

**Raíces del Saber Xinachtli  
Community School**

**Bylaws**

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**RAICES DEL SABER XINACHTLI COMMUNITY SCHOOL  
BYLAWS**

**ARTICLE 1: NAME, ORGANIZATION, AND PURPOSE**

**Section 1.1      Name**

The name of the organization will be known as Raíces del Saber Xinachtli Community School. It shall hereafter be referred to in this document as “Raíces.”

**Section 1.2      Organization and Purpose**

Raíces will be a public charter school in the state of New Mexico. Raíces’ purpose is described in the following Mission Statement: *Raíces del Saber Xinachtli Community School implements a developmentally appropriate rigorous academic program through an interdisciplinary curriculum that is experiential, participatory, biliterate, child-centered, and culturally responsive. Our students learn Spanish and English, achieving academic proficiency in all subjects in both languages as they develop critical and creative thinking skills. Raíces creates an environment where students and parents are valued as participants in the construction of knowledge and the creation of a learning community that promotes high academic performance, positive identity formation, and the reclaiming of cultural heritage.*

**Section 1.3      Location**

Raíces will be located in Las Cruces, County of Doña Ana, State of New Mexico.

**Section 1.4      Non-Discrimination**

Raíces does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, handicap or disability, marital status, citizenship status, veteran status, sexual orientation, national origin or any other characteristic protected by law in its employment practices.

**ARTICLE 2: THE GOVERNANCE BOARD**

**Section 2.1      Role of the Governance Board**

The governance of Raíces is vested and delegated to the Governance Board, hereby referred to in this document as the “Board.” The purpose of the Board is to govern the Charter School in accordance with its mission statement and the terms of its Charter School contract with the NM Public Education Commission (PEC) and in compliance with the New Mexico Charter Schools Act, New Mexico Statutes Annotated (NMSA) 1978, Chapter 22, Section 22-8B (2006), *et seq.* as amended from time to time.

**Section 2.2      Board Powers and Responsibilities**

The primary duties of the board are to 1) exercise leadership through the formulation, adoption, and oversight of school policy, 2) review and approve the budget for Raíces and oversee all fiscal operations of the school, and 3) hire, establish the duties, determine the salary and evaluate the principal. In addition to all powers conferred upon the Board by the New Mexico Charter School Act, NMSA 1978, Section 22-8B (2006), *et seq.* and monitoring the rules and regulations of the New Mexico Public School Administration Code (NMAC), sections 6.19.8.10 to 6.69.8.13, the Board shall be responsible for the fair and uniform application of federal, state, and local laws as well as the rules, regulations and policies of Raíces in operation of the school and in conformance of its charter.

### **Section 2.3      Designated Board Members and Terms**

The numbers of board members and terms are as follows:

- a) Numbers: The number of Board members shall be no less than seven (7) members and no more than nine (9), unless changed by amendments to the bylaws. Members shall be comprised of the community at large, with a focus on individuals who bring professional expertise, experience, or talents that the Board has identified as referenced in the Charter with a minimum of one Raíces' parent member.
- b) Terms: Members shall be elected for a three (3) year term. Upon completion of that term, a member who wishes to continue serving may request another term from the other members of the Board. Such extensions must be approved by majority vote. No member may serve more than two (2) consecutive three-year (3) terms. For the initial term that begins upon approval of the Raíces' Charter, all members of the Board will be appointed by the founding team. The initial Board will be split between terms of four (4) and three (3) years so as to stagger the terms. After the first four-year terms are served, all terms will be three (3) years.

### **Section 2.4      Vacancies and Additional Elections**

Prospective board members will submit a letter of interest outlining the skills and expertise they possess which make them a strong fit for the Board and include why they would like to be a Board Member. The letter is submitted to the Governance Board Development Committee and they will interview the prospective nominee and make a recommendation to the Board Members for a vote during a regular or special board meeting. The Board will have 45 days to fill a vacancy when the number of board members is less than seven. The minimum vote required to fill the Board position shall be the affirmative vote of a majority of the Board Members present at a meeting at which a quorum is present.

### **Section 2.5      Background Checks**

Each member of the Board, within 30 days of the election to the Board shall undergo a criminal history background check investigation for the purpose of ensuring that the member is not disqualified for membership due to a criminal history. "Criminal history" means convictions of felonies or misdemeanors of moral turpitude, or other information concerning a person's arrests, indictments, other formal criminal charges and any dispositions arising therefrom, including convictions, dismissals, acquittals, sentencing, and correctional supervision, collected by criminal justice agencies and stored in the computerized databases of the Federal Bureau of Investigation (FBI), the national law enforcement telecommunications system, the New Mexico department of public safety (DPS), or the repositories of criminal history information of other states. The school shall reimburse the member for the cost of the criminal history record check, including all costs for administering and processing the background check.

### **Section 2.6      Resignations**

Any member may resign at any time by submitting written notification of resignation to the Board Chairperson. The date of the letter of resignation becomes the effective date.

### **Section 2.7      Removals**

The board may remove any Officer or Board Member by a majority vote of the entire Board at any regular or special meeting of the Board, provided that written notice of the reason or reasons for the proposed removal shall have been delivered by electronic mail with delivery of receipt confirming the message was delivered to the recipient's email server, or Read receipt confirming the recipient viewed the message check box, or by Registered Mail to the Officer or Board Member for removal at least thirty (30) day before any final action is taken by the Board. The date, time, and location that the action is to

take place must be included in the statement informing the Board Member of the Board's intention of removal. Reasons for removal shall include 1) failure to meet Board Meeting attendance requirements, 2) failure to disclose a conflict of interest, 3) failure to comply with the Board approved code of ethics, and 4) moral turpitude, which is conduct that is considered contrary to community standards of justice, honesty, or good morals. The Officer or Board Member shall be given an opportunity to be heard on the matter considered by the Board at the time and place stated in the motion.

### **Section 2.8 Attendance**

Attendance at Board meetings is mandatory. Any member missing three (3) consecutive meetings or five of the meetings within a school year without prior notification to the Chairperson may be dismissed from the Board. If a Board member cannot be physically present at the meeting for unavoidable conflict, he/she may make arrangements to appear by telephone or digital communication in accordance with the provisions of the New Mexico Open Meetings Act.

### **Section 2.9 Individual Member Authority**

A member of the Board is a public officer, but has no power or authority individually. State Statute and the Charter Contract vest power to the Board and not in its members individually. The Board at public open meetings must exercise the powers, whether regular, special, or emergency meetings, with action duly recorded in its minutes.

### **Section 2.10 Binding Authority**

The Board shall not be bound in any way by any action or statement on the part of any individual Board Member except when such a statement or action is pursuant to specific instructions from the Board as a whole. Any such exception shall be recorded as an action item of the Board and recorded in the minutes.

### **Section 2.11 Training and Evaluation**

Each member of the Governance Board will attend at least ten (10) hours of PED-approved training annually on topics pertaining to charter school governance, including but not limited to state rules, policies, procedures, statutory powers and duties of governing boards, as well as legal concepts for public schools as required and described by NMAC 6.80.5 and NMSA 1978, 22-8B-5.1. Each annual training will include the Open Meetings Act. New Board members cannot vote in meetings until they have attended one of the seven-hour Public Education Department trainings which are held once a month in some part of the state. Every regular board meeting will have some set amount of time as determined by the Board devoted to training that will improve the efficiency and effectiveness of Board Members in carrying out their duties. All Board Members will participate annually in a self-evaluation and develop a plan to for improvement of skills and knowledge based on the data. An outside evaluator shall be secured at least every other year to conduct developmental evaluation with the Board.

### **Section 2.12 Salaries and Reimbursements**

A Board member may not receive a salary from the school for services as a member. A Board Member may be reimbursed for out-of-pocket travel expenses with prior approval and other expenses incurred as a member on school business in accordance with the New Mexico Mileage and Per Diem Act.

### **Section 2.13 Engagement of Consultants and Agents**

The Board may appoint or hire consultants and agents to perform duties on behalf of the Board and/or Raíces as the Board may prescribe. These consultants and agents must comport with the Conflict of Interest policy outlined in Article 2, Section 2.14.

#### **Section 2.14 Conflict of Interest**

The public has a right to expect that all public officials perform their duties in a fair and unbiased way, and that the decisions they make are not affected by self-interest, private affiliations, or the likelihood of personal gain or loss.

Public office is a trust created in the interest of the common good and for the benefit of the people. It is the intent of these Bylaws to maintain public confidence and prevent the use of public office for private gain. Board Members shall abide by the Conflict of Interest Policy adopted by the Board which shall comply with NMSA 22-8B-5.2.

All third party agreements must be negotiated “at arms’-length” with terms fair and reasonable to the school. No Board Member shall contract with the School or receive compensation from the School for services, other than reimbursement as set forth in Section 2.12 of these bylaws. Board members must be familiar with and observe all applicable law relating to Conflicts of Interest. A potential conflict of interest exists if a contract or transaction is proposed between the School and any of the following: a member of the board member’s immediate family (spouse, parents, children, brothers, sisters, brother-in-law, sister-in-law, daughter-in-law, son-in-law) or an entity in which a board member’s immediate family holds an ownership interest or governance position.

If a contract or transaction is posed in which a Board Member or family member or entity as described above has a personal or material interest, the Board Member shall promptly disclose the material facts of such a matter and potential conflict of interest in writing to the Secretary for distribution to all Board Members. When any conflict of interest becomes relevant to any subject requiring board action or any of its duly constituted committees, the Board Member having the conflict shall not vote on the matter. A Board Member who is excluded from voting shall briefly state the nature of the conflict and answer any relevant questions of all other Board Members, but shall not otherwise attempt to influence the vote. The Board Member shall be required to leave the room during the vote as not to inadvertently influence the outcome of the vote. Minutes of the meeting shall reflect that the disclosure of the conflict of interest that has been made, the Board Member abstained from voting, and the Board Member left the room during the vote.

#### **Section 2.15 Code of Ethics**

Each Board Member shall abide by the Code of Ethics established by the Board. The code will be developed as an official statement of policy that defines what constitutes ethical behavior on the part of Board Members including specifics on what constitutes moral turpitude and will appear in the Board Handbook and be reviewed each year. Failure to comply with the Code of Ethics is grounds for removal from the Board.

### **ARTICLE 3: MEETINGS**

#### **Section 3.1 Annual and Regular Meetings**

- a) Annual Meeting: The Board shall hold an annual meeting for the purpose of appointing officers, electing board members, and for the transaction of other business including reflection and strategic planning or such other purpose as the Board shall determine. The annual meeting shall occur during the last quarter of the fiscal year at such time and place as the Board Chairperson determines.
- b) Regular Meetings: The Board shall meet in 11 monthly regular meetings. Notice shall be given ten (10) days in advance of the meeting. All meetings of the Board shall be held in accordance with the New Mexico Open Meetings Act (OMA) and in keeping with the Board’s annual OMA resolution. A

“roll call vote” must be taken when voting on approval of a motion and the adoption of school or board policies. Meetings will include time for 1) review of financial reports, 2) review of student academic progress, and 3) Board training.

### **Section 3.2 Special Meetings**

Special meetings of the Board may be called at any time by the Chairperson, or in his/her absence the Vice Chairperson by phone call and in a written email. Such requests for a special meeting shall include the reason for the meeting and shall comply with the OMA policy on such meetings. Notice of Special Meetings shall be given at least 72 hours in advance of meeting in printed or electronic format and on the School’s website, except for emergency meetings of a very urgent nature, which shall require 24 hours of notice delivered in person, or by electronic mail, or by phone call to all members of the Board.

### **Section 3.3 Notice of Meetings**

The New Mexico Open Meetings Act (OMA), NMSA 1978, Chapter 10, Section 10-15-1-D, requires that any regular, special, or closed meeting at which a discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public. Special circumstances may dictate that “a reasonable amount of time for advance notice” can vary and additional time may be needed for notice in such cases. Otherwise, notice shall be given 1) ten days in advance of a regular meeting, 2) 72 hours in advance for a special meeting, and 3) 24 hours in advance for an emergency meeting.

Notice of the meetings shall be in writing or person and delivered personally, electronically, or mailed, given by facsimile, or other form of wireless or wired transmission to each Board Member as the Board Member shall have designated in writing and filed with the Secretary within the same time requirements as specified for public notice. If notice is to be mailed, it will be deemed to be delivered when deposited in the United States mail so addressed with postage prepaid. If notice is given by facsimile, email or some other form of wired or wireless transmission, it shall be considered mailed when transmitted.

The meeting agenda shall be posted on the school’s website. In addition, the agenda, date and location of meeting must be published in a newspaper or other media at least 72 hours before the meeting, except in the case of an emergency (NMSA 1978, Section 10-15-1-F).

### **Section 3.4 Quorum and Actions**

- a) A simple majority of the current number of Board members shall constitute a quorum. In the absence of a quorum, those members present may adjourn until a quorum is constituted.
- b) An act of the Board occurs when a quorum is present and the Board votes publically on an item.

### **Section 3.5 Conduct of Meetings**

- a) Agendas: The Board Chairperson, in collaboration with the Principal, creates meeting agendas. Individual members of the Board may request agenda items. Any two members requesting the same item shall compel the Chairperson to include the item on the agenda. Requests must be submitted to the Chairperson 96 hours before a meeting so that the agendas may be released in accordance with the Open Meetings Act, 72 hours before the meeting. The board may discuss a matter, but cannot take action, unless the matter is listed as a specific item of business on the agenda. Action on items that are not listed on the agenda for a meeting must be taken at a subsequent special or regular meeting.



- b) Minutes: The Board shall keep written minutes of all of its meetings. The minutes shall include at minimum the date, time, and place of the meeting; the names of members in attendance and those absent; the substance of the items/topics/proposals considered; and a record of any decisions and votes taken that show how each member voted. All minutes are open for public inspection. Draft minutes shall be prepared for approval at the next meeting where a quorum is present. Draft minutes will be made available for public view. However, minutes shall not become official until approved by the Board (NMSA 1978, 10-15-1-G).
- c) Rules of Order: In case of conflict or challenge, the rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of Raíces.

### **Section 3.6      Presumption of Approval**

Any Board Member who is present at a meeting of the Board or a committee meeting of the board which he/she is a member, and at which an action on any business matter is taken, shall be presumed to have approved the action taken unless the member shall ask that his/her name be entered in the minutes of the meeting as disapproving such action. This request shall be made of the person acting as the secretary of the meeting before the adjournment of the meeting.

### **Section 3.7      Confidential Matters/Closed Sessions**

If during a regular, special, or emergency meeting of the Board an item is presented for discussion in a closed session, a motion for closure will be made and the reason stated as required by Section 10-15-1-I-1 of the Open Meetings Act. During the closed session the Board will consider only the item or items covered by the motion voted on prior to closing the meeting. Minutes will reflect the amount of time spent in closed session.

When the Board returns to an open meeting setting, the Chairperson states for public record who was present in the closed meeting and the topic of what was discussed in general terms. A roll call vote of the Board Members present must be taken publicly on the motion proposed in the closed and the vote of each individual member recorded in the minutes.

Board Members have the right to inspect school records and documents provided that such right of inspection and copying is subject to the obligation to maintain the confidentiality of the reviewed information, in compliance with the New Mexico Inspection of Public Records Act, Family Educational Rights and Privacy Act, and all other applicable Federal, State or local law.

### **Section 3.8      Public Input**

The Board values public input into the decisions of the board, and encourages parties affected by board policy (e.g. administrators, teachers, students, and families) to provide input to the board. In many cases, the first method for providing input will be through committees. In the event an individual or group desires to give public input or comment during a meeting, the Board will allow for it as follows:

- The Board establishes a regular “public input” period as an agenda item at the beginning of each Board meeting, during which time guests may offer input on an agenda item or any other concern about Raíces that is relevant to the Board.
- This input may include requests for future agenda items, in either written or oral form.
- A sign-up sheet allows for public Input during the meeting, and the Chairperson may limit the time for each person's input.
- Public input may not demean or defame members of the Board or employees or students of Raíces.

The Chairperson of the Board may also request or hear public input on any other agenda item during a Board meeting.

## **ARTICLE 4: OFFICERS**

### **Section 4.1 Designation of Officers**

The officers of the Board shall consist of: Chairperson, Vice Chairperson, Treasurer and Secretary, all of whom shall be members of the Board. The officers shall be elected by the Board for a term of one (1) year and, unless sooner removed, shall serve until their successors are duly elected.

### **Section 4.2 Qualifications**

Any Board member is eligible to serve as an officer of the Board upon election to office by a majority of the Board members.

### **Section 4.3 Election and Term of Office**

Except for the initial Board, officers shall be elected by the Board at the first regular meeting of the Board following the start of the school year (July) and shall assume their elected position immediately. Each officer shall hold office for a term of one year.

### **Section 4.4 Duties of Chairperson**

The Chairperson shall preside at all meetings of the Board and conduct the meetings in adherence to Robert's Rules of Order. The Chairperson shall have the right to discuss questions and to vote. The Chairperson may not act for or on behalf of the Board without prior specific authority from a majority of the Board to do so. The Chairperson shall consider all communications addressed to him/her. Consideration may include consulting with legal counsel. The Chairperson shall sign legal documents as required by law and perform such other duties as may be prescribed by the Board. The Chairperson, in collaboration with Principal, is responsible for compiling the topics for business to be placed on the Board meeting agenda. Any member of the Board may offer items to be heard or discussed at any meeting of the Board, while any two Board members requesting the same item will compel the Chair to put the item on the agenda. The Chairperson will also be on the Finance Committee. The Chairperson shall oversee a Board self-assessment process to ensure optimal Board performance.

### **Section 4.5 Duties of Vice Chairperson**

The Vice Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson or at the request of the Chairperson. In the event a vacancy occurs in the presidency, the Vice Chairperson acts in the capacity of the Chairperson until the office of the Chairperson has been filled by a vote of the Board membership.

### **Section 4.6 Duties of Secretary**

The Secretary or Secretary's designee shall issue Board meeting notices, act as custodian of the school's records and seal, sign instruments as required, make other reports, and perform such other duties as are incident to the office. The Secretary shall maintain a permanent archive of Board-approved minutes and agendas to be available for public inspection.

### **Section 4.7 Duties of Treasurer**

The Treasurer shall have general oversight responsibility of the School's funds and securities. The Treasurer shall oversee the maintenance of financial records and books, shall sign such instruments as

required, and shall make such reports and perform such other duties as are incident to the office. The Treasurer shall attend the Public Education Department (PED) Spring Budget Workshop and/or any other financial regulatory training recommended by the Principal or the Business Manager. The Treasurer shall serve as Chair of the Finance and Audit committees.

#### **Section 4.8      Vacancies Among Officers**

The Board, at its next regularly scheduled meeting, shall fill any vacancy among the officers. An officer appointed to fill a vacancy shall serve for the unexpired term of his/her predecessor in office.

### **ARTICLE 5: COMMITTEES**

#### **Section 5.1      Establishment**

The Board may appoint such standing committees and/or Ad Hoc committees, as it deems necessary for the effective governing of Raíces. Members of each committee may be chosen from time to time by the Board and shall serve for such period of time, as the Board shall determine. The provisions described in Article IV, Section 2, however, shall govern the specific composition of the Finance and Audit Committees.

#### **Section 5.2      Standing Committees**

Each standing committee shall have a charge specific to its permitted activities and such charges shall be incorporated into Raíces policies. The function of any committee shall be fact-finding, deliberative, and advisory to the Board. Committees shall not have authority to take legislative or administrative actions, nor to adopt policies for Raíces. Standing committees shall be made up of no more than one less than a quorum of the Board. The Board Chairperson shall be an ex-officio member of each committee. The Principal shall be an ex-officio member of each committee, except where his/her evaluation, tenure, or salary is to be deliberated. The Business Manager shall be an ex-officio member of the Finance and Audit committees. Standing committees shall be:

- Governance Board Development Committee
- Finance Committee
- Audit Committee

Following is a description of the composition, role, and duties of the Standing Committees.

- a. Governance Board Development Committee: There shall be a standing committee composed of 2-4 people recommended by the Chair and elected by the Board at its annual meeting. Each person shall serve a term of two (2) years and the terms shall be staggered. The committee shall elect its own chair. The duties of this committee shall be to 1) study the needed qualifications of candidates for Board positions 2) advertise and recruit potential Board Members that can demonstrate the necessary qualifications, 3) screen applications and present a slate of the best qualified nominees for outgoing members on the Board, 4) present a slate of nominees at the Annual Meeting for Officers and new Board Members, 5) recommend candidates for the board to fill vacancies that occur outside the regular nominating process, and 6) provide ongoing orientation and supervision for “onboarding” of new members to the Board. This committee will also be responsible for ensuring that an annual plan is developed for conducting ongoing development of Board knowledge and skills as needed, and that the plan is in alignment with board training requirements in the New Mexico State Statutes (NMSA 1978, 22-8B-5.1) and as indicated by the Board self-evaluation or the assessment of an outside developmental evaluator.

- b. Finance Committee: The Finance Committee shall be comprised of the School Business Manager, Board Chairperson, Board Treasurer, who shall serve as chair, at least one other member of the Board, a member of the Concilio (Parent Council), and the Principal. The purpose of the Finance Committee shall be to make recommendations to the Board in the following areas: financial planning, including review of the School's revenue and expenditure projections; review of financial statements and periodic monitoring of revenues and expenditures; annual budget preparation; oversight; and procurement. The Finance Committee shall also serve as an external monitoring committee on budget and other financial matters and shall evaluate the Principal's compensation, oversee the use of funds, review and oversee the school's risk management policies and investments, and review and advise the Board on all matters affecting the school's financial condition. In carrying out its duties the Finance Committee must adhere to regulations of the New Mexico Public School Finance Act (22-8-1 and 22-8-12.3 NMSA 1978)
- c. Audit Committee: The Audit Committee shall be comprised of the School Business Manager, Board Treasurer, who shall serve as chair, Principal, the Board Chairperson, one community volunteer who has experience in accounting or financial matters and one parent volunteer from The Concilio. The parent shall be appointed from a list of parents who are willing to volunteer on the Committee. The purpose of the Audit Committee shall be to 1) evaluate the request for proposal for the annual financial audit services, 2) recommend to the Board the selection of the financial auditor, 3) attend the entrance and exit conferences for annual and special audits, 4) meet with external financial auditors at least monthly after the audit field work begins until the conclusion of the audit, 5) be accessible to the external financial auditors as requested to facilitate communication with the Board and the Principal, 6) track and report progress on the status of the most recent audit finding, 7) advise the Board on policy changes needed to address audit findings, and 8) provide other advice and assistance as requested by the Board. The Audit Committee shall be subject to the same requirements regarding the confidentiality of audit information as those imposed upon the Board by the Audit Act (12-6-1 through 12-6-14 NMSA 1978) and rules of the New Mexico State Auditor.

### **Section 5.3 Other Committees**

The Chair shall recommend other committees or task forces of the Board that will be approved by majority vote of the Board and may be composed of Board Members or community members, or both except for the Governance Board Development Committee, which will only have membership from the Board. The Board may prescribe the need, timeline and/or the composition of such committees.

### **Section 5.4 Committee Chair**

Chairpersons of standing committees report to the Board as directed above or at the request of the Board.

### **Section 5.5 Resignations and Removal**

Any member of a Committee may, at any time, may provide a written notice of resignation to the Chairperson, which becomes effective upon such notification. The Board may remove any member of a Committee whenever in its judgment the best interests of the School would be served thereby.

### **Section 5.6. Compensation**

Members of Board Committees shall not receive any compensation for their services; however, they may be reimbursed for reasonable expenses in accordance with the New Mexico Mileage and Per Diem Act.

## **ARTICLE 6: STAFF**

### **Section 6.1 Duties of the Principal**

The Principal reports to the Board and shall be responsible for all matters pertaining to the school's affairs, including recruitment and supervision of faculty and staff; discipline of students; maintenance of school property; and the relationship among students, parents, and faculty. The Principal shall approve the payment of proper bills for school expenditures and work with the Business Manager to insure all fiscal and financial affairs are in adherence of state laws and statutes and oversee the process of the yearly audit and monthly budget reports to the Board. The Principal shall work with the Board Chairperson to set meetings, develop agendas, and plan work on other items that relate to the Board carrying out its duties.

The Board shall delegate administrative and supervisory functions of the day-to-day operations of Raíces to the Principal. The Board shall not be involved in the day-to-day operations of Raíces. The Board shall delegate to the Principal the authority to implement the approved Charter and Raíces' policies and procedures, facility plans, budget, and such other directives and policies adopted by the Board. The Principal shall be responsible for all matters pertaining to Raíces' affairs, including recruitment and supervision of faculty and staff, discipline of students, maintenance of school property, and the relationship among students, families and faculty. The Principal shall approve the payment of proper bills for Raíces expenditures and sign contracts for the school. The Principal shall maintain a copy of all Board-approved documents, including the Raíces Charter, Charter Contract, minutes, agendas, Bylaws, resolutions, and policies. In partnership with the Board, the Principal shall establish for the School staff a compensation schedule to be employed by the Principal in setting salaries annually for all teaching, administrative, and support staff of Raíces.

**Section 6.2 Terms of Employment of Principal** - The Board shall hire the Principal who will operate under the terms of the annual contract. The Board shall conduct an annual performance evaluation. During the Principal's employment, he/she shall not engage in other employment without the Board's written approval.

### **Section 6.3 Faculty Engagement, Supervision and Termination**

The Principal shall recruit, supervise, and recommend hiring and termination of faculty and staff. The faculty contracts shall be for one school year or less. The Principal shall assign compensation based on a salary schedule approved by the Board and in accordance with New Mexico law and shall assign job descriptions for, and annually assess, the faculty and staff.

### **Section 6.4 Direction of Faculty and Staff**

Faculty and staff shall be subject to the Principal's control and direction in all matters relating to their teaching and administrative duties and their personal conduct that affects the school's welfare.

## **ARTICLE 7: FISCAL YEAR AND AUDIT**

### **Section 7.1 Fiscal Year and Audit**

Raíces' fiscal year shall begin on the first day of July and end on the last day of June of the following calendar year. The school's financial accounts shall be audited annually by a certified public accountant in accordance with New Mexico State law.

## ARTICLE 8: ADMINISTRATION AND MAINTENANCE OF RECORDS

### Section 8.1 Record Maintenance

The Board shall work with the Principal to maintain the following records:

- a. Minutes of all meetings of the Board and Board committees, indicating the time and place of such meetings, whether regular or special, how called, the notice given and the names of those present and the proceedings thereof;
- b. Adequate and correct books and records of accounts, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- c. A copy of the Raíces Charter, Contract and Bylaws amended to date, which shall be open to inspection at all reasonable times during office hours.

Every Board member shall have the right at any reasonable time and for purposes related to school business, to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the School and shall have such other rights to inspect the books, records and properties of the School as may be required under the Charter Contract, and other provisions of these Bylaws and provisions of law, unless access to a specific record is otherwise restricted by law.

### Section 8.2 Contracts, Loans, Checks, Drafts, Deposits, Agents

- a. Contracts: The Board Members may authorize any officer or officers, or agents to enter into any contract or execute or deliver any instrument in the name of and on behalf of the school. Such authorization may be general or confined to specific instances. In the absence of other designation, all deeds, mortgages and instruments of assignment or pledge made by the school shall be executed in the name of the school by the Chair, Vice-Chair, or Secretary, when necessary or required, shall affix the seal of the school, if any, and when so executed no other party to such instrument or any third party shall be required to make any inquiry into the authority of the signing officer or officers.
- b. Loans: No indebtedness for borrowed money shall be contracted on behalf of the school and no evidences of such indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Board. Such authorization may be general or confined to specific instances.
- c. Checks, Drafts or Other Orders for Payment: All checks, drafts, or other orders for payment, notes, or other evidences of indebtedness issued in the name of the Raíces School shall be signed by such officer or officers, agent, or agents of the Board and in such a manner as shall be determined by the authority of a resolution of the Board.
- d. Deposits: All funds of the school not otherwise employed shall be deposited within 24 hours to the credit of the school in such banks, trust companies, or other depositories as may be selected by or under the authority of a resolution of the Board.
- e. Agents: The Board is authorized and empowered to retain such agents, attorneys, accountants, counsel, or other qualified firms or persons as the Board shall document and determine by resolution of the Board.

## **ARTICLE 9: LIABILITY AND INDEMNITY OF BOARD MEMBERS AND OFFICERS**

### **Section 9.1 Liability of Board Members or Officers**

Except as otherwise provided by law, no Board Member or Officer shall be liable to the school, or any person asserting rights on behalf of the school, its creditors, or any other person, for damages, settlements, fees, fines, penalties or other monetary liabilities arising solely from his or her status as a Board Member or Officer, unless the person asserting liability proves that the Board Member or Officer failed to perform their board duty. Failure to perform one's Board duty includes: 1) a willful failure to deal fairly with the Board in connection with a matter in which the Board Member or officer has a material conflict of interest, 2) a violation of criminal law, unless the Board Member or officer had no reasonable cause to believe his or her conduct was unlawful, 3) a transaction from which the Board Member or Officer derived an improper personal profit or benefit, or 4) willful misconduct.

### **Section 9.2 Indemnity of Board Members or Officers**

The school shall indemnify a Board Member or Officer, to the extent he or she has been successful in the defense of any threatened, pending or completed civil, criminal, administrative or investigative action, suit, arbitration or other proceeding, brought by another person, for all reasonable expenses, including fees, costs, charges, disbursements and attorney fees, incurred in the proceeding, provided the Board Member or officer was a party because he or she is a Board Member or Officer of the Board.

Indemnification will not occur if the liability was incurred because the Board Member or Officer failed to perform a duty he or she owes to the Board and the failure to perform constitutes 1) a willful failure to deal fairly with the Board in connection with the matter in which the Board Member or Officer has a material conflict of interest, 2) a violation of criminal law, unless the Board Member or Officer had no reasonable cause to believe that his or her conduct was unlawful, 3) a transaction from which the Board Member or Officer derived an improper personal profit or benefit, or 4) willful misconduct.

No indemnification is required under this bylaw if the board Member of Officer has previously received indemnification, reimbursement, or allowance of expenses from any person, including the Raíces School, in connection with the same proceeding.

The school, by its Governance Board, may indemnify, in a like manner, any employee or agent of the Raíces School who is not a Board Member or Officer with respect to any action taken or not taken in his or her capacity as an employee or agent. The foregoing rights of indemnification shall be in addition to all rights to which Board Members, Officers, employees, or agents may be entitled as a matter of law, by resolution of the Governance Board, or by written agreement with Raíces School.

### **Section 9.3 Maintenance of Insurance**

The School may, by its Board, purchase and maintain insurance on behalf of any person who is a Board Member, Officer, employee, or agent of the school to cover liability incurred by the person in his or her capacity as a Board Member, officer, employee, or agent regardless of whether the School Board is required to indemnify the person against that liability.

## **ARTICLE 10: AMENDMENT OF BYLAWS**

### **Section 10.1 Amendments to Bylaws**

These bylaws may be altered, amended, or repealed and new bylaws adopted by the Board Members by an affirmative vote of two-thirds of Board Members present at any meeting at which a quorum is in

attendance. Changes must be in compliance with the New Mexico Charter Schools Act, NMSA 1978, Chapter 22, Article 8B (2006), *et seq.* as amended from time to time. Such amendments must be documented in Board minutes and documented as to date in the bylaws footer.

Passed by the **Raíces del Saber Xinachtli Community School Governance Board**

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_



**Raíces del Saber Xinachtli Community School (Raíces)**

**Principal Job Description**

General Functions: The principal serves as the primary leader and manager of programs, staff and students. The person must possess knowledge of school leadership theory and practice; experience as a principal, an assistant principal and K-5 teacher; expertise in school safety; student discipline; data analysis, long term strategic planning and systems thinking as it relates to curricular development, finance, community engagement and charter school development; experience with budgetary oversight and planning; knowledge of local, state and federal school policy and procedures; knowledge of Spanish language and culture; knowledge of bi-literate strategies; experience with supervision and evaluation of school personnel; experience working with boards, parents and various community organizations; and mediation and conflict resolution skills.

**Qualifications and Leadership Characteristics**

**Qualifications:**

- New Mexico Administrative License (3B)
- Bilingual English/Spanish
- School leadership experience with evidence of demonstrated success in working with culturally diverse populations (preferably in a bilingual educational setting)
- Experience with using student performance data to foster academic success of all students
- Knowledgeable about charter school compliance, governmental laws and regulations
- Understanding of the distinction of roles and responsibilities of governance vs management in a charter school setting
- Pass Background Check
- Understands cultural elements of language, tradition, customs, attitudes and humility as core values of the organizational culture.

**Leadership Characteristics:**

- Educational philosophy aligned with the school vision and mission
- Recognition of the value of and direct experience with creating and leading collaborative teams including parents, families and community partners
- Ability to facilitate positive and productive collaborations and to manage and cultivate leadership within the school team
- Highly organized, effective communicator, strong interpersonal skills
- Interacts effectively with students, staff, parents and the overall school community
- Vision for developing and sustaining locally contextualized and rooted school environment

**Duties and Responsibilities:**

- Provide a safe and effective learning environment for students, staff and overall school community
- Provides instructional leadership among teachers and other staff to address curriculum development and instruction in the classroom and other learning environments
- Conducts objective classroom observations and provide actionable feedback to teachers

- Hire, evaluate and terminate charter school staff members as appropriate
- Contribute to the creation of the school budget and ensure the charter school follows fiscal policies and procedures including internal controls
- Manage After School and Summer School Programs, if provided to students
- Plan and implement school wide Educational Plan for Student Success and Parent Engagement via Parent Council aligned with overall school goals, mission, and vision including specific assessment and evaluation components

#### Responsibilities to the Governing Board:

- Report to the Board and attend all board meetings and functions
- Keep the Board President informed of all aspects of school operations
- Bring to the Board's attention issues that may require Board action or Board education
- Communicate all Board policies and changes to the teaching staff and non-teaching staff (and to parents and other partners when appropriate)
- Serve as a resource for the Board in developing new policies and initiatives
- Serve as a resource for the Board Treasurer and the Board on financial matters
- Serve as a resource to the Board Secretary in the development and maintenance of Board documents, including minutes, in compliance with the Open Meetings Act and the Inspection of Public Records Act

#### Personnel Responsibilities:

- Hire his or her own staff with feedback from a committee formed by the Board, parents, and already hired staff
- Evaluate the performance of all staff, ensure observation and evaluation of teaching staff is objective and in accordance with state requirements
- Review and update job descriptions oversee and coordinate continuing professional growth of staff
- Terminate staff when appropriate, ensuring proper protocol and documentation

#### Instructional Leadership Responsibilities:

- Provide leadership in the ongoing development, improvement and evaluation of curriculum, instruction and student performance
- Responsible for coaching teachers on instructional delivery methods
- Develop plan for staff development programming
- Schedule the administration of all student assessments
- Track and communicate student academic performance to parents, the Board, the charter authorizer (PEC) and the PED
- Develop student performance reports as required (e.g., Reads to Lead, bilingual/multicultural program, charter school performance framework, etc.)
- Support the overall school improvement process including teacher observations, modeling best practices, and analyzing student data
- Oversee implementation of Response to Intervention process
- Create a safe, positive, achievement-oriented and structured learning environment
- Set and reinforce clear expectations and routines that are aligned with the school's overall vision
- Administer policies dealing with discipline, conduct and attendance

Professional Development /Personal Growth Expectations:

- Keep current with educational literature, ideas and practices as well as charter school management practices
- Cooperate with Governance Board to undergo a performance evaluation, develop and meet the goals of an individualized professional development plan
- Attend professional development activities designed to enhance and/or strengthen knowledge and skills that promote student learning and/or the practices of a high performing charter school (e.g., becomes proficient with Web EPSS, OBMS, and the school's student information and financial management systems)
- Attend on-going guidance activities and/or workshops regarding Xinachtli ways of knowing to further conceptualize Raíces Del Saber vision and mission.

School Development:

- Write or contribute to grant applications to secure funding for the school
- Ensure the development of the school's general operations budget and special projects budgets; prioritize spending; monitor charter school budget in collaboration with the Director of Operations and Community Engagement.
- Supervise a system to maintain purchase orders and other expense record, approve, logs, and monitor expenditures as delineated in the school's internal control policies

## Raíces del Saber Xinachtli Community School (Raíces)

### Job Descriptions for Certified, Licensed, Key Staff

#### **Director of Operations and Community Engagement Job Description**

**General Functions:** The Director of Operations and Community Engagement is responsible for planning, coordinating, and supervising the day-to-day operations of the school in partnership with and under the supervision of the Principal to whom the position reports directly. The person will serve as an advocate for the school vision, mission, safety, health and well-being of the school both internally and out in the community.

#### **Qualifications:**

The Director of Operations and Community Engagement will have an educational philosophy that aligns with the school vision and mission of Raíces and possesses the following qualifications:

- Bachelor's Degree (with both Education and Business coursework preferred)
- Must be bilingual in English and Spanish
- Knowledge and experience organizing local community initiatives
- Experience in managing grants and/or budgets
- Knowledge of materials appropriate for enhancing instruction and the success of Raíces.
- Experience with US/Mexico Border communities.
- Experience as a trainer and group facilitator
- Knowledge of listening and non-verbal communication skills.
- Experience with long term strategic planning and systems thinking as it relates to finance, community engagement and charter school development
- Experience with computer networking programs
- Knowledge of local, state and federal school policy and procedures
- knowledge and experience with New Mexico Public Education Department (NMPED)

#### **Leadership Characteristic:**

- Highly organized, effective communicator with strong interpersonal skills
- Highly proactive in carrying out the job responsibilities
- Works effectively with boards, parents and various community organizations.
- Exhibits respect for the school's compliance with all applicable governmental laws and regulations and Board adopted policies
- Easily builds formal and informal partnerships with a wide range of groups and organizations including: staff, parents/families, community leaders, community based/grassroots organizations and community at large.
- Keen understanding of language, tradition, customs, attitudes and humility as integral values and understands how to model these values for others within organizational culture.

#### **Duties and Responsibilities:**

##### **Scheduling, Planning, and Communicating:**

- Takes responsibility for the smooth operations of all non-academic school programs and operations
- Coordinates all internal and external school communications
- Schedules and coordinates class coverage/substitutes; tracks sick leave, vacation and personal days; and notifies Business managers and staff members to be docked

- Manages volunteers and temporary staff members; supports contingency planning for long-term succession planning
- With the school principal, co-administers staff communication for new information and upcoming events and weekly communications to families
- Develops, implements, and monitors school calendar, including meetings and events
- Maintains school website, other social media, and ensures all stakeholders are clear about the message of the school
- Provides training to staff on policies and procedures as they apply to school operations
- Contributes to the development of school safety, health and wellness policies
- Develops school health, wellness, and safety procedures/reports to the PED
- Plans and coordinates school and community activities
- Serves as the custodian of records for the school
- Serves as procurement officer for the school

#### School Programs:

- Helps organize After School and Summer School Programs, if provided to students
- Coordinates field trips with teachers and parents and makes applicable arrangements for meals
- Administers annual parent survey and attempts highest completion rate as possible, compiles statistics and files all surveys
- Contributes to the analysis of student performance assessment data, preparing reports as needed for various school programs and projects (e.g., Reads to Lead, bilingual/multicultural program, charter school performance framework, etc.)

#### Student information and Records:

- Maintains and updates student information including enrollment, attendance, assessment results, test scores, discipline citations, medical records and reports and another document
- Supervises dispensing of student medication and injury reports
- Manages the school database/student information system (SIS), following established policies providing inspection of student records (FERPA)
- Coordinates academic data entry by teachers for report cards
- Ensures that student information is accurate and filed as required by state law

#### Public Relations Responsibilities:

- Serves as the spokesperson for the school at the request of the principal, communicating in both Spanish and English
- Maintains constructive liaisons with other educational institutions and associations
- Facilitates communication among all the school's constituents and encourages their participation in school activities and events
- Represents Raíces in the community at large
- With Principal, co-administers staff communication for new information and upcoming events and weekly communications to families, translating when necessary or helpful

#### Student Enrollment:

- Manages student recruitment process, including outreach and parent visits to the school
- Ensures student enrollment is at the correct student count
- Ensures new student lottery is run in compliance with law and Lottery Policy, works with office manager to document that process is followed according to policy
- Maintains student waiting list, receives and organizes enrollment applications
- Works closely with other schools on the transfer of records and related issues for students coming from or returning to those schools
- Organizes staff visits to students' homes
- Performs all admissions tasks necessary to enroll students

#### Food Services:

- Manages school nutrition program, including staff and vendor, for breakfast, lunch and/or snack, as applicable
- Ensures complete and accurate eligibility roster for free, reduced or full price meals
- Coordinates with Office Manager, Teachers and Parent Volunteers to ensure adult support during meal times
- Ensures and tracks meal distribution, reports meal counts for reimbursement to State authorities
- Coordinates Field-trips with teachers, parents and makes applicable arrangements for meals (brown bag lunches)

#### Transportation (if provided):

- Manages student transportation by bus and other modes, for arrival, dismissal and field trips
- Prepares and processes field trip requests
- Manages contract with transportation service provider

#### Facilities:

- Coordinate school safety and facility inspection
- Manage lease/purchase negotiations, maintenance and renovations in collaboration with landlord
- Supports long-term planning for permanent facility
- Schedules and logs fire drills in accordance with laws
- Manages aspects of facilities such as, lease/purchase negotiations, maintenance and renovations
- Advises Board on facilities and equipment needs

#### School Development:

- Attends professional development activities designed to enhance and/or strengthen knowledge and skills for operating a charter school (e.g., becomes proficient with APTA funds, OBMS, and the school's student information system)
- Writes grant applications to secure funding for the school
- Coordinates the development of the school's general operations budget and special projects budgets; prepares budget transfers; monitors charter school budget in collaboration with the Business Manager, Office Manager and Principal
- Prepares and maintains purchase orders and other expense records, approves, logs, and monitors expenditures as delineated in the school's internal control policies
- Attends on-going guidance activities and/or workshops regarding Xinachtli ways of knowing to further conceptualize Raíces vision and mission.

## **Business Manager Job Description**

**General Functions:** The Business Manager manages the financial and budgetary processes of Raíces to ensure that the school derives maximum benefit from its budget. To serve as the Business Manager in collaboration with staff, educators, parent council, students, families and community. The person in this position must be committed to an educational philosophy that aligns with the school vision and mission.

### **Qualifications:**

- Master's in Business Administration preferred, Bachelors in Accounting, Finance or related field required.
- Five or more years of finance experience, preferably in a charter school
- School Business Official License Required
- Experience in managing grants and/or budgets
- Knowledge of materials appropriate to enhanced instruction and success of Raíces.
- General understanding of language, tradition, customs, attitudes and humility as integral values and models these values within organizational culture.

### **Leadership Characteristics:**

- Highly organized, effective communicator, strong interpersonal skills
- Respect for compliance with all applicable governmental laws and regulations and Board adopted policies
- Contributes to the development of formal and informal partnerships that involve carrying out fiduciary responsibilities with a wide range of groups and organizations including: Board members, staff, parents/families, community leaders, community based/grassroots organizations and community at large
- Takes responsibility for ongoing professional development in financial management that enhances capacity to carry out fiduciary responsibilities

### **Primary Responsibilities:**

- Serves on the Board Finance Committee
- Budgeting, Reporting, and Financial Planning
- Must be able to demonstrate, understand, and comprehend the principles associated with school finance, budgeting, financial planning, accounting, auditing, financial reporting, cash management, and technology for school business operations.
- Prepares annual budget in collaboration with the Principal, Finance Committee and Parents.
- Must understand and demonstrate the ability to apply all New Mexico Statutes and Regulations as they apply to public schools including, but not limited to:
  - a) Procurement Code,
  - b) NM Manual of Procedures
  - c) DFA Rules, and
  - d) NM State Auditor Rules

### **Budget and Financial Planning:**

- Must apply the legal requirements for budget adoption
- Prepare a local budget calendar to meet the time constraints of budget preparation,
- Recognize and analyze significant social, demographic, and economic changes which may impact the financial plan of the school
- Recognize and forecast the major sources of revenue available to public schools from local, state and federal levels of government,
- Recognize and explain internal and external influences on the budget
- Recognize multiple approaches to determine reliable enrollment and personnel projections
- Interpret the state funding model

- Identify various methods of budget analysis and management
- Exercise budgetary management
- Apply analytical procedures for budgetary analysis
- Enters the annual operating budget in the state operating budget management system

#### Accounting, Auditing, and Financial Reporting:

- Understand the use and role of internal and external audits
- Prepare and analyze interim and annual financial statements
- Prepares and uploads the financial and cash reports to the budget analyst on a quarterly basis
- Report the financial status and operating results to the Governance Board
- Determine revenues and expenditures by fund using the state-approved chart of accounts
- Develop and maintain the fixed assets inventory in accordance with applicable Governmental Accounting Standards
- Use the annual audit report to improve financial tracking and reporting
- Apply the appropriate basis of accounting in accordance with applicable Governmental Accounting Standards in measuring financial position and operating results
- Enters requests for reimbursements on a quarterly basis using the operating budget management system.
- Process requisitions/charge requests monthly
- Process accounts payable and accounts receivable
- Attends yearly Spring Budget Workshop and NMASBO trainings
- Prepares bank reconciliations monthly

#### Human Resource/Payroll:

- Maintain and update personnel files
- Prepare quarterly payroll reports for state and federal agencies
- Prepare and pay monthly ERB, RHC, CRS-1, and NMPSIA
- Process Federal Tax Deposits
- Prepare year end W-2's, 1099's
- Process payroll on a semi-monthly basis
- Enters and maintains employee's sick and personal leave
- Performs other tasks as may be assigned within the parameters of the job



## **Office Manager Job Description**

**General Functions:** The Office Manager is responsible for all administrative tasks in the school front office to include: front office management, record and compliance management, annual enrollment, distribution/collection of textbooks and materials and other duties and responsibilities as assigned. He/she also acts as an essential liaison for families, students, faculty and staff in all non-curricular, non-instructional and non-disciplinary school business. The Office Manager reports directly to the Principal and works closely with the Director of Operations regarding records, enrollment, attendance, budgetary and communication matters.

### **Qualifications and Leadership Characteristics:**

The Office Manager position offers an exceptional opportunity to lead and contribute meaningfully to a unique K-5 educational organization. While experience in an education environment is preferred in this role, Raíces is seeking people who are passionate and committed to Raíces School mission to improve education for students in Las Cruces area through excellence in service to children and families.

- Prior experience working in a school's front office preferred
- Budget management experience such as procurement, human resources record keeping organizational skills (preferred), with some accounting coursework completed
- Ability to manage and organize confidential student and human resource data efficiently
- Ability to communicate effectively and professionally with students, parents, co-workers and the public at large consistently
- Ability to communicate in English and Spanish
- Strong computer skills utilizing Word and Excel and the ability to learn new software quickly
- Be a self-starter with an ownership attitude for meeting established goals
- Possess good people skills and work as a team player with an attitude of willingness to learn new skills

### **Administrative Duties and Responsibilities:**

- Creates a neat, welcoming, and organized office environment
- Maintains complete sets of all parent and staff forms
- Welcomes parents and visitors and responds to visitor and parent requests
- Answers phones and redirects inquiries as appropriate, and relays messages to staff
- Executes daily attendance calls to the homes of absent students
- Receives, distributes, and prepares incoming/outgoing mail and shipments
- Maintains school supply closet and assists with inventory control
- Maintains office equipment and ensures that copier machines, fax, and postage are in working order
- Assists in the year-round management of student information and roster configuration, lottery application, enrollment and withdrawal processes in the student information system (SIS)
- Assists in the audits of student records with attention to completeness and accuracy
- Inputs student and staff attendance data with accuracy
- Assists in the coordination of daily student food services and transportation, if provided by the school
- Provides administrative and clerical support to Principal, Director of Operations and Community Engagement and Business Manager to develop documents, organize and keep records, assist with coding invoices and purchase requisitions, entering data into APTA funds accounting/software system, processing and mailing checks, maintain and updating vendor files (including new set up), obtaining W-9 forms, assisting with internal and external inquiries related to accounts payable and various expense reports; and assisting in preparation for year-end audits.

## **Certified Bilingual Teacher Job Description**

**General Functions:** A teacher is responsible for working effectively with students, families and staff, working with teams collaboratively to implement a place-based dual language educational model of instruction, and is responsible for designing lesson plans, student assessment activities, curriculum development, utilizing hands-on experiential education methodologies, dual-language instructional techniques, literacy strategies and special education modifications. Each teacher must have the ability to create a flexible program and an environment favorable to learning and personal growth and motivate each student to: develop skills, knowledge, and attitudes in accordance with his/her ability; develop his/her special talents; develop sound opinions based on facts; and to develop proficiency in inquiry, skills, and concepts related to the school's curriculum plan and student performance standards for success. Must be committed to accomplishing the Raíces mission and vision for biliteracy, high academic student outcomes and positive identity formation for each student.

### **Qualifications:**

- New Mexico Elementary Teaching Licensure (Level II preferred)
- Bachelor's and/or Master's degree in education from a regionally accredited college or university
- Endorsement by the NM Department of Education
- Classroom experience with Kinder/1st (early childhood)
- Bilingual and Bicultural—has an understanding and appreciation of traditional practices and ability to provide instruction in Spanish 50% of the day
- Spanish Language endorsement (required)
- TESOL endorsement (preferred)
- Understands and has experience with dual-language instructional methods
- Understands and has experience with hands-on experiential educational methods

### **Leadership Characteristics:**

- Possesses collaborative skills and a willingness to work with colleagues in a Professional Learning environment
- Has a desire to learn and grow, and is open to feedback from instructional leaders and colleagues and community
- Has a willingness to be involved in community activities and events outside of typical school hours
- Possesses technological knowledge/proficiency
- Experience in working with early elementary students in a self-contained classroom setting
- Understands the social, emotional and intellectual developmental needs of early elementary school students and appropriate responses within the context of the US/Mexico border and family dynamics

### **Teacher Duties and Responsibilities:**

- Interacts effectively with students, staff, parents and the overall school community
- Develop lesson plans that draw from the stories, history, geography, environment, science, arts, language and culture of the local community
- Ensure the attainment of learning standards in the English Language Arts, Bilingual Education Standards, and Math Common Core Standards
- Provide direct instruction as well as experiential, hands-on activities in both Spanish and English Languages
- Provide a safe and effective learning environment for students, staff and overall school community
- Administer quarterly assessments and organize student portfolios to capture individual student progress
- Collaborate with parents and communicate student's progress and classroom expectations
- Contribute to the overall school community by supporting school/community programs, activities and events related to school's vision, mission and goals.

- Attends on-going guidance activities and/or workshops regarding Xinachtli ways of knowing to further conceptualize Raíces vision and mission.

## **Special Education Teacher, K-5 Job Description**

**General Functions:** The teacher will provide guidance and instructional experiences that are academically and developmentally appropriate for each assigned student. This person will closely work with classroom teachers in creating the best possible learning environment for students with developmental, physical, and cognitive challenges as well as gifted students.

### **Qualifications and Leadership Characteristics**

- Exhibits a passion for creating the best possible learning environment for students with disabilities and gifts in alignment with the innovative aspects of the Raíces mission
- Possesses collaborative skills and a willingness to work with colleagues collaboratively
- New Mexico Elementary Teaching Licensure (Level II preferred)
- Special Education Teaching License required
- Classroom experience with Kindergarten to 5th (early childhood)
- Bilingual and Bi-cultural (required)—has an understanding and appreciation of practices for teaching elementary students
- Has knowledge of elementary school content and approved curriculum
- Understands and utilizes the Individuals with Disabilities Education Improvement Act (IDEIA) of 2004 as guidance for instruction
- Understands and ensures compliance with Individual Education Program (IEP) for each caseload student
- Has ability to differentiate instructional methods and resources in each area taught
- Uses hands-on kinesthetic instruction, and motivates and encourages students
- Possesses technological knowledge/proficiency
- Recognizes the social, emotional and intellectual developmental needs of early elementary school students and understands appropriate responses
- Contributes to the overall school community by supporting school/community programs, activities and events related to school's vision, mission and goals

### **Teacher Duties and Responsibilities:**

- Coordinates and facilitates IEP meetings for students on assigned caseload including the annual review, reevaluation, and other IEP review meetings
- Ensures the attainment of learning standards in the English Language Arts and math Common Core Standards
- Teaches in an inclusion, pull-out, or resource setting and modifies assignments for students with disabilities based on the most appropriate approach for individual students
- Collaborates with regular education teacher and informs education assistants and parents on effective methods to achieve the best academic outcomes for each student with an IEP
- Provides a safe and effective learning environment for students, staff and overall school community
- Administers assessments and organizes student portfolios to capture individual student progress
- Collaborates with parents and communicate student's progress and classroom expectations
- Attends on-going guidance activities and/or workshops regarding Xinachtli ways of knowing to further conceptualize Raíces vision and mission.

## **Educational Assistant (EA) Grade K-1 Job Description**

**General Functions:** The Educational Assistant will assist full-time teachers, reinforcing their instruction and providing clerical work and classroom activities assistance. This can involve providing individual attention to students in need of extra assistance or monitoring students while the teacher is out and working with small groups of students within the classroom.

### **Minimum Qualifications:**

- High school diploma with some hours of training on early childhood development
- Associate's Degree (Preferred)
- Or two years of college

### **Duties and Responsibilities:**

- EAs may use the answer key to score a test, if appropriately trained.
- Assume work assignments to serve as the teacher's aide, allowing them to grade papers.
- Help with the integration of technology into the classroom; for example, helping set up computers and projectors.
- Help to organize the classroom and put supplies in order.
- Help to reinforce the instruction taught in the classroom to students.
- Go over lessons with students individually, answering questions or grading assignments.
- May be asked to supervise the students outside of the classroom on the playground, during bathroom breaks, at lunch time and on field trips.
- When class is not in session, the EAs might assist by entering grades or typing up class summaries.

## **Substitute Education Teacher, K-5 (on call) Job Description**

**General Functions:** Substitute Teachers serve at will when a teacher is on sick leave or personal leave from the classroom. They are not employed for any specific length of time.

### **Minimum Qualifications:**

- High School Diploma or Equivalency.
- Must be eligible for or currently hold a valid New Mexico Substitute Teaching License or Teaching License.

### **Preferred Qualifications**

- Enrolled in Education Department of a University and have completed at least 75 credit hours.
- Bachelor's Degree or Higher Degree/teaching certificate, highly desired.

### **Duties and Responsibilities:**

- Carries out the essence and intent of the teacher of record.
- Acts as surrogate teacher in a classroom and must be able to function in a flexible program in an environment favorable to learning and personal growth, by encouraging students to develop skills, attitudes, and knowledge needed to obtain a good foundation for continuous growth and development; by providing students with experiences which integrate the affective, cognitive and psychomotor dimensions of learning; by establishing effective rapport with students and school staff by assisting in developing positive feelings toward themselves and others.
- Cooperates in the implementation of Raíces program of instruction.
- Guides the learning process toward achievement of curriculum goals.
- Utilizes clear objectives for all lessons, assignments, units and projects in harmony with curriculum goals and communicates the objectives to students.
- Employs instructional methods and materials that are most appropriate for meeting stated objectives.
- Establishes and maintains standards of appropriate student behavior and discipline to achieve a functional learning atmosphere in the classroom and assists in its maintenance campus wide.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Cooperates with other staff and support personnel in helping students with health, attitude, learning and behavioral issues.
- Articulates and facilitates the implementation of the mission and values of Raíces.
- Safeguards confidentiality of privileged information.
- Shares the responsibility for the supervision and care of the school inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationship and works cooperatively with employees, the community and other professionals

**State of New Mexico  
Public School Facilities Authority**

Jonathan Chamblin, Direct



Vacanty, Deputy Director

1312 Basehart Road, SE, Suite 200  
Albuquerque, NM 87106  
(505) 843-6272 (Phone); (505) 843-9681 (Fax)  
Website: [www.nmpsfa.org](http://www.nmpsfa.org)

April 13, 2018

Lucia V. Carmona  
Raices del Saber Xinachtli Community School  
1565 5<sup>th</sup> Street  
Las Cruces, NM 88005

Dear Ms. Carmona:

PSFA has received and reviewed the Facilities Master Plan/Educational Specifications (FMP/Ed Specs) for the proposed Raices del Saber Xinachtli Community School. The FMP/Ed Specs guide you in the planning and/or selection of a facility to ensure that it meets state-wide adequacy (NMAC 6.27.30), accommodate your educational program, and supports your method of instruction. Based upon our review, PSFA is pleased to announce that the FMP/Ed Specs meet our requirements for applicant charter schools and approves the plan. Your next step is to include your FMP/Ed Specs along with this letter in your charter school application to the New Mexico Public Education Commission (PEC).

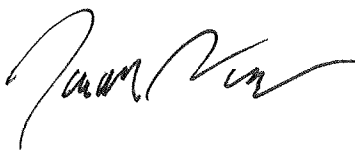
In reviewing the Raices del Saber Community Xinachtli School FMP/Ed Specs, PSFA understands the following:

- Raices del Saber Xinachtli Community School is seeking a Las Cruces, NM or vicinity location.
- You have contacted the City of Las Cruces, Doña Ana County, and the Las Cruces Public Schools to inquire about public space. Each of these entities have responded that they do not have any vacant space to accommodate the school. You have included their responses in your FMP/Ed Specs.
- You identify potential locations for the school and identified the 201-201A E. Lohman Avenue location that previously housed the Los Montañas Charter School as well as the Children's Village at New Mexico State University as options.
- You believe that the 201-201A Lohman facility has the spaces to accommodate your educational program while the Children's Village location requires the E-Occupancy classification for some of the complex.
- In April of 2017, the PSFA assessed the 201 Lohman facility for adequacy and educational occupancy. The assessment generated a weighted New Mexico Condition Index (wNMCI) score of 5.61%, which is better than the statewide average wNMCI for all school facilities in New Mexico.

- You intend to serve students in grades K-5<sup>th</sup> with a proposed enrollment cap of 220 students phased in over a five year period.
- Your intended pupil teacher ratio (PTR) will be 20:2 for Kindergarten classes requiring 1,000 square feet (SF) classrooms (at a minimum). Your desired PTR for the 1<sup>st</sup>-5<sup>th</sup> grades will be 20:1 requiring classrooms of 650 SF (at a minimum).
- At full enrollment cap, you will need 11 classrooms for your K-5<sup>th</sup> students. In addition to the classrooms, you also desire the following spaces:
  - Multi-purpose room
  - Collaborative administrative suite
  - Library/Media Center
  - Family Meeting Room/Restorative Justice Talking Circle Space
  - Entry-way with Parent Workspace
  - Faculty Work Space
  - Storage in Core Classrooms
- To accommodate your program, you need 11,000 SF of space.
- You plan to have meals brought in from an outside vendor and will utilize the multi-purpose room for student dining. The school does not intend to cook or warm meals at the school.
- You plan to engage PSFA Maintenance Staff for assistance in developing a preventive maintenance plan.

If you are a successful charter school applicant, PSFA is ready to meet and work closely with Raices del Saber Xinachtli on your facility issues. If you choose another facility besides the previously assessed 201 Lohman site, PSFA will need to assess your chosen building to ensure it meets e-occupancy, code and meets/exceeds the average wNMCI. Please contact our office before you occupy the facility. Feel free to contact PSFA if you have any questions or desire additional information.

Sincerely,



John M. Valdez, AICP  
Facilities Master Planner

c: Martica Casias, Planning and Design Manager, PSFA  
Jorge Au, Regional Manager, PSFA  
Larry Tillotson, Maintenance Manager, PSFA



Charter Name Raices del Saber Community School

Charter Number

	3Y DD	4Y DD	C & C-GIFTED	D & D-GIFTED
Kindergarten Program				
PRE-K				
FDK				
Basic Program				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				
Totals	0.00	0.00	0.00	0.00

\*INCLUDE STUDENTS RECEIVING A/B SERVICES

Is this a Charter School?

Y

Is this for the 40th Day?

*BASIC	GRADE TOTAL
	0.00
40.00	40.00
40.00	40.00
40.00	40.00
20.00	20.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
180.00	
PRE-K FTE	40.00
TOTAL GRADES 1-12	140.00
SUBTOTAL MEM	180.00
TOTAL MEM	180.00

	ECE FTE	COST INDEX	PROGRAM UNITS		
Kindergarten					
PRE-K and FDK	40.00	1.44	57.600	Kindergarten Units	57.600
Basic Program (Grade Total)					
Grade 01	40.00	1.20	48.000		
Grade 02	40.00	1.18	47.200		
Grade 03	40.00	1.18	47.200		
Grade 04	20.00	1.045	20.900		
Grade 05	0.00	1.045	0.000		
Grade 06	0.00	1.045	0.000		
Grade 07 *	0.00	1.25	0.000		
Grade 08 *	0.00	1.25	0.000		
Grade 09 *	0.00	1.25	0.000		
Grade 10 *	0.00	1.25	0.000		
Grade 11 *	0.00	1.25	0.000		
Grade 12 *	0.00	1.25	0.000		
* Includes Vocational Weighting					
Special Education	MEM	Factor		Basic Program Units	163.300
C & C-Gifted	0.00	1.00	0.000		
D & D-Gifted	0.00	2.00	0.000		
3 & 4 Yr. DD		2.00	0.000		
A/B MEM (Reg/Gft & Inc 3Y&4Y-12th)	25.00	0.70	17.500	Special Ed. Units	17.500
Adjusted Ancillary FTE	0.63	25.00		Ancillary FTE Units	15.750
				Total Special Education Units	33.250
Elementary Fine Arts Program	MEM	Factor		Fine Arts Program Units	9.000
	180.00	0.0500			
Bilingual Program					
HOURS	MEM	FTE	Factor		
1	0.00	0.00			
2	0.00	0.00			
3	180.00	90.00			
Total Bilingual	180.00	90.00	0.500	Bilingual Units	45.000
(May not total more than the no. of students in grades K-12.)					
Elementary P.E. Program	MEM	Factor		Elementary P.E. Units	0.000
	0.00	0.060			
TOTAL MEMBERSHIP PROGRAM UNITS					308.150
T & E Index (Oct 2014)					1.083



$(MEM \text{ for current year}) \times .147 = \text{UNITS}$

b. DISTRICT WHOSE MEMBERSHIP DECREASES AS A RESULT OF A NEWLY CREATED DISTRICT

$(MEM \text{ for prior year} - MEM \text{ for current year}) \times .17 = \text{UNITS}$



0.000

26101	SE NM Educational Resource Center
26102	Exxon Education Foundation
26103	ENLACE-UNM
26104	Bill & Melinda Gates Foundation
26105	Newspaper Association of America
26106	US West
26107	REC/District Fiscal Agent
26108	Proctor & Gamble & NAESP
26109	JF Maddox Foundation
26110	Greenville Foundation
26111	(ITFS/FCC)
26112	Johnson & Johnson
26113	LANL Foundation
26114	NM Association of Classroom Teachers
26115	Carnegie Corp
26116	Intel Foundation
26117	Jordan Fundamentals Grant
26118	ABEC - Job Mentor
26119	Heifer International
26120	Catching The Dream
26121	Kellogg Fund/Kellogg Foundation
26122	Private Fund Math/Science Pilot
26123	PNM Foundation Inc
26124	Taos Youth to Careers Mentoring
26125	Wallace Foundation
26126	Milken Family Foundation
26127	Rural Vision/MDC
26128	Texico Foundation
26129	No NM Network for Rural Ed
26130	Middle Rio Grande Bus & Ed Collab
26131	Community Education
26132	Coca Cola
26133	US West Foundation
26134	Civic Activities
26135	Toyota, Inc
26136	SCIAD
26137	Reading is Fundamental
26138	Challenge Foundation
26139	Ron McDonald (Amigo)
26140	National Council of La Raza
26141	Daniels Fund
26142	General Electric
26143	Save the Children
26144	Teacher Line Project (KNME-TV)
26145	NEA Foundation
26146	Hubbard Foundation
26147	Center for Ed & Study of Diverse Pop
26148	Walton Family Foundation, Inc
26149	Coleman Foundation
26150	Burlington Res/Meridian Oil Foundation
26151	SEDL
26152	Integrating Multiple Perspectives
26153	Paso del Norte Health Foundation
26154	Building Trades Advisory Board - SFPS
26155	Center for Services Learning Opp in Ed

26156	Turner Foundation
26157	Indian Health Services USPHS
26158	Direct Action for Youth Foundation
26159	Frost Foundation
26160	Challenge Grant-Trails Project
26161	Corporation for Public Broadcasting
26162	Team Builders Counseling Services
26163	Golden Apple Foundation
26164	GTE Foundation
26165	Rural Challenge
26166	General Mills Foundation
26167	Toyota TAPESTRY
26168	National Assoc of School Nurses
26169	San Juan Mesa Wind Project
26170	Microsoft Settlement Funds
26171	Rio Rancho Education Foundation
26172	Spectrum Imaging Systems
26173	Healthy School Communities.
26174	Parents Reaching Out
26175	Qwest Foundation for Education
26176	New Mexico Community Foundation
26177	Elementary & Middle School Initiative
26178	Keep New Mexico Beautiful, Inc.
26179	A plus for Energy
26180	Rural Healthy Schools Coalition AASA
26181	Center for Native Education
26182	Northern NM Network - Teacher Incentive Fund
26183	Jobs for America Graduates - JAG New Mexico
26184	Clovis Municipal Schools Foundation
26185	Coalition of Essential Schools/Mentor Grants
26186	ABC Community Schools Partnership
26187	Amy Biehl High School Foundation
26188	Center for Educational Initiatives
26189	Los Alamos Public Schools Foundation
26190	APS Foundation
26191	ENMR Plateau- Education Foundation School Grant
26192	Toyota Family Literacy Program
26193	McCarthy Dressman Education Foundation
26194	McGruff Neighborhood Initiatives
26195	Friends of Mountain Mahogany Foundation
26196	Institute for Educational Leadership
26197	Washington TRU Solutions LLC
26198	Albuquerque Community Foundation
26199	Spaceport GRT Grant - Sierra County
26200	Conoco/Phillips School Grant
26201	Pump up the Volume in Preschool
26202	SES After School Tutoring
26203	East Mountain Hs Foundation
26204	Spaceport GRT Grant - Dona Ana County
26205	Chevron School Grant
20206	Tucumcari Band-Aides
26207	CNM Foundation
26208	Partners for Developing Futures
26209	Met Life Foundation
26210	APS Homeless Grants

26211	Target School Grants
26212	DOE i3 Reading Recovery
26213	Active Schools Acceleration Project
26214	Peer Helpers Program
26215	The Bridge of Southern New Mexico
26216	Fuel Up to Play 60
26217	Albertsons Community Grants
26218	United Wy
26217	Project Lead TLDW

## **Raices Del Saber Xinachtli Community School**

### **Internal Procedures**

Raices Del Saber Xinachtli Community School (*Raices*) will establish procedures to maintain internal control over all the assets. The purpose of establishing internal controls is to provide a reasonable assurance that the school will accomplish its objectives of safeguarding assets, providing reliable financial information, promoting operation efficiency and insuring compliance with laws, regulations, and established school policies and procedures. *Raices'* internal control policies will include, but not limited to the items below:

**Personnel:** The Principal is responsible for the recruitment of qualified and/or certified, competent, honest individuals. The Business Manager administers the training of staff regarding the established policies and procedures governing all financial transactions.

**Segregation of Duties:** The assignment of duties to staff members who have access to the Financial Management System will be done with the intent of limiting their ability to cause and conceal errors or irregularities. Working within certain limitations, including staff size, incompatible functions will not be assigned to any staff member. Added administrative review and oversight procedures add security to the control system.

**Transaction Authorization:** The budget will be allocated to each program area and the authorization for spending funds is assigned appropriate program staff by the Principal or the Business Manager. The authorized individual with approval and direction by the Business Manager will be responsible for monitoring his/her budget and for assuring that a purchase is appropriate and necessary.

**Transaction Recording:** All transactions will be recorded at the time of authorization. The Business Manager will be responsible for verifying the amounts, the classification to the appropriate accounts, and the proper authorization of all transactions prior to posting them to the Financial Management System. All source documents used to record transactions will be official school forms and be pre-numbered for accountability. All forms will be accounted for by logging the document number at the time they are used or issued. All void documents will be marked "void" and kept on file.

**Safe-Keeping Assets:** Access to assets will be limited by assigning a primary guardian for each program area. The guardian, i.e., Teacher or Artist for each program area will be responsible for monitoring the access to such assets.

**Record Reconciliation:** The Business Manager will administer the comparison of actual assets on hand with the amounts recorded in the financial system. Monthly periodic reconciliation of bank statements and other financial records will be prepared and verified during the monthly closing process. All discrepancies found during the reconciliation process will be researched and corrected by the Business Manager at the time they are detected.

**Audit:** The yearly audit will insure compliance with the Public School Finance Act, Sections 22-8-1 through 22-8-42, NMSA, 1978 Budget Preparation and Maintenance Standards, SBE Regulations 6 NMAC 2.2 Public School Accounting and Budgeting Supplement 6, Manual of Procedures New Mexico State Auditor Rules and Regulations pertaining to audits of state and local government divisions.

**Records Retention and Disposition:** *Raices* will follow State Records Center rules in determining the retention and disposition of school records. Records will be retained until any litigation, claims, or audit exceptions have been resolved. Records relating to federal funds will be maintained for five (5) years following completion of the funding period, in accordance with 20 USC 12327. All financial records and documents will be stored in fire and theft proof vaults or cabinets. Financial record books, minute books, and annual reports will not be destroyed. The following SRC rules will be adhered to: 1 NMAC 3.2.90.20; 93-09, July 31, 1994; 1 NMAC 3.2.90.30; and 92-08, May 7, 1993.

### **System Descriptions:**

#### **Budget**

*Raices* will prepare and adopt an annual budget in accordance with statutory requirements and with the approval of the Governance Council.

*Raices* is currently reviewing financial accounting software in order to best meet the school's management needs. Aptafund, a well-known accounting software program, is under consideration. Aptafund will support the requirement that *Raices'* financial management system be maintained using an accrual basis, i.e. using governmental accounting practices.

*Raices* understands that, under GASB 34, financial statements must be prepared using full accrual accounting. *Raices* further recognizes it will need to apply depreciation requirements for its fixed assets under GASB 34. Aptafund will fulfill this requirement.

The operating budget will be prepared under the direction of the Principal and will be submitted to the Governing Council. The operating budget will be reviewed and approved by the Governing Council and included separately in the budget submission to the Public Education Department pursuant to the Public School Finance Act and the 1999 Charter Schools Act.

Upon completion of the final close for each fiscal year, *Raices* will determine the actual cash balances for all funds by the designated deadlines. Increases, decreases, and adjustments to the finalized budget will be presented to the State Department of Education for approval. Once all approvals are in place, the change will be recorded to *Raices'* Financial Management System and the adjustment will be made to the original budget.



Budget adjustments which do not alter the total amount of the budget will be processed as follows:

Intra-Budget Transfers: Transfers between expenditure codes within the same function will be presented to the State Department of Education for approval. Once all approvals are in place, the change will be recorded to the Financial Management System as an adjustment to the original budget.

Inter-Budget Transfers: Transfers between expenditures codes outside of the same function will be presented to the State Department of Education for approval. Once all approvals are in place, the change will be recorded to the Financial Management System as an adjustment to the original budget.

## **Payroll**

The Principal is responsible for monitoring the employment status of employees, authorizing salaries, initiating employment contracts, and maintaining the staffing levels approved in the annual budget by the Governance Council. The approved employment contracts will be entered into the Employment Management System and the salary worksheets prepared for payroll by the Business Manager. The Business Manager will process all payrolls from the payroll worksheets. All additional payroll payments will be processed only with proper authorization from the Principal.

Absentee Reports will be submitted on Friday of each week. After approval by the Principal, these reports will be submitted to the Financial Business Manager and be used to update employee leave balances. Leave taken without sufficient leave balances will be docked from the employee's pay.

All insurance and other deductions will be submitted to the Principal on the proper forms. Records of these deductions will be kept both by the Business Manager and the Principal.

## **Purchasing**

The Business Manager will be responsible for assuring that all purchases made against their assigned budgets are appropriate and necessary. The purchasing process will be initiated by the Teacher by submitting the required, pre-numbered purchasing documents to the Principal for review and approval.

School policies and procedures will be designed to meet all the requirements of the Procurement Code, as dictated by Chapter 13 of NMSA, which details the manner in which bids, etc., can be accepted.

## **Encumbrances**

The Business Manager will forward purchasing documents to the Principal. The Principal will verify that sufficient budget exists for the purchase and that the expenditure is correctly classified and coded to the appropriate account.

Upon completion of the required verifications, the purchase document will be recorded as an encumbrance on the financial management system by the Business Manager until the order is complete and ready for payment.

### **Receiving**

A designated copy of the purchase order will be signed by the Principal in order to document the receipt of goods and to authorize the release of payment to the vendor. A copy of the purchase order is then retained by the Business Manager for processing.

### **Accounts Payable**

Vendor invoices will be matched to the encumbrance copy of the purchase order and the receiving copy of the purchase order by the Business Manager. Once the documents are matched, the items invoiced will be matched to the items listed on the approved copies of the purchase order. The account distribution will be verified and any necessary changes noted on the invoice. The Business Manager will retain all vendor invoices.

The invoice will be verified by checking extensions, discounts, and freight terms by the Business Manager. The Business Manager will enter the invoice to be paid from each designated fund. An edit listing will be generated from the financial management system and used to verify the accuracy of the information entered for the check batch. Upon completion of the verification, the check batch is posted and the payable checks printed. The financial management system will generate a check register, a schedule of checks to be written and a remittance advice report. A check register by fund will be generated.

The checks will be taken by the Business Manager to the Principal for one signature and Principal for the second signature. The check back-up documents will be reviewed, verified, and initialed by the Business Manager. The check will then be initialed and authorized for release of payment by the Business Manager. All "manual checks" prepared for each fund will be entered into the Financial Management System individually, after they are written.

All bank accounts will be reconciled on a monthly basis by the Business Manager. The Business Manager will verify and approve the bank reconciliations and make any adjustments necessary to the general ledger.

### **Travel**

Employees and Governance Board Members of the school may be entitled to reimbursement of registration fees, mileage, per diem and other costs associated with authorized trips for official school business.

All in-state and out-of-state travel must be approved by the Principal for reimbursement to be authorized. The approved leave request form serves as formal authorization for the trip. A copy of the leave request form will be retained by the Registrar.

All reimbursements will be processed in accordance with the Per Diem and Mileage Act, as outlined in DFA regulations. All receipts for out-of-pocket expenditures for transportation, registration, and miscellaneous expenses will be required for reimbursement. Any meals and/or

lodging costs included in the registration fee will be deducted from the per diem reimbursement.

### **Cash Receipts**

All monies received will be receipted by the Business Manager, using pre-numbered receipts, and deposited by the Business Manager into the appropriate bank account within the 24-hour deposit rule.

All funds received by the Business Manager will be recorded to the financial management system on a daily basis by the account. The receipts include the payer, date, amount, fund, and a description of payment. The receipt will be signed by the person initiating the receipt.

The original receipt will be given to the payer, a designated copy will be forwarded to the Business Manager with the payment and any remittance information and another designated copy will be retained by the person initiating the receipt.

### **Accounts Receivable**

The Business Manager will be responsible for billing and monitoring the collection of all amounts due from outside agencies, as approved by the Principal.

The Business Manager will be responsible for tracking and verifying the cash balances for all federal, state, and other grants and contracts awarded to *Raices*. The Business Manager will prepare the required cash requests, reimbursement reports and invoices necessary for collection of amounts due for various programs, as approved by the Principal.

### **Petty Cash**

No petty cash fund will be used by *Raices*.

### **Investments**

*Raices* understands that Public Schools monies can be invested only in accordance with Public School Finance regulations (22-8-40 (O) through (G), Section 6-10-17 and Section 6-10-31 NMSA 1978). Any amount of interest earned will be receipted and recorded to the financial management system when the credit is received.

*Raices* will follow the provisions for pledged collateral set forth in Section 22-8-40 of NMSA 1978 as well as in Sections 12-08-89, 02-03-93, 11-01-97, 01-15-99, 6.20.2.15 of NMAC 2.21.15,05-31-01.

### **Inventory**

Fixed asset inventory records will be maintained by the Business Manager, or a facility management individual. The inventory database will include asset number, a description of the item, the serial number, the purchase number, the acquisition date, the fund code, and the location number.

The annual inventory will be taken at the school and a certification will be signed by the Principal and Business Manager.

All requests for removal of surplus property, deletions, and discards must be approved by the Principal. In no case will equipment be removed or discarded without proper authorization from the Business Manager.

### **Special Revenue Funds**

All proposals prepared by school staff for special funding will require administrative approval from the Principal.

### **Anti-Donation Stipulation**

With respect to public schools, the principal stipulation of the Constitution's anti-donation clause is that State funds may not be used to improve non-state owned property or leased property. This particularly relevant to *Raices* since, initially at least, *Raices* will lease rather than purchase property. *Raices* will abide by the anti-donation clause.