

Part F - Revision Governance Screening and Selection Process

RESOLUTION 2018-2

At a public meeting held on February _____, 2018, at _____ Espanola, New Mexico, the governing board of Carinos Charter School did pass by unanimous vote, after a quorum was established, the following Resolution:

The Board finds that the screening and selection of Board members is a priority of our School so as to establish and maintain a membership that reflects competence in areas that are pertinent to the successful management and operation of our School, including members with backgrounds in finance, school teaching/ administration, law, child development, mental and physical health, as well as the desire to participate in community involvement, and

The Board wishes to establish a written policy to enable this goal to be achieved on a regular basis.

NOW THEREFORE, be it resolved that:

1. When a vacancy occurs on the governing board of Carinos Charter School, the board president will, as soon as is practical, but in no event later than 14 days after the vacancy is announced to the board:
 - a. cause to be published in a newspaper or newspapers of general circulation in Northern New Mexico an invitation for members of the public to submit a letter of interest in serving on the board, as well as a resume;
 - b. cause a similar announcement to be aired on a radio station or stations that are received in Northern New Mexico;
 - c. send a letter home with each student or mail a letter to the parent(s) of each student to alert them of the search for a new board member and asking them to participate in inviting eligible persons to apply;
 - d. place a similar notice on the bulletin board of the school;
 - e. take any other reasonable steps to communicate to the general public in Northern New Mexico the desire to invite potential board members to apply for the position.
2. All notices will require applicants to send their letter of intent and resume directly to the board president at the home address or post office box of the president.
3. The board president will give 21 days for applicants to submit their information.
4. The board president will circulate the information provided by applicants to the other board members immediately upon receipt of this information.
5. The board president will place the notice on the next agenda after the deadline for applying for the board position to deliberate and take action on the application for board position.
6. The board members are encouraged, before the board meeting, to talk with and meet with the applicant before the vote on the applicant is taken.

7. The applicant is required to visit the school at least once before the vote on his/her candidacy is taken.
8. The board president is encouraged to contact any references that the applicant provides and to be ready to report on those findings to the rest of the board.
9. The applicant must reveal any possible conflicts of interest that might arise to the governing board, such as contracts with the school, past or present; family members who are current employees of the school, or any other potential areas where the applicant's past or present involvement may touch and concern the school in any significant way.

Pelayo, Icela, PED

From: Poulos, Katie, PED
Sent: Friday, February 09, 2018 4:28 PM
To: Pelayo, Icela, PED
Subject: Fwd: follow up communications
Attachments: carinos resolution.doc; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Fr. Terry Brennan" <frterrybrennan@gmail.com>
Date: February 9, 2018 at 3:59:24 PM MST
To: "Poulos, Katie, PED" <Katie.Poulos@state.nm.us>, Vernon Jaramillo <vernon_jaramillo@hotmail.com>, bernice.life@carinos.org
Cc: Corinne Teller <nativa.services.llc@gmail.com>
Subject: follow up communications

Hi Katie,

Thanks for getting the letter from our meeting to me so quickly today. I am enclosing the Resolution that I drafted in response to item 6 of Patricia Gipson's letter. Our Board will meet soon to deliberate and to vote on it. Did you wish to make suggestions before we do?

Also, please help me. When I tried to get your email address a few minutes ago, this is what happened:

1. I called the phone number on the letterhead of the letter you gave me today...827-6661. I got the voice mail of Beverly Friedman, PED. That didn't help.
2. I went on line to get the PED phone number. I found 827-1436 on your home page.
3. I called and got an operator who did not recognize your name or look it up. Instead, she transferred me to a number and the voice on the other end said, "this is message box 0074298, enter your code." Of course I did not have a code.
4. I called back and told the person who answered the phone, 827-1436 that I thought you worked in the Charter School division, but all I wanted was your email address. She gave me your phone number of 827-6532.
5. I called back 827-1436 and told her to please transfer me to the Charter School Department. She gave me the number 827-6576. She hung up without transferring me.
6. I called 827-6576 and got a recording that this is a non-working line.
7. i called 827-1436 and it rang this time without anyone answering it.
8. I went back to the PED web page and found the Charter School link. I then saw the number for the Help Desk, THE ONLY PHONE NUMBER LISTED FOR ANY OF THE EMPLOYEES IN YOUR DEPARTMENT, as 827-6909
9. For fun, I called that number and got a recording that said, "Dolores Archuleta, Options, leave a message."
10. I did see your email address on the web page.

By the way, I went to the Board member training yesterday but got there an hour late because I was not notified that the staff had changed the time from 9 am to 8 am.

Please understand, I am just starting out on this venture, and I want to work with PED in every instance. We have to be able to reach reach each other efficiently. We can both understand and admit that no system is perfect, so let's both overcome these difficulties in the best way possible. I will always get back to you as soon as possible, I know that you cannot promise the same because we are just one out of around 100 charter schools. But please, during this next two weeks when our future is on the line, please try to get back in touch with me as soon as is practical.

Fr. Terry Brennan
Carinos Charter School
Resolution attached



AGENDA
CARIÑOS CHARTER SCHOOL
Special Governance Board Meeting
Friday, February 16, 2018 at 2:00 p.m.

The Cariños Special Board Meeting is announced for Friday, February 16, 2018 at 2:00 p.m. as advertised by posted Agenda at Cariños Charter School, Cariños Website and announced by KDCE Radio. The Special Board Meeting will be held at 2:00 p.m. at the Rio Arriba County – Training Room –1122 Industrial Park Road - Espanola, New Mexico - 87532.

I. OPENING BUSINESS AT 2:00 P.M. ON FRIDAY, FEBRUARY 16, 2018:

- | | |
|---------------------------|---|
| A. Call to Order | Dr. Juanita Cata, President |
| B. Pledge of Allegiance | Mr. Leo R. Marquez II, Vice President and Board |
| C. Roll Call | Ms. Carla Ann Martinez, Secretary |
| D. Approval of Agenda | Dr. Juanita Cata, President |
| E. Introduction of Guests | Dr. Juanita Cata, President and Board |

II. EXECUTIVE SESSION: PURSUANT TO 10-15-1. REF: H-2 OPEN MEETING ACT - NMSA 1978 AS AMENDED FOR PERSONNEL ACTION TO DISCUSS:

1. H-2 - Limited to Personnel Matters – Evaluation of Chief Executive Officer

III. BOARD ACTION AGENDA ITEMS:

1. Approval of Cariños Governance Board Resolution for NMPEC/ NMPED - Ref: Corrective Action Plan
2. Approval to Amend Policy on Cariños Charter By law - Article IV –Selection of Board Members- Ref: Corrective Action Plan

IV.ROUTINE MATTERS/INFORMATIVE REPORTS/ UPDATES -BY MR. VERNON. JARAMILLO, CHANCELLOR:

V .ANNOUNCEMENT(S):

1. Regular Board Meeting for Cariños Governance Board - Wednesday, February 28, 2018 to be held at 2:00 p.m. at the Rio Arriba County – Training Room –1122 Industrial Park Road - Espanola, New Mexico - 87532.

VI. ADJOURNMENT:

and will review progress with these individuals at their offices and at the Governance Board Meetings.

Vice President: The Vice President will have all powers and perform all duties of the President in the absence, resignation, or incapacity of the President.

Secretary: The Secretary will see that minutes are kept of all meetings of the Governance Board.

Note: The Finance Committee: The Cariños Governance Board shall appoint a Finance Committee that consists of two Cariños Board Members, Chief Executive Officer and Business Manager will comply with NM HEC/227 & 251.

Note: The Audit Committee. The Cariños Governance Board shall appoint an audit committee that consists of two board members, one volunteer member who is a parent of a student attending that school district and one volunteer member who has experience in accounting or financial matters.

Note: An officer of the Cariños Governance Board may be removed from his/her duty as an **officer** by the Governance Board, whenever in its judgment the best interest would be served thereby, and this can be accomplished by a majority vote of those members at a meeting duly called for that purpose. The Board member will remain on the Governance Board.

- **Article IX. Recruitment and Selection, None-Compensation, Orientation Process, Professional Development, Travel and Per-diem Expenses, Training Cost, Inclusive of Removal and or Replacement:**

The Cariños Governance Board Members will be considered, selected and appointed by the existing Governance Board from the Española Valley and neighboring communities. Due to the nature of the responsibilities of overseeing finances, construction, agricultural, community partnerships and educational programs and issues, Cariños will recruit community members who have finance, business, construction, law, community involvement, school leadership experience and parenting experience. Governance Board members will serve on the Board on voluntary basis without expectation of monetary compensation or a stipend or mileage to attend monthly scheduled Board meetings.

Individuals wishing to serve on the Governance Board, due to a board member vacancy must submit their names, brief resumes, and a short statement outlining their interests, goals, and objectives in serving on the Governance Board to the Board President. The Board President will review the all applications and shall interview the qualified applicant(s). The Board President shall recommend the chosen successor at the next regular or special board meeting and the nominee shall be considered and or approved by the majority of the Governance Board Members. If a Governance Board Member resigns, the member's seat will be filled by a majority vote of the remaining Governance Board member(s) through the established process

and through the Board Presidents' recommendation, until the expiration of the term without losing the opportunity for the two-term limit.

Newly elected board members will be expected to participate in trainings, to review the charter bylaws and content, and to review meeting minutes. The Governance Board will support new members by ensuring they feel prepared to participate in the decision-making process.

The Governance Board will attend training in charter school law, budget, policy, procurement code, open meetings act, code of ethics, Education Plan for Student Success (EPSS), or other strategic planning. The Cariños Charter School is a member to the New Mexico Coalition for Charter Schools and its Board member will utilize the offered training, as appropriate. The Cariños Governance Board is also a member to the New Mexico School Boards Association and the Board members will also utilize the offered training, as well. Cariños will provide each Board member travel (Per-diem and Mileage) to attend training, conferences meeting, school related business and will cover training expenses, as appropriated by the Board.

Governance Board Members who wish to resign must do so with a least a thirty (30) day notice in writing to the Board President. The Board member who is resigning agrees to return all Cariños equipment and materials.

Any Board member of the Governance Board may be removed by the Governance Board whenever in its judgment; the Board's best interest would be served thereby. This can be accomplished by a majority vote of those members present at a meeting duly called for that purpose.

If any Board member fails to attend two consecutive Regular Meetings of the Governance Board without a valid excuse and after having been notified by the President of such failure to attend, then said absent member shall in that case, be deemed to have resigned. However, the Governance Board shall have the power to excuse the absence of any Board member for a Regular Board Meeting or Special Board Meeting, who has a valid excuse.

Pursuant to 10-15-1 NMSA 1978, paragraph C if reflected on the approved on the annual Open Meeting Act Resolution , a member or members of the Cariños Governance Board may participate in a meeting of the Governance Board by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member or members to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any members of the public body who speak during the meeting.

RESOLUTION 2018-2

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The Board finds that the screening and selection of Board members is a priority of our School so as to establish and maintain a membership that reflects competence in areas that are pertinent to the successful management and operation of our School, including members with backgrounds in finance, school teaching/ administration, law, child development, mental and physical health, as well as the desire to participate in community involvement, and

The Board wishes to establish a written policy to enable this goal to be achieved on a regular basis.

NOW THEREFORE, be it resolved that:

1. When a vacancy occurs on the governing board of Carinos Charter School, the board president will, as soon as is practical, but in no event later than 14 days after the vacancy is announced to the board:
 - a. cause to be published in a newspaper or newspapers of general circulation in Northern New Mexico or placed on the Cariños Website an invitation for members of the public to submit a letter of interest in serving on the board, as well as a resume; cause a similar announcement to be aired on a radio station or stations that are received in Northern New Mexico;
 - b. send a letter home with each student or mail a letter to the parent(s) of each student to alert them of the search for a new board member and asking them to participate in inviting eligible persons to apply;
 - c. place a similar notice on the bulletin board of the school;
 - d. take any other reasonable steps to communicate to the general public in Northern New Mexico the desire to invite potential board members to apply for the position.
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Juanita L. Gata, Gov. Board President 2/16/18

Carla Martinez 2/16/18
Secretary



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| B. Pledge of Allegiance | Mr. Leo R. Marquez II, Vice President and Board |
| C. Roll Call | Ms. Carla Ann Martinez, Secretary |
| D. Approval of Agenda | Dr. Juanita Cata, President |
| E. Introduction of Guest | Dr. Juanita Cata, President and Board |
| F. Presentation(s) Reports -Ref: CSD/NMPEC/NMPED | Mr. Vernon Jaramillo, Chancellor /Ms. Bernice Life/Father Terry Brennan |

II. EXECUTIVE SESSION: PURSUANT TO 10-15-1. REF: H-2 OPEN MEETING ACT - NMSA 1978 AS AMENDED FOR PERSONNEL ACTION TO DISCUSS:

1. H-2 - Limited to Personnel Matters – Evaluation of Chief Executive Officer

III. BOARD ACTION AGENDA ITEMS:

1. Approval of change of Cariños Charter School Bylaws: Paragraph IX: In the second paragraph, substitute "Board President" for "Chief Executive Officer" and also add a final paragraph to referenced Bylaw: "The Board may, by Resolution, include other provisions for the search and selection of Board members. Ref: For Corrective Action Plan.
2. Approval of Cariños Governance Board Resolution for NMPEC/ NMPED - Ref: For Corrective Action Plan.

IV. ROUTINE MATTERS/INFORMATIVE REPORTS/ UPDATES -BY MR. VERNON. JARAMILLO, CHANCELLOR:

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VI. ADJOURNMENT:

Pelayo, Icela, PED

From: Vernon Jaramillo <vernon_jaramillo@hotmail.com>
Sent: Friday, February 16, 2018 4:01 PM
To: Schools, Charter, PED
Cc: Poulos, Katie, PED; Gipson, Patricia
Subject: Carinos Charter School -Ref: Agenda - Change of Carinos By Laws =Section IX and Resolution - Feb 16, 2018
Attachments: Agenda for Special Board Meeting - Feb 16. 2018 -Change of By Laws Ref- IX Selection of Board Member) ; and Resolution.pdf

Dolores -

Carinos Charter School -Ref: Agenda - Change of Carinos By Laws =Section IX; and Resolution - Feb 16, 2018.

Please route to assigned team.

Vernon Jaramillo, Chancellor
Sent from [Outlook](#)