

**Family Notification Letter**

**Lack of Proper Requisite License or Proper Endorsement Notice**

Dear Guardian,

New Mexico Statute 22-10A-16 requires me to give written notice to the parents of those students who are being taught for longer than four consecutive weeks by a substitute teacher or by a person who is not qualified to teach the grade or subject.

This memo is to inform you that WHCS does not have a certified English Language Arts Instructor for the 2020-2021 school year. WHCS did not receive any certified ELA teaching applications and/or certified substitute applications for the 2020-2021 school year.

To ensure that WHCS students are receiving quality ELA instruction, WHCS has assigned Margarita Riley, WHCS College and Career Coordinator to supervise the ELA courses.Although, M. Riley, does **not hold the requisite licensure or licensure endorsement for English Language Art. The decision was based on Mrs. Rileys following teaching experience:**

**WHCS College and Career Coordinator/ELA Instructor-Walatowa High Charter School (2019-Present)**

**Gear-Up New Mexico District Program Coordinator and AVID District Director – Jemez Valley Public School, Jemez Pueblo, New Mexico (August 2016 – 2019)**

· Lead the college and career readiness AVID curriculum for the district.

· Design and deliver college readiness events for students and educators.

· Plan tutoring programs to support middle school and high school students.

· Taught AVID grades 9-11 (2016-17).

**Spanish Teacher – Holy Trinity School, Washington DC (August 2013 – July 2016)**

· Lead teacher for K - 8th grade Spanish program.

· Taught 350 students per week with an average of 20 students per class.

· Redesigned Spanish curriculum.

· Certified Middlebury Program instructor.

· Tutored/Mentored 8th grade mentees during the school year.

**Spanish/English Teacher – Balboa Academy, Panama City, Panama (August 2009 – June 2013)**

· Taught Spanish 9 – 12 and English – British Literature for grades 11 – 12 (August 2012 – June 2013).

· Taught 7th grade English (January 2011 – June 2012).

· Substitute teacher K – 12 (August 2009 – December 2010).

Project Director/Lead Facilitator – United States Agency for International Development (USAID) Contract, Panama City, Panama (January – December 2010)

**Elementary and High School Teacher – Custer County School, Westcliffe, Colorado (September 2003 – May 2009)**

· Taught high school Spanish I and II and English III and IV (2006-2009).

· Taught K – 5th gradesocial studies, culture and languages (2003-2005).

· Coordinated National Honor Society.

· Served as lead mentor for sophomore class.

· Created an after-school Spanish program for the district.

**English Teacher – University of Idaho, American Language and Culture Program, Moscow, Idaho (September 2002 – June 2003)**

· Taught English to foreign college students of varying language abilities.

· Prepared lesson plans for multiple courses, including listening/speaking, reading/writing, grammar, pronunciation, and public speaking.

Facilitator/Trainer – Self-Employed, Apia, Samoa (October 1999 – August 2002)

Facilitator/Trainer – Self-Employed, La Paz, Bolivia (April 1997 – September 1999)

· Facilitated training sessions on long-term institutional planning.

**Training/Evaluation Consultant – U.S. Peace Corps, Cochabamba, Bolivia (February 1994 – August 1995)**

· Evaluated a $460,000 youth initiative project funded by USAID. Planned and carried out three Women in Development workshops for Peace Corps Volunteers and their local counterparts. Designed and presented numerous sessions to Peace Corps trainees; including methodologies for working with women and youth, group facilitation, and organizing community groups.

Account Executive – KJN Advertising, San Antonio, Texas (August – December 1993)

· Translated official documents and agency advertisements from English to Spanish.

**Trainer and Project Evaluator – U.S. Peace Corps, Quito, Ecuador (August 1992 – May 1993)**

· Evaluated Peace Corps Volunteer's work with displaced children for the Urban Youth Project of Peace Corps/Ecuador.

· Developed and implemented workshops focused on issues related to women and children for Agricultural Extension Volunteers.

· Evaluated a U.S.A.I.D. funded project for its effectiveness in Ecuadorean rural communities, especially as to how benefits were being applied to women and youth.

**Rural Development Worker – U.S. Peace Corps, Cotacachi, Ecuador (February 1991 – July 1992)**

· Established a network of family vegetable gardens in conjunction with local schools.

· Organized a community women's group and conducted weekly meetings.

· Served as a catalyst and planner for a community youth group.

· Facilitated sessions on health, hygiene, and nutrition to local families and health workers.

**Immigration Assistant – South Florida Immigration Association, Homestead, Florida (February 1990 – January 1991)**

· Developed curriculum and taught English to Hispanic and Haitian migrant farm workers.

· Provided administrative, technical and personal assistance to non-English speaking youth.

Sincerely,

Dr. Arrow Wilkinson

Dr. Arrow Wilkinson, WHCS Executive Director

**CC:**

**NMPED Professional Licensure Bureau Director**

**APPLICABLE STATUTES AND/OR STATE RULE:**

New Mexico Statutes > Chapter 22 > Article 10A – School Personnel Act

22-10A-16. Parental notification.

A. Within sixty calendar days from the beginning of each school year, every school district shall issue a notice to parents that they may obtain information regarding the professional qualifications of their children's teachers, instructional support providers and school principals. At a minimum, the information shall include:

(1) whether the teacher has met state qualifications for licensure for the grade level and subjects being taught by the teacher;

(2) whether the teacher is teaching under a teaching or assignment waiver;

(3) the teacher's degree major and any other license or graduate degree held by the teacher; and

(4) the qualifications of any instructional support providers if the student is served by educational assistants or other instructional support providers.

B. A local superintendent shall give written notice to the parents of those students who are being taught for longer than four consecutive weeks by a substitute teacher or by a person who is not qualified to teach the grade or subject.

C. The local superintendent shall:

(1) ensure that the notice required by this section is provided by the end of the four-week period following the assignment of that person to the classroom;

(2) ensure that the notice required by this section is provided in a bilingual form to a parent whose primary language is not English;

(3) retain a copy of the notice required pursuant to this section; and

(4) ensure that information relating to teacher licensure is available to the public upon request.

**History:** 1978 Comp., 22-10A-16, enacted by Laws 2003, ch. 153, 47.

**NMAC 6.29.1.3.B. Duties and powers of the district superintendent or the administrator of a charter school**.

In addition to the powers and duties set out in Section 22-5-14 NMSA 1978 of the Public School Code, the local superintendent (or charter school administrator, where relevant) shall:

(9) issue the following notifications in accordance with Section 22-10A-16 NMSA 1978, in addition to any other parental notification requirements contained in the No Child Left Behind Act of 2001 (PL 107-110, 20 US Code Section 6301 et seq.); a school district or charter school shall issue these notifications in English and, to the extent possible, in the language of the parent or guardian (if it is known that the parent or guardian's primary language is not English); the district or charter school shall retain a copy of all notifications and shall ensure that information required under this paragraph is available to the public upon request.

(a) Within sixty calendar days from the beginning of each school year, a school district or charter school shall issue a notice to parents informing them that they may obtain written information regarding:

(i) the professional qualifications of their child's teachers, instructional support providers and school principals or charter school administrators;

(ii) other descriptive information, such as whether their teacher has met all qualifications for licensure for the grade level and subjects being taught;

(iii) whether their child's teacher is teaching under a teaching or assignment waiver;

(iv) the teacher's degree major and any other license or graduate degree held by the teacher;

(v) the qualifications of any instructional support providers that serve their child.

**(b) When, by the end of a consecutive four-week period, a child is still being taught by a substitute teacher or a teacher not holding the requisite licensure or licensure endorsement, the school district or charter school shall provide written notice to the parent or guardian that the child is being taught by a substitute teacher or a teacher not holding the requisite license or licensure endorsement.**

**(c) No class may be taught by a substitute teacher, in lieu of a licensed teacher under contract, for more than forty-five (45) school days during a school year.**

**(d) The secretary shall consider deviations from the requirements of Subparagraph (c) of Paragraph (9) of Subsection B of 6.29.1.9 NMAC when a written request by a local superintendent or charter school administrator is submitted. The request shall include:**

**(i) the size of the school district;**

**(ii) the geographic location of the district;**

**(iii) demonstrated efforts to employ an appropriately-licensed person in the area(s) of need;**

**(iv) the historical use of substitutes in the district; and**

**(v) an estimation of the number of days that a substitute will be utilized that exceed the forty-five (45) day limit.**