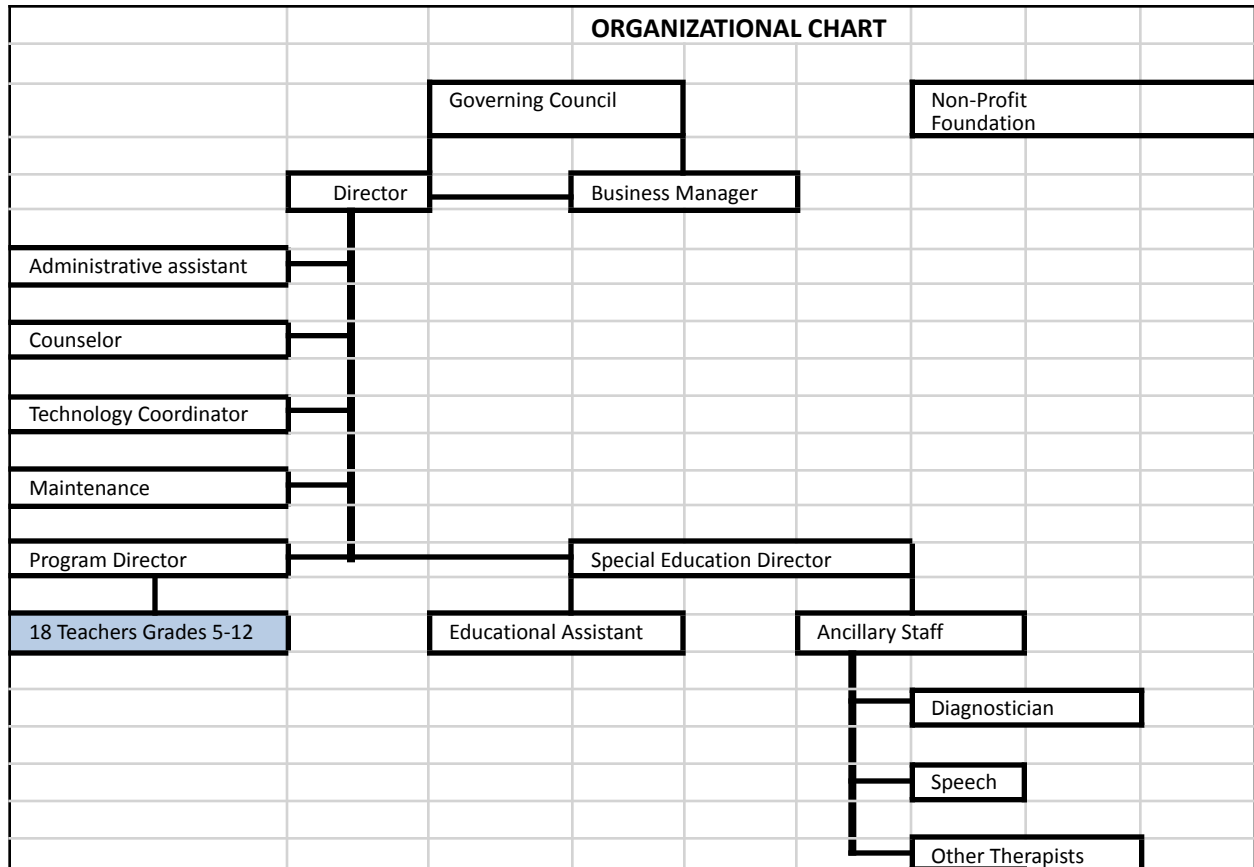
- ☐ (Increase Only) Provide a detailed staffing plan consistent with each Staffing Chart submitted with this request. Describe how the staffing (administrative, instructional, and non-instructional), enrollment, and target population needs will be addressed by the following processes:
 - Recruitment;
 - Hiring; and
 - Training.

N/A

- ☐ If changes to staffing are not needed, provide an explanation.

Taos Academy will not be changing its staffing plan. Our scheduling and present staffing will be sufficient to accommodate the increase in students. If needed, we will add instructional support staff to further reinforce the instructional team and provide more tutoring opportunities to smaller groups of students.

Provided below is the Taos Academy Organizational Chart including administrative, instructional, and non-instructional staffing. The current number of teachers is indicated in the blue box. In addition, a Staffing Chart verifying the “no change in staffing” is included on page 10 of this document.



- (Increase Only) Provide a detailed description of how the Charter school will meet the enrollment targets identified in each Enrollment Matrix submitted. Include the following:

- A plan for meeting targets;

Taos Academy currently has a total of 44 students on the waiting list for the high school level. Included are 31 students for 9th grade, 6 students for 10th grade, 3 students for 11th grade, and 4 students for 12th grade. Additional students are on the waitlist for the middle school level. We also have been approached by community members requesting support for an additional 30 students across grades 9-12 who are not yet on our waiting list, further demonstrating the demand and need for what the school offers.

- Necessary advertising and/or promotion to meet the targets;

Taos Academy runs a year-round ad at the local movie theater. During the enrollment/lottery period, an ad is also placed in the local newspaper and flyers are distributed around town. The school's website has also become an effective recruitment tool.

- Number of returning students;

Under pandemic conditions, 72% of students returned based on the 40th day count of SY21 (152 out of 212). However, during the remaining part of FY21, a significant number of students transferred into Taos Academy from other local district schools, bringing the total number of students to 235.

- Anticipated new student enrollment.

We anticipate that new student enrollment will return to or exceed pre-pandemic levels and include the additional 20 students for FY22, with an increase of 5 students in each high school grade level as requested by this enrollment cap increase amendment. See Enrollment Matrix located on page 10.

- (Increase Only) Identify the concrete resources, if any, needed for implementation. Consider the changes needed to curriculum, assessment, and instruction to implement this request. Provide the rationale for your response. If the response indicates that resources are not needed to implement the request, explain why.

No additional concrete resources will be needed for implementation in FY22. Resources are currently available for the 20 students to be added. The current Early College High School program is located in the school's multipurpose building.

In accordance with Taos Academy's Ed. Spec. & 5 Year Facility Master Plan 2020-2025, a new Early College High School building is under construction with an anticipated completion date of November 2021. Funds for additional concrete resources are available as part of completion of the new building.

- (Decrease Only) An explanation of how the decrease will not displace any currently enrolled students, who are eligible to return in the next school year. If the current enrollment is higher than the proposed enrollment, a phase out plan that ensures the decrease will not displace any currently enrolled students, who are eligible to return in the next school year.

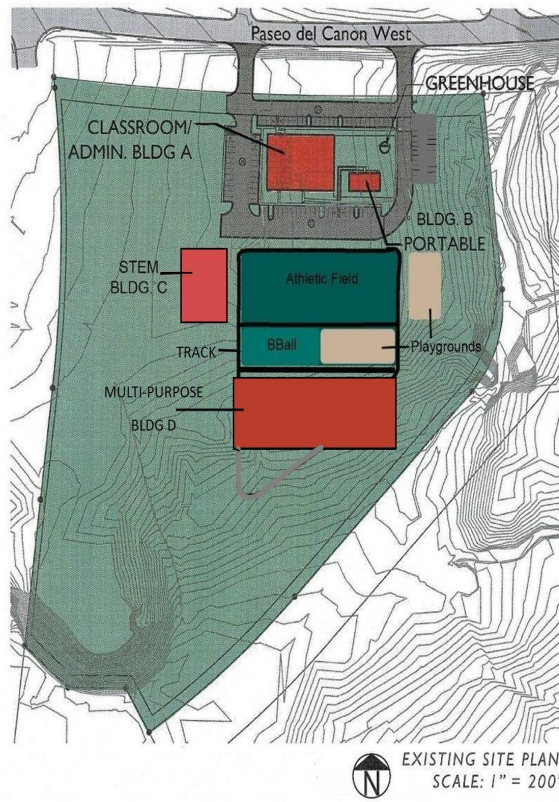
N/A

Occupancy Documentation (Increase Only)

For the proposed facility, clearly label and provide the following documents:

- Documentation of the capacity load of the facility to document capacity that can sustain projected growth in enrollment. Hand-drawn images will not be accepted.

The current Early College High School Program is housed in the school's Multipurpose Building, Building D. See below for location of Building D on the Taos Academy campus and maximum occupancy.



Current Site of
Taos Academy
5.65 acres.

Building A
11,700 gsf

Building B
SSL Lab Portable:
1,740 gsf

Building C
STEM Portable
5040 gsf

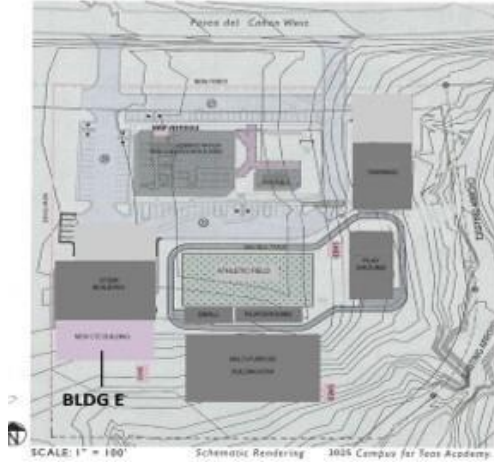
Building D
Multi-purpose
8700 gsf

Maximum Occupancy of the existing buildings:

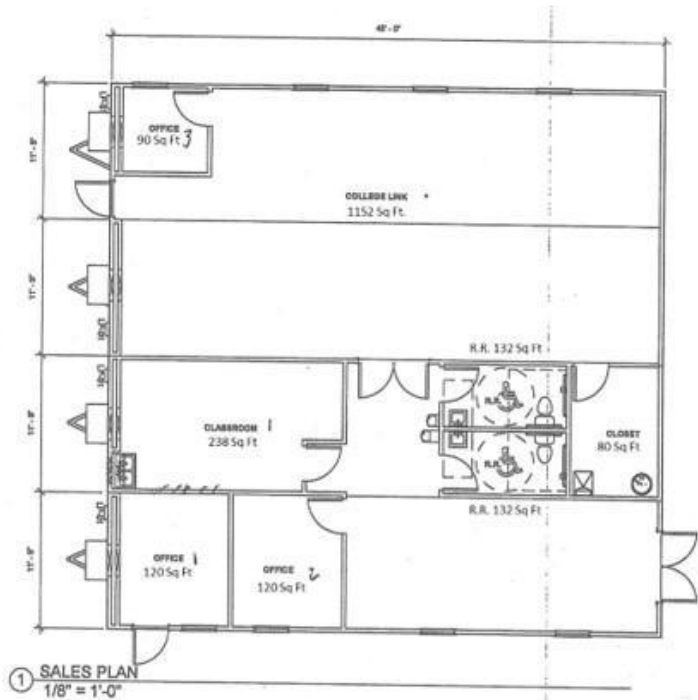
MAXIMUM OCCUPANCY	
Main Building	285
STEM Building	55
Annex Building	149
Multi-Purpose Building	276

Note: A scanned copy of the Maximum Occupancy sign posted in the school buildings is attached as evidence at the end of this document, page 11

The new Early College High School program will be located in the 2,304 GSF Building E which is currently under construction. Anticipated completion date is November 2021. *Note: the new building is currently referred to as the Career & Technology Education Building in the Taos Academy Ed. Spec. & 5 Year Facility Master Plan 2020-2025.*



Career & Technology Education Building		
Room Type	SQ FT	# St / 28 nsf
College Link	1152	41
Classroom 1	238	8
Office 1	120	
Office 2	120	
Office 3	90	
Restroom	132	
Restroom	132	



□ If an additional facility will be utilized:

- A Certificate of Occupancy, approved for educational use; *OR* An assurance that the school will not occupy any space until the school possesses a Certificate of Occupancy and provides the same to the PEC;

Taos Academy will occupy the additional new facility described in the previous section. Taos Academy provides assurance that the school will not occupy the space until the school possesses a Certificate of Occupancy and provides the same to the Public Education Commission.

- NMCI letter from the PSFA; *OR* An assurance that the school will not occupy any space until the school possesses a NMCI letter from the PSFA and provides the same to the PEC;

Taos Academy provides assurance that the school will not occupy any space until the school possesses a NMCI letter from the PSFA and provides the same to the Public Education Commission.

- Documentation of the capacity load of the facility to document capacity that can sustain enrollment requested (hand-drawn images will not be accepted) ; *OR* An assurance that the school will not occupy any space that does not have a sufficient capacity load to sustain the enrollment requested and provides documentation of the capacity load to the PEC; *and*

Taos Academy provides an assurance that the school will not occupy any space that does not have a sufficient capacity load to sustain the enrollment requested and provides documentation of the capacity load to the Public Education Commission.

- Proposed lease (as relevant), lease purchase agreement (as relevant), or purchase contract (as relevant) and an affidavit verifying compliance with legal requirements of Section 22-8B-4.2 NMSA 1978; *OR* An assurance that the school will not occupy any space that does not meet the ownership and leasing requirements of Section 22-8B-4.2 NMSA 1978.

Taos Academy provides an assurance that the school will not occupy any space that does not meet the ownership and leasing requirements of Section 22-8B-4.2 NMSA 1978.

Additional Information (Increase Only)

Attach each of the following documents:

□ Enrollment Matrix

- Detail the current and targeted number of students served per grade for the subsequent three Fiscal Years. (See below)

The number of students in grades 9-12 will be increased by a total of 50 over a period of three years, adding 20 in FY22, 20 in FY 23 and 10 in FY24. This will increase opportunities for students to participate in the Early College High School program. The Early College High School program includes the College Link Lab (Dual

Credit Program (50% coursework at UNM Taos and 50% Taos Academy), Career Technical Education, and College Readiness.

ENROLLMENT MATRIX				
Grade Levels	Pre-Covid	FY 22 Number of Students	FY23 Number of Students	FY24 Number of Students
5	27	27	27	27
6	27	27	27	27
7	28	28	28	28
8	28	28	28	28
9	35	40	45	47
10	35	40	45	47
11	35	40	45	48
12	35	40	45	48
Additional Students	N/A	+20	+20	+10
Total Enrollment	250	270	290	300

Taos Academy adheres to the state regulations on teacher/ student ratio requirements of section 22 - 10A- 20 NMSA 1978 ; class loads.

- Staffing Chart
 - Identify the current and anticipated staffing information for the subsequent three Fiscal Years.

STAFFING CHART				
Grade Levels	Current number of Teachers	FY 22 Number of Teachers	FY23 Number of Teachers	FY24 Number of Teachers
5 - 12	18	18	18	18

Administrative Completeness Review

An administratively complete request includes the following:

- Fully Completed Form
- Approved Board Minutes
 - Comply with Open Meeting Law (if applicable)
 - Board membership aligns with what is currently on file with PEC
- Narrative, Addressing All Prompts
- Facility Information, If Required
- Additional Information, If Required
 - Enrollment Matrix
 - Staffing Chart

The following scanned copy of the Maximum Occupancy sign currently posted in Taos Academy's facilities is presented as evidence for the Occupancy Documentation section on page 7.

MAXIMUM OCCUPANCY

Main Building

285

Annex Building

55

Stem Building

149

MP Building

276