



# *J. Paul Taylor Academy*

*Recapturing the Joy of Learning - Recapturar la Alegria de Aprender*



J. Paul Taylor Academy Charter School  
Governance Council Work Session  
Wednesday, February 7, 2018 6:30 PM (MST)  
402 W. Court Building 2 Las Cruces New Mexico 88005  
JPTA Media Room

This agenda may be revised up to seventy-two (72) hours prior to the meeting.



# J. Paul Taylor Academy

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J. Paul Taylor Academy Charter School  
Governance Council Work Session  
Wednesday, February 7, 2018 6:30 PM (MST)  
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JPTA Media Room

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## I. Opening Items

### A. Call the Meeting to Order

### B. Reading of Mission Statement - Ric Hernandez - 2 minutes

*J. Paul Taylor Academy, in alliance with families at the school and community, will offer a rigorous, well rounded Spanish acquisition, project based instructional program in a smaller school to promote excellence for the diverse students of the Las Cruces area.*

## II. Public Input

### A. Public Input - Ric Hernandez

#### 1. Public Input - 15 minutes

#### 2. Staff Input - 15 minutes

## III. Governance

### A. Executive Director Emergency Succession Plan - Suzan Martinez de Gonzales - 15 minutes

*Discussion*

### B. Annual Site Visit - Final Report 2016-17 SY - Eric Ahner - 15 minutes

*Discussion*

### C. Annual Site Visit - Initial Report 2017-18 SY - Eric Ahner - 15 minutes

*Discussion*

### D. Proposed Revision to By-Laws - Ric Hernandez - 30 minutes

*Discussion*

### E. New Member Orientation Review - Ric Hernandez / Janet Acosta - 15 minutes

*Discussion*

## IV. Policy Committee

### A. Executive Director End of Year Evaluation Policy - Stephanie Haan-Amato - 10 minutes

*Discussion*

## V. Development Committee

### A. JPTA Foundation 2017 Financial Reports - Suzan Martinez de Gonzales - 5 minutes

*Discussion*

### B. JPTA Wishlist - Suzan Martinez de Gonzales - 15 minutes

*Discussion*

VI. Other Business - Ric Hernandez

A. Open Discussion - 15 minutes

VII. Closing Items

A. Adjourn - 1 minutes

**J. Paul Taylor Academy**

**Emergency Succession Plan**

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The Governance Council of J. Paul Taylor Academy has developed this Emergency Succession Plan to prepare for an emergency situation in which the Executive director of JPTA becomes incapacitated and cannot serve for a period of time longer than 10 working days or departs without appropriate notice. The Governance Council will enact this plan to appoint a Temporary Executive Director (TED) to ensure stability until the return of the Executive Director, or the appointment of an Interim Executive Director, or a new Executive Director is named. This plan shall not be used for extended, planned absences such as maternity/paternity leave, which should have an interim Executive Director named instead.

**Emergency Succession Plan:**

1. Temporary Executive Director Selection - To ensure that the Academy has qualified leadership JPTA will enter a 3-year contract with:

- a. Association for Charter School Educational Services (NMACES)
- b. Southwest Regional Education Cooperative (SWREC)

a or b will provide a Professional Agreement for a qualified Temporary Executive Director (TED).

2. Governance Council Special Session - Once Staff or Governance Council becomes aware of the emergency situation the Chair of the Governance Council or highest-ranking GC Member available shall be notified in order to convene a Special Meeting of the GC as soon as feasible. The Special Meeting shall be posted in accordance with the Open Meetings Act. JPTA Staff and families should be encouraged to attend. At said meeting the GC may vote to activate the Emergency Succession Plan (ESP).

3. Immediately upon A or B providing the Name of the individual to be named TED, the Chair of the GC shall:

- a. Notify Staff
- b. Notify Families
- c. Notify the IT Department to set up an email address and immediately forward (as a copy) all incoming emails addressed to the

4. Within 3 working days of the TED coming on site selected members of the GC will meet to discuss necessary steps to conduct day to day operations, such as but not limited to resolutions to change authorizing signatures for bank transaction, notifications to governing bodies Charter Schools, etc. GC members will decide on future meetings necessary to conduct business under the emergent circumstances.

5. The Temporary Executive Director (TED) will meet as needed with officers of the GC to review:

- a. Up to date status of students and staff under the emergent circumstances
- b. Finances:

**Comment [RH1]:** Would we need to notify the CSD or PEC?

**Comment [RH2]:** Do we need to specify who calls A or B?

**Comment [RH3]:** What would we do for building access

- i. Day to day cash and day to day operations,
    - ii. Monthly Financials,
    - iii. Annual audit exceptions remedies,
    - iv. Identify and review all financial and programmatic reports required to be filed by the school to ensure timely filing and accuracy.
  - c. Ensure that the TED is oriented to the location of all files and records pertaining to grants and contracts, review and report on progress and work plans
  - d. Staffing updates, recruitment and retention, annual reviews, corrective action plans etc.
  - e. A written report shall be provided to the GC weekly by the TED identifying the top issues facing the organization and develop a reasonable time phased plan for addressing the issues, these items will be discussed and prioritized at each meeting with the GC.
6. Once the circumstances regarding the ED are known the GC will meet with the TED to develop a long-term plan and;
  - a. Members of the GC will meet with the TED to update the staff
  - b. GC will ensure that the governing bodies of the school are kept up to date as needed
7. This Emergency Succession Plan will remain active until the return of the Executive Director, or the appointment of an Interim Executive Director, or a new Executive Director is named.

# MONITORING INSTRUMENT ITEM REPORT

## J Paul Taylor Academy

### PEC Authorized Annual Monitoring

#### I. ACADEMIC PERFORMANCE FRAMEWORK

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

Updated 09/25/2017 by Becky Kappus

SEA Status	Meets Standard FINAL
LEA Status	In Progress
Comments by SEA	9.11.17 NMPED Rating: PED has rated this indicator as a "Meets the Standard" because the school earned a "C" on the NM state report card SY 2017. The school earned a "C" on the SY 16 NM state report card.
Comments by LEA	
Compliance Indicators	This is the location for the state report card data for the most recent school year available.
Requested Documents	2016/2017 Improvement Plan for schools with less than a C letter grade on the 2016 state report card
Other Documents	
Legal References	

#### I. ACADEMIC PERFORMANCE FRAMEWORK

#### **I-A.01: Required Academic Performance Indicators**

Updated 09/22/2017 by Baylor Del Rosario

SEA Status	Falls Far Below Standard FINAL
LEA Status	In Progress
Comments by SEA	9.11.17 NMPED Rating: PED has rated this "Falls Far Below Standard Final" because the school received such rating on at least one of its indicators. Please see attached data analysis. The school provided the mid-year data to support their school mission specific indicators. Please submit End-of-Year Data to support progress toward Mission Specific Indicators by 6/30/17.
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.
Requested Documents	End-of-Year Data to support progress toward Mission Specific Indicators Mid-Year Data to support progress toward Mission Specific Indicators
Other Documents	
Legal References	

## MONITORING INSTRUMENT ITEM REPORT

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#### I. ACADEMIC PERFORMANCE FRAMEWORK

#### **I-A.02: Optional supplemental Indicator(s)**

Updated 09/11/2017 by Becky Kappus

SEA Status	Not Applicable
LEA Status	Meets Requirements
Comments by SEA	9.11.17 NMPED Rating: PED rates this indicator as &quot;Not Applicable as the school does not have any Optional Supplemental Indicators.
Comments by LEA	CSD, I've submitted raw data for Discovery, iStation and IPT testing for our school specific data. We will upload the remaining of the year data at the end of the year.
Compliance Indicators	This is the location for all school reports that will be uploaded by the school to support progress toward Optional Supplemental Indicators.
Requested Documents	End-of-Year Data to support progress toward Mission Specific Indicators Mid-Year Data to support progress toward Mission Specific Indicators
Other Documents	
Legal References	

#### II. FINANCIAL PERFORMANCE FRAMEWORK

#### **II-A.00: Operating Budgets**

Updated 09/12/2017 by Becky Kappus

SEA Status	Meets Standard FINAL
LEA Status	In Progress
Comments by SEA	9.12.17 NMPED Rating: PED ranks this indicator as &quot;Meets Standard.&quot; At this time, PED has observed no evidence to indicate the school is not timely submitting audit information as is required under II-A.00: Operating Budgets. Please note: While the school failed to provide the required follow-up documentation – the signed indicator questionnaire or evidence/documentation addressing the concerns of this indicator—the PED has rated this indicator as “Meets Standard.” Please note that in the future and if the performance framework does not change, a school that does not submit the required signed indicator questionnaire, will be rated as “Falls Far Below” since schools are expected to follow directions and provide the required follow-up documentation. On August 1, 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 questions in this section. Request from PED: School provides signed copy of the questionnaire. (Unsigned answers will be rated as Does Not Meet Standards).
Comments by LEA	
Compliance Indicators	Was the information required for the budget provided on time for the current year operating budget, 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?
Requested Documents	Evidence to support timely submittal of operational budget information
Other Documents	
Legal References	

# MONITORING INSTRUMENT ITEM REPORT

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#### II. FINANCIAL PERFORMANCE FRAMEWORK

#### II-A.01: Audits

Updated 09/12/2017 by Becky Kappus

SEA Status Meets Standard FINAL

LEA Status In Progress

Comments by SEA 9.12.17 NMPED Rating: PED ranks this indicator as &quot;Meets Standard.&quot; At this time, PED has observed no evidence to indicate the school is not timely submitting audit information as is required under II-A.01: Audits. Please note: While the school failed to provide the required follow-up documentation – the signed indicator questionnaire or evidence/documentation addressing the concerns of this indicator—the PED has rated this indicator as “Meets Standard.” Please note that in the future and if the performance framework does not change, a school that does not submit the required signed indicator questionnaire, will be rated as “Falls Far Below” since schools are expected to follow directions and provide the required follow-up documentation.  
On August 1, 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 questions in this section.  
Request from PED: School provides signed copy of the questionnaire. (Unsigned answers will be rated as Does Not Meet Standards).

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 Evidence to support substantial compliance with timely submittal of audit information

Other Documents

Legal References

#### II. FINANCIAL PERFORMANCE FRAMEWORK

#### II-A.02: Periodic Reports

Updated 09/12/2017 by Becky Kappus

SEA Status Meets Standard FINAL

LEA Status In Progress

Comments by SEA 9.12.17 NMPED Rating: PED ranks this indicator as &quot;Meets Standard.&quot; At this time, PED has observed no evidence to indicate the school is not timely submitting audit information as is required under II-A.02: Periodic Reports. Please note: While the school failed to provide the required follow-up documentation – the signed indicator questionnaire or evidence/documentation addressing the concerns of this indicator—the PED has rated this indicator as “Meets Standard.” Please note that in the future and if the performance framework does not change, a school that does not submit the required signed indicator questionnaire, will be rated as “Falls Far Below” since schools are expected to follow directions and provide the required follow-up documentation.  
On August 1, 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 questions in this section.  
Request from PED: School provides signed copy of the questionnaire. (Unsigned answers will be rated as Does Not Meet Standards).

Comments by LEA

Is this school on quarterly or monthly reporting? Were the reports for the current year turned in on time? For the

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Compliance Indicators	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
Other Documents	
Legal References	

II. FINANCIAL PERFORMANCE FRAMEWORK

**II-A.03: Expenditures**

Updated 09/12/2017 by Becky Kappus

SEA Status	Meets Standard FINAL
LEA Status	In Progress
Comments by SEA	9.12.17 NMPED Rating: PED ranks this indicator as "Meets Standard." At this time, PED has observed no evidence to indicate the school is not timely submitting audit information as is required under II-A.03: Expenditures. Please note: While the school failed to provide the required follow-up documentation – the signed indicator questionnaire or evidence/documentation addressing the concerns of this indicator—the PED has rated this indicator as "Meets Standard." Please note that in the future and if the performance framework does not change, a school that does not submit the required signed indicator questionnaire, will be rated as "Falls Far Below" since schools are expected to follow directions and provide the required follow-up documentation. On August 1, 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 questions in this section. Request from PED: School provides signed copy of the questionnaire. (Unsigned answers will be rated as Does Not Meet Standards).
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
Other Documents	
Legal References	

II. FINANCIAL PERFORMANCE FRAMEWORK

**II-A.04: Reimbursements**

Updated 09/12/2017 by Becky Kappus

SEA Status	Meets Standard FINAL
LEA Status	In Progress
Comments by SEA	9.12.17 NMPED Rating: PED ranks this indicator as "Meets Standard." At this time, PED has observed no evidence to indicate the school is not timely submitting audit information as is required under II-A.04: Reimbursements. Please note: While the school failed to provide the required follow-up documentation – the signed indicator questionnaire or evidence/documentation addressing the concerns of this indicator—the PED has rated this indicator as "Meets Standard." Please note that in the future and if the performance framework does not change, a school that does not submit the required signed indicator questionnaire, will be rated as "Falls Far

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Below” since schools are expected to follow directions and provide the required follow-up documentation.  
On August 1, 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 questions in this section.  
Request from PED: School provides signed copy of the questionnaire. (Unsigned answers will be rated as Does Not Meet Standards).

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

Other Documents

Legal References

#### II. FINANCIAL PERFORMANCE FRAMEWORK

### II-A.05: Audit Reviews

Updated 09/12/2017 by Becky Kappus

SEA Status Meets Standard FINAL

LEA Status In Progress

Comments by SEA 9.12.17 NMPED Rating: PED ranks this indicator as “Meets Standard.” At this time, PED has observed no evidence to indicate the school is not timely submitting audit information as is required under II-A.05: Audit Reviews. Please note: While the school failed to provide the required follow-up documentation – the signed indicator questionnaire or evidence/documentation addressing the concerns of this indicator—the PED has rated this indicator as “Meets Standard.” Please note that in the future and if the performance framework does not change, a school that does not submit the required signed indicator questionnaire, will be rated as “Falls Far Below” since schools are expected to follow directions and provide the required follow-up documentation.  
On August 1, 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 questions in this section.  
Request from PED: School provides signed copy of the questionnaire. (Unsigned answers will be rated as Does Not Meet Standards).

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 in a manner sufficient to remedy the audit finding

Other Documents

Legal References

#### II. FINANCIAL PERFORMANCE FRAMEWORK

### II-A.06: Meals

Updated 09/12/2017 by Becky Kappus

SEA Status Meets Standard FINAL

LEA Status

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In Progress

Comments by SEA

9.12.17 NMPED Rating: PED ranks this indicator as "Meets Standard." At this time, PED has observed no evidence to indicate the school is not timely submitting audit information as is required under II-A.06: Meals. Please note: While the school failed to provide the required follow-up documentation – the signed indicator questionnaire or evidence/documentation addressing the concerns of this indicator—the PED has rated this indicator as “Meets Standard.” Please note that in the future and if the performance framework does not change, a school that does not submit the required signed indicator questionnaire, will be rated as “Falls Far Below” since schools are expected to follow directions and provide the required follow-up documentation. On August 1, 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 questions in this section. Request from PED: School provides signed copy of the questionnaire. (Unsigned answers will be rated as Does Not Meet Standards).

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 without audit findings

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

III-A.00: Educational Plan

Updated 09/11/2017 by Becky Kappus

SEA Status

Meets Standard FINAL

LEA Status

In Progress

Comments by SEA

9.11.17 NMPED Rating: PED has rated this indicator "Meets Standard." At this time, PED has not been presented with any evidence that the school is not meeting the applicable education requirements as is required by III-A.00: Education Plan. During the 4/13/17, the PED team members did observe students engaged in Project Based Learning (PBL). The team also saw evidence of that J. Paul Taylor Academy is committed to fostering and developing community partnerships. The team saw agreements with NMSU Running Club, Asombro Institute, and Bosque Ecosystem Monitoring Program (BEMP). The team saw evidence (agendas and sign ins) for professional development for teachers. The PD topics were Project Based Learning and Spanish Acquisition. Additionally, the team saw agendas and sign in sheets for the Parent Advisory Committee.

Comments by LEA

Compliance Indicators

Is the school implementing the material terms of the approved charter application as defined in the Charter Contract?

Requested Documents

Evidence of substantially achieving the material terms of the approved charter application in all respects as defined in the Charter Contract.

Other Documents

Legal References

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#### III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

#### **III-A.01: Education Plan**

Updated 09/11/2017 by Becky Kappus

SEA Status	Working to Meet Standard FINAL
LEA Status	In Progress
Comments by SEA	<p>9.11.17 NMPED Rating: PED rates this indicator as &amp;quot;Working to Meet Final&amp;quot; because the school provided the process, to submit an amendment request, to ensure that the school is in alignment with their school's contract hours.</p> <p>4/13/17 CCSS</p> <p>During the site visit, the team members saw evidence that the school is implementing a CCSS aligned curriculum. Team members noted CCSS standards posted in the classrooms and in lesson plans.</p> <p>Instructional Hours</p> <p>The PED instructional hour review as attached indicates the school is NOT meeting the instructional hour and reporting requirements as is required under the performance framework.</p> <p>Requested Instructional Hour Follow Up:</p> <p>1) Please provide a narrative to address the concerns within the attached worksheet and ensure the school will meet minimum instructional hour and reporting requirements in future years.</p>
Comments by LEA	JPTA will file a request to amend the minimal requirements stated in the school's Performance Contract.
Compliance Indicators	Is the school complying with applicable education requirements?
Requested Documents	Content Standards, including Common Core Evidence of instructional days or hours requirements Graduation requirements Next Step Plans Parent surveys Promotion/retention requirements State assessments
Other Documents	
Legal References	

#### III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

#### **III-A.02: Education Plan**

Updated 09/11/2017 by Becky Kappus

SEA Status	Working to Meet Standard FINAL
LEA Status	Meets Requirements
Comments by SEA	<p>9.11.17 NMPED Rating: PED rated this indicator as &amp;quot;Working to Meet Standard Final&amp;quot; because the school provided evidence of the requested McKinney Vento documents and a process of how the school will verify New Mexico residency of their students.</p> <p>McKinney-Vento</p>

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4.13.17 Site Visit: PED did not observe dissemination of McKinney-Vento policy/notice of rights and dispute resolution process as required by state rule (NMAC § 6.10.3) (i.e., documents were created, but not published in handbook, poster, etc.). Documentation of homeless inquiries regarding enrollment, complaints, services, or other related items (see ESSA Guidance) (e.g., a log) were not observed.

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Enrollment  
4/13/17

PED reviewed the school's enrollment and admission policies and forms. CSD observed no evidence of discriminatory screening practices or imposition of inappropriate admission standards in the application.

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NM Residency

4/13/17

During the site visit, the team reviewed about 20 student files. The team noted that the school has required all families to provide NM address verification. However, in 7 of the student files the team did not find address verification.

State rule (22-12-15 (C)) requires that schools only accept NM residents. The requirement is to admit only New Mexico Resident is in 22-12-15 (C)

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RtI/Sat

During the 4/13/17 site visit, the team reviewed the school's Rt/SAT processes. The school provided evidence of the required health screenings, both tier 1 and tier 2 interventions, and the SAT meetings.

PED observed evidence indicating the school is protecting the rights of students through RtI/SAT procedures as required under III-A.02: Education Plan and at this time CSD has not observed or been presented with any additional evidence to indicate school is not meeting the requirements of III-A.02: Education Plan

Request from PED:

School provides: (a) documentation that policy and dispute resolution process are approved by the governing council and published/accessible to the public (e.g., in handbook or website) and (c) description of process on how the school will document services provided to identified students. Please provide evidence to demonstrate the identified concern has been corrected. Additionally, please describe the steps the school will take to ensure the same concern does not arise this year or in future years.

Please provide evidence to demonstrate that the identified concern regarding NM residency has been corrected. Additionally, please describe the steps the school is taking to ensure the same concern does not arise this year or in future years.

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Comments by LEA      McKinney-Vento:  
The school has hung both parent and student information posters in the school in a conspicuous location to let students and parents know about access for homeless students. The school shall post homeless liaison information on the website and send in at least one email.

NM  
Residency: The school has created a cover page to accompany each student file, which has a check sheet to ensure all necessary documentation is on file, including proof of New Mexico address.

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Note: As per the section indicating, "School provides:..." –The Charter School Division has indicated that no further action is needed with this section.

Table with 2 columns: Category (Compliance Indicators, Requested Documents, Other Documents, Legal References) and Description (Is the school protecting the rights of all students?, Evidence of compliance with applicable laws and regulations relating to: RtI and SAT processes, admissions, lottery, waiting lists, fair and open recruitment, and enrollment; adherence to due process protections, privacy, civil rights, and student liberty)

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

III-A.03: Educational Plan

Updated 10/03/2017 by Icela Pelayo

Table with 2 columns: Category (SEA Status, LEA Status, Comments by SEA, Comments by LEA) and Description (Working to Meet Standard FINAL, Meets Requirements, 9.11.17 NMPED Rating: PED rates this indicator as "Working to Meet Standard Final" because the school provided evidence of service logs for their special education students and the school's STARS data entry concern noted below. 4.13.17 Site Visit: PED team did not observed documentation for direct special education (casemanager) service as per Federal Programs Division (NMPED) memorandum dated September 13, 2016 which cited NMSA § 22-8-13 requiring LEAs to keep accurate records of direct and related services for the purpose of justifying their membership reporting. Specifically section A states, "each school shall keep accurate records concerning membership." 4.13.17 Follow-Up Request from PED: School provides description of process on how it will ensure documentation of special education services (e.g., special education instructor service time log) to support membership reporting. Please provide evidence to demonstrate the identified concern has been corrected. Additionally, please describe the steps the school will take to ensure the same concern does not arise this year or in future years. School provide evidence that it has rectified their issues with the Special Education Bureau (see 1/4/17 entry below) regarding their "Need Intervention" rating. 1/4/2017 - The school has been identified as "Need Intervention" with the Special Education Bureau. This determination was made because the school has not provided data in a timely manner, has provided data that is determined to be not reliable, has demonstrated continued non compliance, and is identified as high risk. Further information about each bolded item is provided below: Data Not Timely: The LEA has missed either the 40-80-120 day or EOY reporting deadline. Data Not Reliable: The Special Education Bureau found that the LEA misreported data and/or had numerous errors on their STARS submissions—errors which could have been corrected by the LEA through the STARS error reports. High Risk: High risk with A-133 findings will negatively impact an LEA's annual determination. A-133 findings were based on 2014-15 financial audits (as this is the last year which was publicly available) and refer to A-133 findings against IDEA-B program administration at the LEA level. Any finding was determined by the Audit & Accounting Bureau. Continued non-compliance: The LEA had the same finding for a second (or third or more) year in a row. All non-compliance is supposed to be corrected within one year, so continued non-compliance is considered to be quite serious. Lack of service logs: Beginning in the spring of 2016, the school began tracking the service time of the special education teachers. The school will provide the service logs to the CSD as evidence of compliance. Prior to the

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annual site visit, the school was unaware of the expected change in practice. Now, each SE provider logs her own time and the Special Education Coordinator collects this information periodically as a check to ensure the school is in compliance.

Data not timely or reliable: The school has had multiple individuals reporting STARS data in the past few years. The school had difficulty with 40th day reporting in FY17 and the Director took over the reporting process. Since that time, the school has significantly improved on data submissions; the data are much more accurate and this has increased reimbursable services for the school. In FY17, the school was not late with any STARS data submissions. Further, the NMPED Special Education liaison to our school has reported a significant improvement with this concern.

Compliance Indicators Is the school protecting the rights of students with special needs?

Requested Documents Evidence of compliance with IDEA, ADA, Section 504 of the Rehabilitation Act of 1973 as well as laws relevant to gifted children

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

III-A.04: Educational Plan

Updated 09/11/2017 by Becky Kappus

SEA Status Working to Meet Standard FINAL

LEA Status Meets Requirements

Comments by SEA 9.11.17 NMPED Rating: PED has this indicator "Working to Meet Standard" because the school provided the steps and a checklist to ensure that the school is appropriately identifying students who may qualify as English Learners as required by NMAC 6.29.5.11. 04/13/17

During the site visit, the team reviewed 19 student files. The team noted that in 7 out of the 19 student files a HLS survey was not present.

The team noted that the school had given the HLS to a 2nd grade and a 3rd grade student. The home language survey should be filled out one time in a student's public education career, not at every enrollment. Please do not have this document as part of the general registration packet. Since J Paul is a K-8 school, the school will give the HLS?LUS to kindergarteners. However, transfer students would have attended a public school prior to registering at your school. Please request students records from the previous school and in this request specifically include the home language survey, possible W-APT English language proficiency screener results as well as possible ACCESS for ELLs assessment results.

If, after three documented requests, you are unable to obtain this information from the previous school, only then could you give the home language survey to the student. Please note that for students registering for the school year 2017-2018 every district and state charter school must use the new department-approved language usage survey (LUS) instead of a locally designed home language survey. This document as well as the accompanying LUS Guidance Handbook and further training videos are found in the link below. This regulation change came into effect October 31, 2016 and can be found under 6.29.5.11 of the New Mexico Administrative Code (NMAC). Please see the Serving English Learners Technical Assistance Manual found in the link below. http://ped.state.nm.us/ped/Bilingual\_ServingELs.html

If a student has taken the ACCESS for ELLs assessment at the previous school and did not meet the score for proficiency, which is an overall (composite) score of 5.0 or higher, the student stays classified as an EL until the student reaches this score for proficiency. The student takes the ACCESS for ELLs assessment annually until proficiency is reached.

Requested Feedback

Please provide evidence to demonstrate that the identified concern regarding English Learners has been corrected. Additionally, please describe the steps the school is taking to ensure the same concern does not arise this year or in future years.

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Comments by LEA	The school was digitally tracking students' HLS/LUS surveys, and some student records were missing the original HLS/LUS from file. As part of the student file check list, each file will have a checklist that includes a checkbox for HLS/LUS. This year, each file is being reviewed for completeness to avoid reoccurrence of the issue. We are working to rectify the lack of response from the local district. Because JPTA starts the school year earlier than the local district, it has proven extremely challenging to obtain the Survey within an appropriate time span. Receiving late LUSs from the district could create challenges in testing any potential ELs in a timely fashion.
Compliance Indicators	Is the school protecting the rights of English Language Learners?
Requested Documents	Evidence of compliance with applicable laws, rules, and regulations including but not limited to Title III of the ESEA
Other Documents	
Legal References	

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK  
**III-A.05: Educational Plan**  
Updated 09/11/2017 by Becky Kappus

SEA Status	Working to Meet Standard FINAL
LEA Status	Meets Requirements
Comments by SEA	<p>9.11.17 NMPED Rating: PED ranks this indicator as "Working to Meet Standard Final" because the school provided a evidence, the school's attendance policy" that the school requires an parent/guardian attendance meeting to discuss interventions for students who have accumulated 5 unexcused absences, which is defined by rule as those "in need of early intervention" (NMAC 6.10.8.7[I]). Based on the data reported in STARS the school's habitual truancy rate was 8.21% for the 2016 school year. The school's attendance rate at the 120th day was 98.33%.</p> <p>4.13.17 Site Visit: Team members noted the school is sending truancy latters. However, PED did not observe request by school to have parents meet (e.g., face-to-face or telecommunication) in order to discuss interventions for students who have accumulated 5 unexcused absences, which is defined by rule as those "in need of early intervention" (NMAC 6.10.8.7[I]).</p>

4.13.17 Follow-Up Request from PED: School provides documentation that notices to parents of students requiring early intervention include a request to meet in person or

telecommunication. Please provide evidence to demonstrate the identified concern has been corrected. Additionally, please describe the steps the school will take to ensure the same concern does not arise this year or in future years.

# MONITORING INSTRUMENT ITEM REPORT

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### PEC Authorized Annual Monitoring

Comments by LEA In FY17, the JPTA Compulsory Attendance rule was updated and the unexcused absence letters were updated to ensure that the 5th unexcused absence letter is better adapted for requesting a parent conference. In FY18, one parent conference has already occurred for a habitually absent student.

Compliance Indicators Is the school complying with the compulsory attendance laws?

Requested Documents Evidence of compliance with applicable laws, rules, and regulations relating to compulsory school attendance

Other Documents

Legal References

#### III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

### III-A.06: Educational Plan

Updated 10/03/2017 by Icela Pelayo

SEA Status Working to Meet Standard FINAL

LEA Status In Progress

Comments by LEA 9.11.17 NMPED Rating: PED has rated this indicator "Working to Meet Standard Final" because the 2017 Stars Report, Charter School Enrollment by District by School, indicates that the school's recurrent enrollment rate was 81.82%. PED will provide this data. 85% is the standard in the Organizational Performance Framework.

Comments by LEA

Compliance Indicators Did the school meet their recurrent enrollment goals?

Requested Documents At least 85% of eligible cohort re-enrolled

Other Documents

Legal References

#### III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

### IV-A.00: Business Management and Oversight

Updated 10/03/2017 by Icela Pelayo

SEA Status Falls Far Below Standard FINAL

LEA Status In Progress

Comments by SEA 9.11.17 NMPED Rating: PED rated this indicator "Falls Far Below Standard FINAL" because the school did not provide evidence that it has instituted remedies that have resulted in compliance or prompt and sufficient movement toward compliance. Specifically, the school's management response indicated the school would implement a process at year-end review by June 30, 2017. However, the school has not provided evidence of such a process or that it has effectively implemented it.  
2015□002 Budgetary Condition – (Compliance) Condition: The School had expenditure functions where actual expenditures exceeded budgetary authority:  
-Operational (11000)-Instruction \$ 20,917.  
We noted the school has taken appropriate action to address the cash carryover issue from FY 15, however corrective action was not taken to address the over expenditure of budget.  
2016□001 Cash Management (Significant Deficiency) Condition: The District did not maintain sufficient cash

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amounts within the General Fund to cover operational and program expenditures. For the year ended June 30, 2016 the General Fund did not maintain enough cash balance to cover program overages of \$(15,880).

PED reviewed the FY16 Audit. PED observed internal control findings (see below). The PED rated this indicator as "Does Not Meet Standard" because the school had not developed or adhered to sound internal control policies. The school's management response did indicate they have or will be instituting procedures to remedy the findings moving forward.

2015-002 Budgetary Condition – (Compliance) Condition: The School had expenditure functions where actual expenditures exceeded budgetary authority:

-Operational (11000)-Instruction \$ 20,917

We noted the school has taken appropriate action to address the cash carryover issue from FY 15, however corrective action was not taken to address the over expenditure of budget.

2016-001 Cash Management (Significant Deficiency) Condition: The District did not maintain sufficient cash amounts within the General Fund to cover operational and program expenditures. For the year ended June 30, 2016 the General Fund did not maintain enough cash balance to cover program overages of \$(15,880).

Comments by LEA

2015-002: CSD noted appropriate action taken by school. No further action necessary.

2016-001: This issue was a residual effect from the FY15 school year, in which cash carryover was inappropriately carried over in the financial management system. This created a significant deficiency in cash carryover in the FY17 school year. As evidence, the school closed in FY17 with over \$119,000 in cash carryover.

It is important to note that we expect a probable audit finding for the FY17 audit. When the auditors were conducting their FY16 audit, the school was unable to account for a discrepancy (2016-001). The school hired an outside consultant who helped the school uncover the above described error that resulted from not appropriately closing out the year in the financial management system. This error lowered the total cash balance for the school in FY15, FY16, and the cash carryover into FY17. The result was entering FY17 with a cash deficit. This issue was reviewed with the Director of Budget and Finance and Deputy Secretary Aguilar early in the FY17 school year.

Compliance Indicators

Is the school meeting financial reporting and compliance requirements?

Requested Documents

Evidence of submittal of documentation related to the use of public funds, submittal of information required to conduct an annual audit, development of and adherence to sound internal control policies, development of and adherence to purchasing protocols

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

IV-A.01: Business Management and Oversight

Updated 09/11/2017 by Becky Kappus

SEA Status

Falls Far Below Standard FINAL

LEA Status

In Progress

Comments by SEA

9.11.17 NMPED Rating:

The PED reviewed the FY16 Audit. The PED observed significant findings and conditions, material weaknesses, or significant internal control weaknesses (see below). The PED rated this indicator "Falls Far Below Standard Final."

2016-001 Cash Management (Significant Deficiency) Condition: The District did not maintain sufficient cash amounts within the General Fund to cover operational and program expenditures. For the year ended June 30, 2016 the General Fund did not maintain enough cash balance to cover program overages of \$(15,880).

The PED reviewed the FY16 Audit. The PED observed significant findings and conditions, material weaknesses, or significant internal control weaknesses (see below). The PED rated this indicator "Does Not Meet Standard."

2016-001 Cash Management (Significant Deficiency) Condition: The District did not maintain sufficient cash amounts within the General Fund to cover operational and program expenditures. For the year ended June 30,

# MONITORING INSTRUMENT ITEM REPORT

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2016 the General Fund did not maintain enough cash balance to cover program overages of \$(15,880).

Comments by LEA

Resolution: (Same item as IV-A.00)

2016-001: This issue was a residual effect from the FY15 school year where cash carryover was inappropriately carried over in the financial management system. This created a significant deficiency in cash carryover in the FY17 school year. As evidence, the school closed in FY17 with over \$119,000 in cash carryover.

Compliance Indicators

Is the school following generally accepted accounting principles?

Requested Documents

Evidence of an unqualified audit opinion, an audit devoid of significant findings, an audit that does not include ongoing concern disclosure

Other Documents

Legal References

#### III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

### V-A.00: Governance and Reporting

Updated 09/11/2017 by Becky Kappus

SEA Status

Meets Standard FINAL

LEA Status

In Progress

Comments by SEA

9.11.17 NMPED Rating: PED has rated this indicator "Meets Standard" based on the information provided on how the Board will conduct a closed session and because at this time, PED has not been presented with any evidence that school is not complying with governance requirements as is required under V-A.00 Governance and Reporting.  
4.19.17 Governing Council Observation: Observation by PED staff took place on 4.19.17.  
4.19.17 Requested Follow-Up: Please describe actions the school will take to address the item of concern (e.g., a statement to the effect of 'the governing council will review the item of concern [see below for description] at its next meeting to ensure minutes after a closed session affirm the subject discussed in the closed meeting was limited only to that specified in the motion for closure').  
SPECIFIC ITEM OF CONCERN:  
Upon completion of the closed session, minutes should indicate confirmation by the governing council that only topics identified for discussion during the closed session were discussed. Specifically, NM Stat § 10-15-1(J) states, "Following completion of any closed meeting, the minutes of the open meeting that was closed or the minutes of the next open meeting if the closed meeting was separately scheduled shall state that the matters discussed in the closed meeting were limited only to those specified in the motion for closure or in the notice of the separate closed meeting."

Comments by LEA

Resolution: Upon exiting a closed session, JPTA will follow a script to ensure the methodology is in compliance with the Open Meetings Act.

Compliance Indicators

Is the school 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?

Requested Documents

Other Documents

Governing Body Observation Form

Legal References

# MONITORING INSTRUMENT ITEM REPORT

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#### III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

### V-A.01: Governance and Reporting

Updated 09/11/2017 by Becky Kappus

SEA Status Falls Far Below Standard FINAL

LEA Status In Progress

Comments by SEA 9.11.17 NMPED Rating: PED has rated this indicator as "Falls Far Below Standard Final" because the school leader did not submit the current evaluation for the head administrator.  
4.13.17 Request from School: By 8/1/17, the school leader will need to submit the current evaluation for the head administrator.

Comments by LEA

Compliance Indicators Is the school holding management accountable?

Requested Documents Submit the governing body's written annual evaluation of the head of school that holds the head of school accountable for performance expectations.

Other Documents

Legal References

#### III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

### VI-A. 00: Employees

Updated 09/11/2017 by Becky Kappus

SEA Status Falls Far Below Standard FINAL

LEA Status In Progress

Comments by SEA 9.11.17 NMPED Rating: PED rates this indicator as "Falls Far Below Standard Final" because the school did provide a plan to ensure that parents are notified as required by NMAC 6.29.1.3.B that the students are being taught by a long-term sub.  
4/13/17  
During the PED site visit, the team reviewed 6 staff files. The team noted that the PE teacher has been hired as a long-term sub. However, the school did not have documentation that the families had been notified. Because the school has a long term sub the school needs to notify parents as required by NMAC 6.29.1.3.B. that the students are being taught by a long-term sub.  
The 2017 120D report indicates that the school did not have any discrepancies with reporting to the licensure bureau.  
Requested Follow-up  
Please provide evidence to demonstrate that the identified concern regarding proper parent communication as required by NMAC 6.29.1.3.B has been corrected. Additionally, please describe the steps the school is taking to ensure the same concern does not arise this year or in future years.  
1/2/2017 -  
This school has had discrepancies with reporting to the licensure bureau.  
These discrepancies indicate the school has not demonstrated compliance with certification requirements. The school had 3 discrepancies at the 40 day reporting date. The school had 1 discrepancy at the 80 day reporting date.  
This school had 1 repeated discrepancy on the 80th day that was not corrected from the 40th day.  
The reported discrepancies did include concerns about employees lacking a valid background check with PED.

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Comments by LEA

Long-term substitute teacher: The school hired a teacher who had all requirements completed with the exception of the test that would allow her to complete licensure. It was thought that this was completed until the 40th day review, where the school's oversight was discovered. This is an atypical situation that is not likely to repeat; I've never had this finding in my 8 years in NM charter schools.

Certification requirements: The Charter School Division stated that no further action was needed regarding 40th and 80th day reporting based on all data being cleaned up on the 120th day. With the teacher who did not complete licensure, the background check was done when she submitted her application for licensure. This individual had also completed her student teaching with Las Cruces Public Schools and had been cleared; her background check had been verified within two years of JPTA hiring her as a teacher, but the school failed to track down that documentation while we were awaiting the final license. Her license was issued in January of 2017 and the school quickly obtained the copy of her background check.

Compliance Indicators

Is the school meeting teacher and other staff credentialing requirements?

Requested Documents

The school demonstrates compliance with certification requirements and mentorship requirements

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

**VI-A. 01: Employees**

Updated 09/11/2017 by Becky Kappus

SEA Status

Working to Meet Standard FINAL

MONITORING INSTRUMENT ITEM REPORT

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LEA Status	In Progress
Comments by SEA	<p>9.11.17 NMPED Rating: PED rates this indicator as &amp;quot;Working to Meet Standard&amp;quot; because the school provided evidence that the Head Administrator's contract includes the duty of providing mentorship to novice teachers.</p> <p>4.13.17 Site Visit: PED team observed that mentor is not currently compensated for additional duty as required by state rule (see NMAC 6.60.10.8).</p> <p>4.13.17 Follow-Up Request from PED: School provides assurance that mentors are compensated as required by state rule. Please provide evidence to demonstrate the identified concern has been corrected. Additionally, please describe the steps the school will take to ensure the same concern does not arise this year or in future years.</p> <p>-----</p> <p>1/2/2017 - J Paul Taylor has completed 100% of Domain 2 and 3 Observations in Frontline/Oasys. These observations were required to be completed by December 20th at the latest.</p> <p>The school is currently in compliance with the requirements of the statewide teacher evaluation program.</p> <p>The school must complete 10 observations based on the data provided in Frontline/Oasys. The school has not started 0 observations, has 0 observations in progress, and has completed 10 observations.</p> <p>-----</p>
Comments by LEA	<p>Resolution: In the Executive Director's FY18 contract, mentor duties are specified as part of the total compensation package. Also, individual teacher(s) will be compensated to provide mentorship to new teacher(s). This element is evident on the uploaded Director's Contract (2.4-F, Page 4).</p> <p>"(F) Executive director shall be the primary mentor to all new teachers. The Executive Director's pay is inclusive of this service. He or she may designate another employee for this duty."</p>
Compliance Indicators	Is the school respecting employee rights?
Requested Documents	The school demonstrates compliance with: The school personnel act, Charter School Act, FMLA, ADA, the right to organize collectively, the right to PD and evaluations
Other Documents	
Legal References	

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

**VI-A.02: Employees**

Updated 09/11/2017 by Becky Kappus

## MONITORING INSTRUMENT ITEM REPORT

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SEA Status	Meets Standard FINAL
LEA Status	Meets Requirements
Comments by SEA	<p>9.11.17 NMPED Rating: PED has rated this indicator as "Meets Standard" because at this time, PED has not been presented with any evidence that school is not complying with VI-A.02 Employees 4/13/17</p> <p>During the site visit, the team reviewed 6 staff files and all reviewed files contained the proper background check. 1/2/2017 -</p> <p>The school has 1 background check concern in the 80th day licensure reporting.</p>
Comments by LEA	<p>Resolution: Same as VI-A.00</p> <p>With the teacher who did not complete licensure, the background check was done when she submitted her application for license. This individual had completed her student teaching with Las Cruces Public Schools; her background check had been verified within two years of JPTA hiring her as a teacher. In short, the school failed to track down that documentation while we were awaiting final license.</p>
Compliance Indicators	Is the school completing required background checks?
Requested Documents	Evidence of compliance with applicable laws, rules, and regulations related to background checks of all individuals associated with the school
Other Documents	
Legal References	

#### III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

### VII-A.00: School Environment

Updated 09/11/2017 by Becky Kappus

SEA Status	Meets Standard FINAL
LEA Status	In Progress
Comments by SEA	<p>9.11.17 NMPED Rating: PED has rated this indicator as "Meets Standard" because at this time, PED has not been presented with any evidence that school is not complying with facilities requirements as is required under VII-A.00:School Environment</p> <p>PED Notes: 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. No follow-up required.</p>
Comments by LEA	
Compliance Indicators	Is the school complying with facilities requirements?
Requested Documents	Evidence of compliance with E-occupancy, facility condition rating, facility master plan, facility maintenance plan, fire inspections, facility variances, student transportation programs
Other Documents	
Legal References	

MONITORING INSTRUMENT ITEM REPORT

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III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

VII-A.01: School Environment

Updated 10/03/2017 by Icela Pelayo

SEA Status Working to Meet Standard FINAL

LEA Status In Progress

Comments by SEA 9.11.17 NMPED Rating: PED rates this indicator as "Working to Meet Final" because the school provided evidence of emergency drills, evidence of a health teacher to implement the health curriculum, and PE lesson plans. During the 2017-2018 site visit, the PED team will review evidence that the school is meeting the requirements of this indicator. 4/13/17 During the PED site visit, the team reviewed the 2015-16 emergency drill records and noted that the school did not conduct an evacuation drill. New Mexico Statutes 22-13-14. Emergency drills; requirement requires two drills during the year shall be shelter-in-place drills and one shall be an evacuation drill, as directed by the department. During the site visit, the team noted that the school had not conducted the required weekly emergency drills during the first four weeks of school. Additionally, the school did not have evidence of conducting drills during the months of September, November, December, and January, The school is not in compliance with New Mexico Statute 22-13-14, which requires schools to hold an emergency drill at least once each week during the first four weeks of the school year and at least once each month thereafter until the end of the year. 4/13/17 During the site visit, the ream members observed that the school requires all visitors to sign in and wear visitor badges. The PED team noted that in all the files reviewed that the teacher files contained completion certificates for child abuse, neglect and detection course. However, during the site visit, the team members were unable to view documentation of the integration of health into lesson plans or the PE lesson plans aligned to state standards. PED requests to see curriculum and schedule for when Physical Education is provided. (See NMAC § 6.29.9 for benchmarks and performance standards). The team also requests to see curriculum and schedule for when Health Education is provided. (See NMAC § 6.29.6 for benchmarks and performance standards). 1/2/2017 - The school's Safe Schools Plan was accepted on 3/24/16. Requested Follow up Please provide evidence to demonstrate that the identified concern regarding emergency drills has been corrected. Additionally, please describe the steps the school is taking to ensure the same concern does not arise this year or in future years. Please provide evidence to demonstrate that the identified concern regarding the PE and health curriculum has been corrected. Additionally, please describe the steps the school is taking to ensure the same concern does not arise this year or in future years.

Comments by LEA Summary Explanation:

- 1a) Evacuation drills had not yet been completed at time of visit.
1b) Missed drills during first four weeks (one per week expected).
1c) Missing September, November, December, and January fire drills.
2a) Health standards not integrated into school.
2b) Need PE lesson plans to demonstrate their integration of NM State Standards

Resolution/Correction:

1a) Evacuation drill was completed on 5/18/2017 and within the FY17 school year.

1b) The school missed 2 drills of the four that were needed in the first four weeks.

1c) The school missed September and had 3 in October. The school also missed November, December, and January. While the school acknowledges that we missed drills in FY17 school year, we believe we are missing the

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drill sheets for two of the months. The drill sheets were being kept in two different locations and one set appears to be missing. As of August 2017, the school competed all drills since the time of the site visit for the end of the 2016-17 school year and for the beginning of the year for FY18 school year.

2a) During the FY17 school year, health was not taught. For FY18, the school has hired a teacher who is endorsed in health.

2b) The school will upload lesson plans for PE as demonstration of alignment to NM State Standards.

Compliance Indicators Is the school complying with health and safety requirements?

Requested Documents Evidence of compliance with Safe Schools Plan, School Health Rules Checklist, providing appropriate health services, meeting food service requirements, other resources as required

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

VII-A.02: School Environment

Updated 09/11/2017 by Becky Kappus

SEA Status Meets Standard FINAL

LEA Status In Progress

Comments by SEA 9.11.17 NMPED Rating: PED has rated this indicator as "Meets Standard" because at this time, PED has not been presented with any evidence that school is not complying with facilities requirements as is required under VII-A.02:School Environment. During the site visit, the team observed that all student and staff files were stored in locked fireproof cabinets. Requested Follow-up: None

Comments by LEA

Compliance Indicators Is the school handling information appropriately

Requested Documents Evidence of compliance with requirements related to STARS data system, FERPA, IPRA, transfer of student records, testing materials, safe storage of documents

Other Documents

Legal References

ORGANIZATIONAL PERFORMANCE FRAMEWORK

School Specific Terms

Updated 09/11/2017 by Becky Kappus

SEA Status Working to Meet Standard FINAL

LEA Status In Progress

Comments by SEA 9.11.17 NMPED Rating: PED has rated this "Working to Meet Standard Final" because out of the 2 school Specific Terms in the school's contract, the school earned a "meets standard" on one goal and scored "working to meet" on another goal. Please see attached data analysis. The school has submitted their mid-year data to support their optional supplemental indicators.School needs to

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provide data on the following items:

1. School leadership will administer the IPT by the end of 2015-16 (k-4) and 2015-16 (k-5) to establish a baseline for student scores. The school will continue to add a grade level to testing each year until all grades have been added into the Spanish Acquisition Program and all students are tested.
2. School leadership will provide a proposed academic indicator to the PEC to add to its 2017-18 Performance Framework which will be based on proficiency and growth. The indicator will be proposed to the PEC by May 1, 2017 for discussion and adoption with the PEC by July 1, 2017.

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Comments by LEA

Status: The school administers the IPT test in Spanish. The school is in the process of establishing a benchmark with this testing in order to develop a proposed SMART goal as a charter indicator. The school will propose a charter amendment for this during the fall term.

The school has disaggregated IPT data (attached as evidence) for the past two years of data. With this initial analysis, the school will work toward proposing a new mission specific measure to present as an amendment to the Performance Framework.

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Compliance Indicators

The school reports and provides data on any terms specified in the Performance Framework.

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Requested Documents

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Other Documents

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Legal References

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I. ACADEMIC PERFORMANCE FRAMEWORK

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

Updated 01/31/2018 by Baylor Del Rosario

SEA Status	No Current Compliance Concerns
LEA Status	In Progress
Comments by SEA	1.17.18 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. 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 available.
Requested Documents	2016/2017 Improvement Plan for schools with less than a C letter grade on the 2016 state report card
Other Documents	
Legal References	

I. ACADEMIC PERFORMANCE FRAMEWORK

**I-A.01: Required Academic Performance Indicators**

Updated 01/31/2018 by Baylor Del Rosario

SEA Status	Concern Identified
LEA Status	In Progress
Comments by SEA	1.17.18 Site Visit: The PED team observed documentation that the school administered short-cycle assessments (i.e., iSTATION which replaced DIBELS for K-4th and Discovery Ed. for 5th-8th in reading and K-8th in math) during fall as required by its mission-specific indicators. The school was reminded to submit an update of their short-cycle assessment results through the web-EPSS monitoring tool platform by the 120D reporting period which is February 15, 2018 as required by the Public Education Commission (PEC). Requested Follow-Up: School provides evidence it is tracking student progress on mission-specific indicators (i.e., iSTATION reading and math results for K-8th) and upload such document into the web-EPSS (sec. I-A.01) no later than the 120D (February 15, 2018). The school must also provide at the end of the school year: (a) its analysis of progress towards each mission-specific indicator (4 total) and (b) the iSTATION "Classroom Summary" or comprehensive report itself for each teacher listing individual student results during the winter or spring semester test administration(s). The school must show Tier 1, 2, or 3 student status in which Tier 1 designates "at or above benchmark" achievement (as described in the charter contract). Note that the charter contract also states the school will set "growth targets" for student who performed below benchmark "in the fall." Consequently, the school must provide iSTATION report(s) that includes fall or baseline results for each student along with their established growth targets. The school must clearly indicate whether or not intervention students (i.e., below benchmark) met their individual "growth targets."
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.
Requested Documents	End-of-Year Data to support progress toward Mission Specific Indicators

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Mid-Year Data to support progress toward Mission Specific Indicators

Other Documents

Legal References

I. ACADEMIC PERFORMANCE FRAMEWORK

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

Updated 01/31/2018 by Baylor Del Rosario

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.

Requested Documents End-of-Year Data to support progress toward Mission Specific Indicators Mid-Year Data to support progress toward Mission Specific Indicators

Other Documents

Legal References

II. FINANCIAL PERFORMANCE FRAMEWORK

II-A.00: Operating Budgets

Updated 02/01/2018 by Icela Pelayo

SEA Status No Current Compliance Concerns

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit. As required in the Performance Framework document (see NM Stat § 22-8B-9.1) &quot;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&quot;; (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 operating budget, 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?

Requested Documents Evidence to support timely submittal of operational budget information

Other Documents

Legal References

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II. FINANCIAL PERFORMANCE FRAMEWORK

**II-A.01: Audits**

Updated 01/16/2018 by Dolores Archuleta

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      Evidence to support substantial compliance with timely submittal of audit information

Other Documents

Legal References

II. FINANCIAL PERFORMANCE FRAMEWORK

**II-A.02: Periodic Reports**

Updated 01/16/2018 by Dolores Archuleta

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

Other Documents

Legal References

II. FINANCIAL PERFORMANCE FRAMEWORK

**II-A.03: Expenditures**

Updated 01/16/2018 by Dolores Archuleta

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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
Other Documents	
Legal References	

II. FINANCIAL PERFORMANCE FRAMEWORK

**II-A.04: Reimbursements**

Updated 01/16/2018 by Dolores Archuleta

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
Other Documents	
Legal References	

II. FINANCIAL PERFORMANCE FRAMEWORK

**II-A.05: Audit Reviews**

Updated 01/16/2018 by Dolores Archuleta

SEA Status	No Current Compliance Concerns
LEA Status	In Progress
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?

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Requested Documents Evidence of responding to audit findings in a manner sufficient to remedy the audit finding

Other Documents

Legal References

II. FINANCIAL PERFORMANCE FRAMEWORK

**II-A.06: Meals**

Updated 01/16/2018 by Dolores Archuleta

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 without audit findings

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

**III-A.00: Educational Plan**

Updated 01/31/2018 by Baylor Del Rosario

SEA Status Concern Identified

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit: The PED team observed the following during its site visit:  
 Implementation of Project-based Learning Observed:

During classroom visits, project-based learning was evident throughout the school. Examples include: students working on math labs in small groups in grade 6; several science inquiry kits were noticed in a well-equipped science lab; civil rights project discussion (comparing documentary and historical fiction) in grade 8; 3-D Venn diagram project comparing and contrasting three stories in grade 2; students using laptops to do research on historical figures with requirements of a brochure, timeline, song/skit/video, trifold display, and presentation to class dressed as the character. PED team observed rubrics for projects (a rubric poster in science lab and a student handout for historical figures projects in grade 5).  
 Implementation of Spanish Language Acquisition Observed:

The PED Team observed grade 1 students sitting in a circle doing calendaring led by a fellow student in Spanish. Transition to lining up and basic instructions (face forward, mouths closed) were given in Spanish only. Teacher provided support strategies to help students understand (such as hand signals to improve the understanding). Teachers indicated that they use Spanish during transitions, for simple instructions and basic conversation. However, this was not observed (other than the classroom listed above). Several sixth grade students indicated

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that they have one hour per week of Spanish class (on Thursday afternoons).
Implementation of PE/Music/Art Offerings Observed:
Schedules were provided for all three courses and classes were observed.
Implementation of Three Partners Observed:

The PED Team reviewed three letters of partnership from NMSU College of Education - Counseling and Educational Philosophy, NMSU College of Education - Kinesiology and Dance, and Asombro Institute.

Evidence for Monthly Professional Development for Teachers NOT Observed:

Training in project-based learning has been conducted per the Head Administrator (during interview portion of site visit). However, training in Spanish Language Acquisition had not nor has technology been a focus as outlined in the material terms "Professional development with a technology focus illustrating how technology enhances Project Based Learning and Spanish Language Acquisition" (Section [a][v] entitled, Material Terms of the Charter, page 36 of the Charter Contract).

Evidence for Three Family Nights NOT Observed:

The Governing Board President (during interview) described a recent special event and how the parent involvement drastically improved the event and increased the participation.

Requested Follow-Up: School provides evidence of: (a) Professional Development on technology use to enhance Project-Based Learning and Spanish Language Acquisition (e.g., sign-in sheets, agendas, handouts, etc.) and (b) three family nights held (e.g., sign-in sheets and handouts if any).

Comments by LEA

Compliance Indicators Is the school implementing the material terms of the approved charter application as defined in the Charter Contract?

Requested Documents Evidence of substantially achieving the material terms of the approved charter application in all respects as defined in the Charter Contract.

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

III-A.01: Education Plan

Updated 02/01/2018 by Baylor Del Rosario

SEA Status Concern Identified

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit: The PED team observed the following during its site visit: State-Mandated Assessments in File. The PED team reviewed 10 student cumulative files in which a number of the files did not have student's most current state-mandated assessments (i.e., iSTATION and/or PARCC results) as per Assessment and Accountability Bureau instruction ('Assessment News' dated November 28, 2017). Common-Core State Standards (CCSS): CCSS posted in many classrooms such as ELA Standards in 8th grade Language Arts classroom and target objectives in math, reading and writing in most lower grade classrooms. Instructional Days and Hours Minimum number of hours by statute for K-5 is 990; for grades 6-12 is 1080. The actual instructional hours are 1209.5 surpassing statute (see NM Stat § 22-2-8.1). The contractual and budget calendar both list 1248.75 hours. Note that the Head Administrator indicated that he is drafting an Amendment Request to adjust the contractual hours and will work to align the calendars. Since he is planning to reduce the contractual hours, he was advised by the PED team during the site visit that there is a maximum of 33 hours of parent/teacher conferences that are allowed to count towards instructional hours for grades K-6, but only 12 hours for grades 6-8. (The school is presently implementing 27 hours of parent/teacher conference across grades resulting in a shortage 15 instructional hours (for 7-8 grade students) (see NM Stat § 22-2-8.1[B] for more information on parent/teacher conference time counting towards instructional time). Requested Follow-Up: State-Mandated Assessment in Student Files: School provides assurance (e.g., a statement or letter) that it will

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comply with Assessment and Accountability Bureau requirement to place state-mandated assessments in student cumulative files moving forward (i.e., from 2017-2018 school year onward).  
Instructional Hours Make-Up for 7th-8th Grade Students: The school provide/upload evidence that it has: (a) made up 15 hours of instructional time for 7-8 grade students by end of the 2017-2018 school year (e.g., revised calendar, daily schedule, and/or notice to parents of affected students).

Comments by LEA

Compliance Indicators Is the school complying with applicable education requirements?

Requested Documents Content Standards, including Common Core  
Evidence of instructional days or hours requirements  
Graduation requirements  
Next Step Plans  
Parent surveys  
Promotion/retention requirements  
State assessments

Other Documents

Legal References

### III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

#### III-A.02: Education Plan

Updated 02/01/2018 by Baylor Del Rosario

SEA Status Concern Identified

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit: The PED team observed the following during its site visit:  
Lottery  
The lottery process was clear and follows regulation. However, the lottery application did include the family's home address which the school stated have sometimes been use to communicate with potential families (as opposed to e-mail or phone). The PED team cautioned that the school may want to consider removing that section as long as it can obtain contact information (e.g., phone or e-mail) as it could be interpreted to be a form of screening.  
RTI/SAT Process  
The SAT Process is documented. The PED Team reviewed the template forms for its Student Assistance Team (SAT) packet, as well as two folders for students currently in SAT. According to the SAT Chair, the SAT team meets "nearly" every week on Monday afternoons and includes the head administrator, SAT Chair, classroom teacher, special teachers (if needed), specialists (such as Title I instructor), parent, and student (where age appropriate).  
McKinney Vento  
The McKinney Vento Liaison identified (head administrator) recently completed the mandatory training (20-hours online) as evidenced by a copy of his 2017-2018 NMPED McKinney-Vento Liaison Certificate for 20-hour course taken December 2017. Posters were available showing rights of homeless students and contact information for liaison. Homeless identification process includes referrals from teachers, the front office staff and/or parents as stated by the head administrator during the entrance interview. The administrator stated that the Governing Board had not yet adopted a McKinney Vento Dispute Resolution policy, but that it could adopt the State Education Agency's (SEA's) policy once it has been created (according to recent training attended by the administrator/liaison). The school was advised by the team that a school policy, nevertheless, is required by state rule 6.10.3.9 NMAC.  
Requested Follow-Up: School provides governing council approved McKinney-Vento dispute resolution policy as required by 6.10.3.9 NMAC(D)(2) as well as Student Success and Wellness Bureau Guidance Manual entitled, "New Mexico Educational Stability Guidelines for Students Experiencing Homelessness" (January 2018) since lack of policy at the state level or "local district" (i.e., Las Cruces Public Schools) does not relieve LEAs/State Charters from regulatory requirement.  
RESOURCES:

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6.10.3.9 NMAC(D)(2) states: "...each district shall have a written policy for concerned parties to resolve disputes." Guidance Manual states: "Each LEA/State Charter School shall have a written policy for concerned parties to resolve disputes..." (Section entitled, 'Level 1: School of Choice Information Resolution,' page 8).

Comments by LEA

Compliance Indicators Is the school protecting the rights of all students?

Requested Documents Evidence of compliance with applicable laws and regulations relating to: RtI and SAT processes, admissions, lottery, waiting lists, fair and open recruitment, and enrollment; adherence to due process protections, privacy, civil rights, and student liberti

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

III-A.03: Educational Plan

Updated 02/01/2018 by Baylor Del Rosario

SEA Status Meets Standard Final

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit: The PED team reviewed Individualized Education Plan (IEP) files. The team, for example, observed IEPs that appear to be individualized (i.e., some students were provided special education services within the special education classroom/therapy setting, while others were provided services within the general education classroom setting and/or in a combination of settings). The team also observe contact/service logs as per Federal Programs Division (NMPED) memorandum dated September 13, 2016 which cited NMSA § 22-8-13 requiring LEAs to keep accurate records of direct and related services for the purpose of justifying their membership reporting. Specifically, section A states, "each school shall keep accurate records concerning membership." Requested Follow-Up: None.

Comments by LEA

Compliance Indicators Is the school protecting the rights of students with special needs?

Requested Documents Evidence of compliance with IDEA, ADA, Section 504 of the Rehabilitation Act of 1973 as well as laws relevant to gifted children

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

III-A.04: Educational Plan

Updated 02/01/2018 by Baylor Del Rosario

SEA Status Concern Identified

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit. The PED team observed the following during its site visit: English Learner (EL) Identification: The PED team reviewed 9 student cumulative files and observed one (1)

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kindergarten file (M. Mossman) that indicated potential English Learner as indicated on her/his Home Language Survey but did not contain accompanying WIDA screener score and one (1) 8th grade file (Celeste Salgado) in which the Home Language Survey (HLS) from previous school (i.e., Hermosa Heights Elementary) indicated a language other than English, but W-APT or ACCESS scores were not included in the file for the purpose of eligibility determination as required in regulation 6.29.5.11 NMAC.

Bilingual Funded Program: The PED team observed in classrooms (including 5th grade in which an identified English Learner as per STARS was enrolled) and interviewed staff to determine implementation of 2-hour bilingual funded program. Administrator stated English Language Development or "ESL" was "integrated" into daily instruction. As stated in section III-A.00 some students indicated they had one (1) hour of Spanish in class typically on Thursday afternoons. One (1) hour daily instruction in: (a) Spanish Language Arts (SLA) and one (1) hour daily instruction in a pull-out or block of English Language Development (ELD) was NOT observed.

Requested Follow-Up.

English Learner Identification: School provides evidence of action steps taken to correct its student files showing that it has properly followed state procedures for the identification of English Learners (ELs) per 6.29.5.11-12 NMAC (e.g., 3 attempts to obtain W-APT or ACCESS scores from student's previous school or results from consultation with Language and Culture staff who can assist in determining eligibility of students through the STARS system both of which must be documented in student file).

Bilingual Funded Program: School provides evidence that it is implementing its PED approved Bilingual funded program to include 1-hour per day of ELD pull-out/block and 1-hour per day of SLA (consistent with the approved BMEP application and STARS coding such as 1062 or 1064). Evidence may include but are not limited to master schedule showing daily ELD and SLA and lesson plans of TESOL/bilingual endorsed teacher(s) providing ELD (English Learner only) and SLA (English Learner and the 158 students who are non-ELs identified in the BMEP Funding Application Approval sheet.

Resources:

English Learner Identification Guidance Manual: [http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/NMLUS\\_Guidance\\_Handbook\\_Revised\\_08.2017.pdf](http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/NMLUS_Guidance_Handbook_Revised_08.2017.pdf)

Bilingual Multicultural Education (BMEP) Funded Technical Assistance Manual: [http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/BMEP\\_TAM\\_2016\\_05.11.17.pdf](http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/BMEP_TAM_2016_05.11.17.pdf)

Bilingual Multicultural Education (BMEP) Instruction Guidance: [http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/BMEP\\_Models\\_Instructional\\_Hours.pdf](http://webnew.ped.state.nm.us/wp-content/uploads/2017/12/BMEP_Models_Instructional_Hours.pdf)

Comments by LEA

Compliance Indicators Is the school protecting the rights of English Language Learners?

Requested Documents Evidence of compliance with applicable laws, rules, and regulations including but not limited to Title III of the ESEA

Other Documents

Legal References

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III-A.05: Educational Plan

Updated 02/01/2018 by Baylor Del Rosario

SEA Status Meets Standard Final

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit: The PED team observed an attendance policy along with templates as well as actual 5- and 10 - day unexcused absence letters that indicate the school's requests to meet with parents/guardians that appear to be compliant with 6.10.8 NMAC. The head administrator stated that no students have reached the point of being designated habitually truant (i.e., 10 unexcused absences) and therefore no reports to Children, Youth, and Families Department (CYFD) or Children's Court have been made.

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	Requested Follow-Up: None.
Comments by LEA	
Compliance Indicators	Is the school complying with the compulsory attendance laws?
Requested Documents	Evidence of compliance with applicable laws, rules, and regulations relating to compulsory school attendance
Other Documents	
Legal References	

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**III-A.06: Educational Plan**  
Updated 02/01/2018 by Baylor Del Rosario

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SEA Status	No Current Compliance Concerns
LEA Status	In Progress
Comments by SEA	1.17.18 Site Visit: This will be determined by the PED once the End-of-Year (EOY) STARS data has been submitted. Requested Follow-Up: None.
Comments by LEA	
Compliance Indicators	Did the school meet their recurrent enrollment goals?
Requested Documents	At least 85% of eligible cohort re-enrolled
Other Documents	
Legal References	

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK  
**IV-A.00: Business Management and Oversight**  
Updated 02/01/2018 by Baylor Del Rosario

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SEA Status	Working to Meet Standard Final
LEA Status	In Progress
Comments by SEA	1.17.18 Site Visit: 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]). 1.8.18 PED Rating: The PED has rated this indicator "Working to Meet Standard" because the school, although it had initially missed the first bilingual annual progress reporting due date on September 30, 2017 it met the 2nd due date of December 20, 2017 for submission of the report. 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 once it has been released (e.g., audit committee meeting minutes initially

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reviewing/discussing finding[s] and minutes from subsequent meetings showing that the committee is monitoring the school's efforts to remedy identified finding[s]). Such evidence should be uploaded into web-EPSS no later than March 30, 2018.

12.18.17 PED Note: The school failed to meet the September 30, 2017 deadline set by the Bilingual Multicultural Education Bureau (BME) to submit its bilingual annual progress report. During the 2016-2017 school year, J. Paul Taylor received \$28,693.13 through the bilingual cost differential in the funding formula. The BME has instructed the school to submit the annual progress report by December 20, 2017 5:00pm. If the school fails to meet this deadline the rating for IV-A.00 Business Management and Oversight will be "Falls Far Below Standard."

Requested Follow-Up: School submits to BME and provides evidence (i.e., PDF of report and email correspondence confirming submittal of report on or before December 20, 2017 5:00pm) through web-EPSS under item IV-A.00 Business Management and Oversight.

Comments by LEA

Compliance Indicators Is the school meeting financial reporting and compliance requirements?

Requested Documents Evidence of submittal of documentation related to the use of public funds, submittal of information required to conduct an annual audit, development of and adherence to sound internal control policies, development of and adherence to purchasing protocols

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

IV-A.01: Business Management and Oversight

Updated 02/01/2018 by Baylor Del Rosario

SEA Status No Current Compliance Concerns

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit: 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?

Requested Documents Evidence of an unqualified audit opinion, an audit devoid of significant findings, an audit that does not include ongoing concern disclosure

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

V-A.00: Governance and Reporting

Updated 02/01/2018 by Baylor Del Rosario

SEA Status Meets Standard Final

LEA Status In Progress

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Comments by SEA 1.17.18 PED Comments: The PED team travelled to the school on 1.17.18 to observe a governing council meeting. No meeting was held. At present, the PED has not received information that the governing council is not complying with requirements of V-A.00: Governance & Reporting and has consequently rated this indicator "Meets Standard." Requested Follow-Up: None.

Comments by LEA

Compliance Indicators Is the school 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?

Requested Documents

Other Documents Governing Body Observation Form

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

V-A.01: Governance and Reporting

Updated 02/01/2018 by Baylor Del Rosario

SEA Status Meets Standard Final

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit: The PED team observed the head administrator's 2017-2018 mid-year evaluation by the school's governing council. Requested Follow-Up: None.

Comments by LEA

Compliance Indicators Is the school holding management accountable?

Requested Documents Submit the governing body's written annual evaluation of the head of school that holds the head of school accountable for performance expectations.

Other Documents

Legal References

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VI-A. 00: Employees

Updated 02/01/2018 by Baylor Del Rosario

SEA Status Meets Standard Final

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit: The PED team observed 12 employee files and all had current licenses. There were no classes being taught by an unlicensed or unendorsed instructor based on the 40D report as confirmed by the administrator although one possibly (i.e., music teacher position) may need to be filled with a long-term substitute at some point. The team advised the school to following required protocol (i.e., written notification to parents of affected students and completion/approval of long-term substitute waiver form) to maintain compliance (see 6.29.1.9[B][9][b] through [d] NMAC). Requested Follow-Up: None.

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Comments by LEA

Compliance Indicators Is the school meeting teacher and other staff credentialing requirements?

Requested Documents The school demonstrates compliance with certification requirements and mentorship requirements

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

VI-A. 01: Employees

Updated 02/01/2018 by Baylor Del Rosario

SEA Status Concern Identified

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit: PDP and Education Effectiveness Reports. The PED team reviewed 9 employee files and did not observe Professional Development Plans (PDPs) and Educator Effectiveness Reports in three (3) files. The administrator was able to provide evidence of PDPs for those that did not have them in the file by showing team member each instructor's PDP in Frontline/Oaysis online program. The school was advised that PDPs and Education Effectiveness Teacher's Reports should be included in each teacher's employee file or should be easily accessible to PED team members during site visits. Mentorship Program. The PED team observe a formal mentorship program (e.g., mentorship handbook that even included a completed 'Needs Assessment' section by novice teachers) as required by 6.60.10.8 NMAC. The team also observed two (2) teacher contracts (i.e., M. Retje and J. Alvarez) that included \$500 compensation for mentorship duties. Requested Follow-Up: School provides assurance moving forward (i.e., for 2017-2018) that current or most recent PDPs and Educator Effectiveness Reports are readily available during site visit(s). Note that the team request availability for inspection of such document, specifically the Educator Effectiveness Report, not use of it by the school for evaluative or re-employment purposes.

Comments by LEA

Compliance Indicators Is the school respecting employee rights?

Requested Documents The school demonstrates compliance with: The school personnel act, Charter School Act, FMLA, ADA, the right to organize collectively, the right to PD and evaluations

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

VI-A.02: Employees

Updated 02/01/2018 by Baylor Del Rosario

SEA Status Concern Identified

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit: The PED reviewed 12 personnel files and observed one (1) (i.e., Stephanie Sweet) that did not

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contain a background check. However, the head administrator was able to provide evidence during a follow-up visit to the school the following week.

Requested Follow-Up: School provides: (a) assurance (e.g., statement/comment in web-EPSS) that it will maintain background checks in employee files and (b) governing council approved background check policy as required by NM Stat § 22-10A-5.

Resource:

3M Requirement by Licensure Bureau: http://webnew.ped.state.nm.us/officesandprograms/licensure/background-submission/ and http://www.ped.state.nm.us/ped/LicensureDocs/Cogent%20Process.pdf which states, "All applicant[s] will need to register at 3M Cogent Information go to: www.cogentid.3m.com" and "AS OF NOVEMBER 5, 2013 ALL NEW MEXICO BACKGROUND CHECKS ARE BEING COMPLETED BY 3M COGENT."

Comments by LEA

Compliance Indicators Is the school completing required background checks?

Requested Documents Evidence of compliance with applicable laws, rules, and regulations related to background checks of all individuals associated with the school

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

VII-A.00: School Environment

Updated 02/01/2018 by Baylor Del Rosario

SEA Status Meets Standard Final

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit: The PED team observed documentation of emergency drills during the first 4-weeks of school and through December 2017. One more shelter-in-place and continued monthly fire drills must be completed by the end of the 2017-2018 school year. Documentation was observed for all required emergency drills during the 2016-2017 school year as per NM Stat § 22-13-14. Requested Follow-Up: None.

Comments by LEA

Compliance Indicators Is the school complying with facilities requirements?

Requested Documents Evidence of compliance with E-occupancy, facility condition rating, facility master plan, facility maintenance plan, fire inspections, facility variances, student transportation programs

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

VII-A.01: School Environment

Updated 02/01/2018 by Baylor Del Rosario

SEA Status Concern Identified

LEA Status In Progress

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Comments by SEA 1.17.18 Site Visit: The PED team observed the following during its site visit:  
 Child Abuse & Neglect Training. Nine (9) employee files were reviewed and the team did not observe evidence of Child Abuse and Neglect Detection Training in 1 file (Jaime Clifton Sells) as required by NMSA § 22-10A-32. Immunization Status Log. Current student immunization status records or log were 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.  
 Visitor Badges & Safe Schools Plan:  
 During the site visit, team members were not required to sign-in or wear badges which are typical procedures in Safe Schools Plans (SSPs). The team acknowledges that this procedure may not be included in the school's 3.24.16 approved SSP (due for revision/renewal in 2019), but the school did not have a complete copy of its SSP (as only one section was available on site which stated that a nurse will be onsite Mondays, Wednesdays, and Fridays but one was not hired or contracted for the year. The team advised the head administrator to contact the Coordinated School Health & Wellness Bureau's Safe Schools Coordinator to obtain a complete copy of the plan to ensure protocols and procedures are being followed (Ms. Lisa Hecker: Lisa.Hecker@state.nm.us). Note that during a second visit to the school the following week by a PED team member, the administrator presented evidence of the complete Safe Schools Plan (SSP).  
 Safety Committee & Safe Schools Plan  
 The school administrator indicated that the Safety Committee is the Facilities Committee. The Safety Committee is typically referenced in Safe Schools Plans (SSPs) which once again the team acknowledges may not be in the school's 3.24.16 approved SSP that was not available in its complete form.  
 Requested Follow-Up: School provides evidence of Child Abuse and Neglect Detection Training for the one staff member identified above (e.g., scanned certificate).

Comments by LEA

Compliance Indicators Is the school complying with health and safety requirements?

Requested Documents Evidence of compliance with Safe Schools Plan, School Health Rules Checklist, providing appropriate health services, meeting food service requirements, other resources as required

Other Documents

Legal References

III. ORGANIZATIONAL PERFORMANCE FRAMEWORK

VII-A.02: School Environment

Updated 02/01/2018 by Baylor Del Rosario

SEA Status Meets Standard Final

LEA Status In Progress

Comments by SEA 1.17.18 Site Visit: The PED team observed student files kept in lockable cabinets. Requested Follow-Up: None.

Comments by LEA

Compliance Indicators Is the school handling information appropriately

Requested Documents Evidence of compliance with requirements related to STARS data system, FERPA, IPRA, transfer of student records, testing materials, safe storage of documents

Other Documents

Legal References

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**School Specific Terms**

Updated 02/01/2018 by Baylor Del Rosario

SEA Status                      Concern Identified

LEA Status                      In Progress

Comments by SEA              1.17.18 Site Visit: The PED team notes that the School-Specific Terms states:  
 "6.a. Is the school working to establish a Spanish Language Acquisition Academic Indicator?"

The school leadership will administer the IPT by the end of school year 2015-2016 (K-4) and 2016-2017 (K-5) to establish a baseline for student scores. The school will continue to add a grade level to the testing each year until all grades have been added into the Spanish language acquisition program and all students are tested. (Note that the PED rated this goal at the end of the 2016-2017 school year and will NOT rate again since the goal had already been met. 'Meets Standard' = 'The school has administered the IPT to 95% of all students for 2015-2016 [K-4] and 2016-2017 [K-5] which it had).

School leadership will provide a proposed academic indicator to the PEC to add to its 2017-2018 Performance Framework which will be based on proficiency and growth. The indicator will be proposed to the PEC by May 1, 2017 for discussion and adoption with the PEC by July 1, 2017 (Note that the PED had rated this goal at the end of the 2016-2017 school year as 'Falls Far Below.'

Additional Notes:

During the 1.17.18 site visit, the school stated that they had given the IDEA Proficiency Test (IPT) as required in their Performance Framework but that the Language and Culture Bureau of the NMPED advised against use of the assessment since the IPT was designed to measure language proficiency level of students who are native speakers of languages other than English for the purpose of placement in English Learner (EL) programs. J Paul Taylor Charter, at present, currently has two (2) English Learners out of the approximately 150 students in K-5th grades.

During the site visit, the school stated they will continue to work with the Language and Culture Bureau to determine next steps. The PED team advised the school to submit the "proposed academic indicator to the PEC" (second part of the school-specific terms) no later than May 30, 2018 (an extended date from the original criteria) in order to "Meets Standard" given the time it was taking to consult with the Language and Culture Bureau to determine an appropriate measurement tool.

Requested Follow-Up: School provides evidence that it has submitted a proposed academic indicator that includes "proficiency and growth" measurement to the PEC no later than May 30, 2018. Note that the criteria for "Meets Standard" for this goal requires submission of an academic indicator.

Comments by LEA

Compliance Indicators      The school reports and provides data on any terms specified in the Performance Framework.

Requested Documents

Other Documents

Legal References