



J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



J. Paul Taylor Academy Charter School
Governance Council Special Meeting
Wednesday, March 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.



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I. Opening Items

A. Call the Meeting to Order

1. Roll Call - Suzan Martinez de Gonzales - 2 minutes

B. Conflict of Interest

Statement

C. 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.

D. Approval of Agenda - Ric Hernandez - 5 minutes

II. Public Input

A. Public Input - Ric Hernandez

1. Public Input - 15 minutes
2. Staff Input - 15 minutes

III. Governance

A. Governance Council Member Resignation - Ric Hernandez - 5 minutes

Discussion

B. Call for Nominations for Treasurer - Suzan Martinez de Gonzales - 5 minutes

1. Election of Treasurer - Ric Hernandez - 5 minutes

Roll Call Vote

C. Performance Framework - Ric Hernandez - 30 minutes

Discussion

1. Final 2017-18 Internal Performance Framework Review - Ric Hernandez
2. Initial 2018-19 Internal Performance Framework Review - Ric Hernandez

D. 2018-19 Budget

1. 2018-19 Budget Process - Eric Ahner - 15 minutes

Discussion

2. Explore Cost and Possible Duties of a 1/2 time Assistant Admin - Ric Hernandez - 15 minutes

Discussion

E. Further discussion of proposed changes to by-laws - Ric Hernandez - 5 minutes

Discussion

IV. Policy

A. McKinney-Vento Dispute Resolution Policy - Eric Ahner - 5 minutes

Discussion

V. Executive Director Support and Evaluation

A. Executive Director Announcement - Eric Ahner - 15 minutes

Discussion

VI. Other Business - Ric Hernandez

A. Open Discussion - 15 minutes

VII. Closed Session

Roll Call Vote to move into closed session for the following reasons: -To discuss Collective Bargaining; closed Pursuant to Section 10-15-1-H(5). NMSA 1978 and to discuss Limited Personnel issues; closed Pursuant to Section 10-15-1-H(2). NMSA 1978.

A. Collective Bargaining Agreement

B. Limited Personnel Issues

VIII. Closing Items

A. Adjourn - 1 minutes

Roll Call Vote

B. Return from closed meeting statement - Ric Hernandez

Statement

Yvette Turrieta
3335 Memory Lane
Las Cruces, NM 88012

01/31/18

Mr. Eric Ahner
Executive Director
John Paul Taylor Academy
602 West Court Avenue
Las Cruces, NM 88005

Dear Mr. Ahner,

It is with regret that I am writing to inform you of my decision to resign my position on the Board of John Paul Taylor Academy, effective immediately.

My other commitments have become too great for me to be able to fulfill the requirements of my position on the Board, and I feel it is best for me to make room for someone with the time and energy to devote to the job.

It has been a pleasure being a part of the John Paul Taylor board. I am so proud of all we have accomplished, and I have no doubt the board will continue these successes in the future.

If I can be of any assistance during the time it will take to fill the position, please don't hesitate to ask.

Best Regards,


Yvette Turrieta

J. Paul Taylor Academy Procedures for Resolving Disputes for Homeless Students

When a dispute arises over eligibility for a student who is experiencing homelessness, school selection, enrollment in a school or transportation, the J. Paul Taylor Academy must:

- Immediately enroll the child or youth in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals. [42 U.S.C. § 11432(g)(3)(E)(i)]. The student is subject to placement through the lottery process as is every entering student.
- Assuming the student is eligible through the lottery process, immediately enroll the unaccompanied youth, in the school in which the youth seeks enrollment pending the resolution of the dispute. [42 U.S.C. § 11432(g)(3)(E)(iv)].
 - In the case of an unaccompanied youth, JPTA shall ensure that the local liaison assists in placement or enrollment decisions and gives priority to the views of such unaccompanied youth.
- Allow students to participate fully in school and receive all services to which they are entitled, including transportation, while disputes are pending. [42 U.S.C. § 11434a(1)].
- Provide the parent or guardian of the child or youth or the unaccompanied youth a written explanation of any decisions related to school selection or enrollment made by the school.
- Notice and written explanation from the school about the reason for its decision, at a minimum, should include the following:
 - An explanation of how the school reached its decision regarding eligibility, school selection or enrollment, which should include:
 - A description of the action proposed or refused by the school;
 - An explanation of why the action is proposed or refused;
 - A description of any other options the school considered;
 - The reasons why other options were rejected;
 - A description of any other factors relevant to the school's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources;
 - Appropriate timelines to ensure any relevant deadlines are not missed; and
 - Contact information for the local liaison and State Coordinator of Education for Homeless Children and Youth (ECHY) and a brief description of their roles.
- Ensure all decisions and notices are drafted using language and formatting appropriate for low literacy, limited vision readers and individuals with disabilities.
- Provide translation and interpretation services in connection with all stages of the dispute resolution process for children and youth and/or their parents or guardians who are English Learners or whose dominant language is other than English.
- Provide electronic written notice to parents/guardians and unaccompanied youth who have email and follow up with the notice in person or by mail.
- Provide the rights of the parent, guardian, or unaccompanied youth to appeal such decisions. [42 U.S.C. § 11432(g)(3)(E)(ii)].

If a dispute arises over eligibility, or enrollment at J. Paul Taylor Academy, the parent, guardian or unaccompanied youth shall be referred to the school's liaison who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of such dispute. [42 U.S.C. § 11432(g)(3)(E)(iii)].

Procedures to Ensure that Parents, Guardians and Unaccompanied Youth Know their Rights

The school's liaison must make sure that Parents, Guardians and Unaccompanied Youth are aware of the educational and related opportunities available, including transportation [42 U.S.C. § 11432(g)(6)(A)(v)] and must post public notice of the educational rights of homeless children and youths. [42 U.S.C. § 11432(g)(6)(A)(vi)]. Posters and other information about rights and services, translated into languages represented by the community, must be placed where homeless families and youths receive services.

The following information shall be included in the school's notice regarding the dispute resolution process:

- Right to file a complaint, raise a complaint issue or file an appeal.
- Right to provide written or oral documentation to support the parent/guardian or unaccompanied youth's position.
- Step-by-step description of how to appeal the school's decision that includes a simple form parents, guardians or unaccompanied youths can complete and submit to the school to initiate the dispute process.
- If the parent, guardian or unaccompanied youths are English learners, use of a native language other than English, or need additional supports because of a disability, translators, interpreters, or other support services will be made available without charge.
- Right to be enrolled immediately in the school in which enrollment is sought pending the final resolution of the dispute, assuming the individual is eligible through the school's lottery/enrollment process.
- Right to immediate enrollment includes receiving adequate and appropriate transportation to and from the school of origin and the ability to fully participate in all school activities.
- List of legal and advocacy service providers in the area that can provide additional assistance during any part of the process.
- Contact information for the local liaison and State Coordinator, with a brief description of their roles.

Timelines for resolving district and state-level appeals.

Overview of Dispute Resolution Process

**Every effort must be made to resolve the complaint or dispute at the local level before it is submitted to the PED.*

In a case where a dispute occurs regarding the eligibility, school enrollment, participation or transportation of a homeless child or youth, the following process must be followed:

Level 1: School of Choice Informal Resolution

Level 2: LEA/State Charter School Homelessness Liaison Resolution

Level 3: PED's State Coordinator of Education for Homeless Children and Youth (ECHY) Resolution

Level 1: School of Choice Informal Resolution

If a parent, guardian or unaccompanied youth wishes to appeal a school's decision related to eligibility, school enrollment, participation or transportation:

1. The school shall have a written policy (this policy) for concerned parties to resolve disputes and every effort should be made to resolve the dispute at the school level. The school must adhere to the following parameters:
 - a. The dispute resolution process shall be as informal and accessible as possible and the process should be able to be initiated directly at the school of choice as with the school homelessness liaison. Every LEA/State Charter School is required to have a homelessness liaison.
 - b. When a dispute arises over school selection or enrollment, pending resolution of the dispute, the homeless child or youth must be immediately enrolled in the school in which the child or youth is seeking enrollment, and provided all services to which student is entitled. This is contingent that space at JPTA is available and the student is eligible through the enrollment/lottery process.
2. The district must create and provide a simply stated notice of rights and provide that notice of rights to the student, parent or guardian, in a language the student, parent or guardian can understand. The notice of rights shall contain:
 - a. contact information for school homelessness liaison and the state coordinator, with a brief description of their roles;
 - b. a step-by-step description of how to make use of the dispute resolution process;
 - c. notice of the right to immediately enroll in the school of choice pending resolution of the dispute and notice that immediate enrollment includes full participation in all school activities;
 - d. notice of the right to obtain the assistance of advocates or attorneys;
 - e. notice of the right to appeal to the department if the school-level resolution is not satisfactory;
 - f. the timelines for resolving school-level appeals;
 - g. notice of the right to provide written or oral documentation to support their position; and
 - h. a simple form that parents, guardians or the student can complete and return to the school to initiate the process.

Note: Nothing shall preclude the availability of any administrative hearing opportunities provided for by Federal statute or regulation.

Level 2: LEA/State Charter School Homelessness Liaison Resolution

1. The school with the dispute must provide notice of the dispute to the school's homelessness liaison using the school's dispute resolution process form which requires the following information:
 - a. school name, address, phone and fax number;
 - b. student's name, identification number, grade, and address;
 - c. parent, guardian or complaining party's name, relationship to student, address, and phone number;
 - d. whether student lives in a shelter;
 - e. name of school child or youth chooses to be enrolled in pending resolution of dispute;
 - f. whether school enrolled in is school of origin;
 - g. reason for complaint;

- h. signature of parent guardian or complaining party; and
 - i. the principal's actions on the complaint.
2. The school will have ten (10) calendar days to review its initial determination and make a final decision as to the position taken.
3. The school's final decision must be in writing and must state all factual information upon which it is based and the legal basis in support thereof.

Level 3: PED's State Coordinator of Education for Homeless Children and Youth (ECHY) Resolution

If the dispute remains unresolved after a Level 2 resolution, parties may proceed to a Level 3 resolution:

1. If the final decision of the school is adverse to the parent, guardian or student, the decision, along with the PED's dispute resolution process form, must be forwarded by the school's homelessness liaison to the PED's ECHY State Coordinator within five (5) calendar days of issuing its final decision. This will initiate the appeal to Level 3.
2. The parent, guardian or student may also initiate the appeal. To initiate the appeal themselves, the parent or unaccompanied youth shall notify the school's homelessness liaison of their intent to proceed to Level 3 within ten (10) business days of notification of the Level 2 decision, and shall provide copies of the dispute resolution process form to the department's homelessness liaison. The parent, guardian, or student shall also complete the dispute resolution form and send it to the State's ECHY Coordinator at the address listed on the form.
3. Upon receipt of a dispute resolution form, the school will:
 - a. acknowledge receipt in writing;
 - b. provide written notice to the agency or consortium of agencies against which the violation has been alleged;
 - c. conduct an impartial investigation which shall include a review of all relevant documentation presented and may include an independent on-site investigation, if determined necessary by the department;
 - d. give the complainant the opportunity to submit additional information, either orally or in writing, about the allegations in the complaint; and
 - e. review all relevant information and make an independent determination as to whether the agency or consortium of agencies is violating a requirement of an applicable federal statute or regulation.
3. Decision. A written decision, which includes findings of fact, conclusions, and the reasons for the decision and which addresses each allegation in the complaint, shall be issued by the secretary of education or designee and mailed to the parties within thirty (30) calendar days. Such decision will further include: procedures for effective implementation of the final decision, if needed, including technical assistance, negotiations, and, if corrective action is

required, such action shall be designated, and the decision shall include the time line for correction and the possible consequences for continued noncompliance.

Failure or refusal to comply.

If the agency or consortium of agencies fails or refuses to comply with the applicable law or regulations, and if the noncompliance or refusal to comply cannot be corrected or avoided by informal means, compliance may be affected by the department by any means authorized by state or federal statute or regulation. The department will retain jurisdiction over the issue of noncompliance with the law or regulations and will retain jurisdiction over the implementation of any corrective action required.

**New Mexico Public Education Department
Students Experiencing Homelessness or Unaccompanied Youth Dispute Resolution Form**

(This form should be used for the dispute resolution process for students experiencing homelessness or unaccompanied youth in regards to eligibility, school selection, enrollment or transportation.)

Note: LEAs/State Charter Schools with unresolved disputes shall forward this form along with the LEA's/State Charter School's written explanation of the school's decision to the Public Education Department's homeless liaison within five calendar days of the LEA's final decision. The filing of these documents shall be deemed to satisfy the requirements of paragraphs 1 through 4 of Subsection A of 6.10.3.8 NMAC.

Date: _____

Please complete all information and mail to:
New Mexico Public Education Department
Student Success and Wellness Bureau
Mc-Kinney Vento State Director
120 South Federal Place, Room 206
Santa Fe, NM 87501

I. School District or State Charter School Information:

- a. School district or state charter school serving the student: _____
- b. Name of the school district or state charter school point of contact for students experiencing homelessness:

- c. Name of the school where the student is currently enrolled or has been enrolled most recently:

- d. Other district and/or school staff who have been made aware of the dispute

_____	_____	_____
Name	Phone	Email
_____	_____	_____
Name	Phone	Email
_____	_____	_____
Name	Phone	Email

II. Information Regarding the Person(s) Requesting Dispute Resolution :

- a. Person(s) Name(s): _____
- b. Relationship to Student:
 I am the unaccompanied youth
 Parent
 Advocate
Other: _____
- c. Address (or available contact information):

d. Phone number(s):

Home _____ Work _____

Cell _____ Email: _____

III. Student Information

If the dispute is regarding a student experiencing homelessness or unaccompanied youth, please provide the following information:

a. Student's Full Name: _____

b. Student's Date of Birth: _____

c. Student's Address (or available contact information):

d. School Student Currently Attends: _____

IV. Representative Information (optional)

a. Are you using another personnel to assist you in resolving this dispute:

Attorney _____ Other Representative _____

b. If using any of the above, please identify:

Name: _____ Title: _____

Address: _____

Phone number(s):

Work _____

Cell _____ Fax _____

V. Details Concerning the Dispute:

a. Is this dispute in reference to:

- _____ Eligibility
- _____ School Selection
- _____ Enrollment in school of origin
- _____ Transportation
- _____ Other

b. Which school, school district, department, agency or consortium of agencies is the dispute with?

- c. Please describe the dispute with the school district or state charter. (Who? What? Where? Why?) ***Attach any documents that support your position.***

VI. Efforts Made to Resolve the Dispute

Outcome of efforts made at the local level to resolve the dispute: Describe the attempts that have been made by the District/Charter School to resolve the dispute. Attach documentation including meeting minutes, emails, phone calls, etc.

VII. Proposed Resolution

Describe a proposed resolution(s) to the dispute to the extent known:

VIII. Signature and Date:

Signature of Party or Designated Representative

Date