

GOVERNING COUNCIL
BYLAWS

OF THE

EXPLORE ACADEMY
LAS CRUCES

Adopted: _____

EXPLORE ACADEMY LAS CRUCES

GOVERNING COUNCIL BYLAWS

ARTICLE I - EXPLORE ACADEMY: CHARTER & MISSION

This document contains the Governing Council Bylaws of the Explore Academy (EA). Explore Academy is authorized directly by the State of New Mexico, under a charter contract with the PEC. Therefore, the Governing Council acts as the governing body for the school, as well as the School Board for the Explore Academy School District.

The mission of the Explore Academy is to provide students with an innovative educational system, which focuses on subject mastery, college preparation, and student-driven academic choice. Students are offered the opportunity to create a customized learning pathway, thereby generating student-ownership and a stronger personal motivation for success.

ARTICLE II - NAME OF GOVERNING BODY

The name of Explore Academy governing body shall be the Explore Academy Governing Council, and shall be referred to herein as "Council."

ARTICLE III - EQUAL OPPORTUNITY

Explore Academy is committed to providing equal opportunity. The organization does not discriminate in the administration of its programs/activities on the basis of race, age, religion, national origin/ancestry, sex/sexual orientation, physical or mental handicaps.

ARTICLE IV - GOVERNANCE AND TRAINING

The Council is the policy-making and policy-approval body for Explore Academy. As such, the Council has a responsibility to ensure that Explore Academy operates in accordance with all applicable laws and regulations, and meets its commitments to its authorizer (NMPEC) and the New Mexico Public Education Department (NMPED), as reflected in its charter. Council members should become familiar with the Explore Academy charter contract and the responsibilities involved in governing public schools. All Explore Academy Council members are required to attend annual governance training, as defined by the New Mexico Public Education Department.

ARTICLE V - GOVERNING COUNCIL AUTHORITY / RESPONSIBILITIES

The EA Governing Council is ultimately responsible for both the success of the school, as well as setting the direction which the school should take to fulfill its mission. Under the state's Performance Framework, the Council is responsible for setting standards/objectives, monitoring progress, and providing direction/guidance in the following three areas:

- Financial Management
- Operations and Planning
- Academics & Student Achievement

The Council has entered into a charter contract with the State of New Mexico. That contract dictates that the Council is responsible for the fair and uniform application of federal, state and local laws - as well as the rules, regulations and policies which guide the school.

The Chief Administrator of Explore Academy is also responsible for compliance with these laws/regulations/policies and is charged with informing and guiding the Council, in regard to any changes, requirements, concerns, and/or compliance problems, which may arise in regard to the above Council responsibilities. In this regard, the Chief Administrator serves as the primary source of compliance information, as well as the critical communication link with the state authorizing and regulatory agencies/commissions.

The primary powers and duties of the Council are to:

- A. Develop/approve/amend educational and operational policies, to delineate the authorities and responsibilities for the operation and management of Explore Academy.
- B. Set requirements and salary for, hire/terminate, supervise/evaluate and monitor the Chief Administrator of the Explore Academy.
- C. Charge the Chief Administrator with the responsibility of implementing/complying with the charter and its requirements.
- D. Provide governance oversight for the stewardship of Explore Academy's facilities, resources, budget, and other capital assets of the school.
- E. Establish and monitor a strategic plan, goals, and global student performance.
- F. Review, approve and monitor the annual budget for Explore Academy.
- G. Acquire, lease and dispose of property, to the extent permissible by law.
- H. Engage legal counsel for Explore Academy and take all necessary steps to protect the interests of the school.
- I. Review and approve contracts/agreements/commitments, consistent with budget authority thresholds - as detailed in EA Policies.
- J. Authorize the acceptance of charitable gifts, grants or bequests.
- K. Approve any amendment to the Explore Academy, prior to seeking state approval.
- L. Review and consider recommendations submitted by the Chief Administrator and other advisors/staff to the Council.
- M. Evaluate its own performance.

ARTICLE VI - COLLECTIVE AUTHORITY OF COUNCIL

The Council will not be bound by any statement or action by an individual Council member, unless the Council, in a properly convened meeting, delegates authority to that individual member to speak for or represent the entire Council. Unless acting pursuant to such delegated authority from the Council, no Council member shall undertake any individual action to implement any plan or action of the Council.

When a Council member is assisting the Principal with implementing school policies, programs, or other directives of the Principal, the Council member shall be considered a volunteer and have no special authority beyond that of a volunteer.

ARTICLE VII - COUNCIL MEMBERSHIP

A. Positions and Qualifications

Explore Academy Governing Council shall have no fewer than 5 (five), but no more than nine (9) voting members. The Council shall include at least one parent, who has a child currently enrolled in Explore Academy. In general, candidates for the Council should have experience in such fields as governance, business, education, finance, law, or other fields which are beneficial to Explore Academy's mission. They should also possess interpersonal/problem-solving skills and a commitment to youth education, as well as a willingness to devote time/energy to serving on the Council.

B. Member Terms

The term for all regularly elected Members shall be for a period of two (2) years. Members may serve for a maximum of three (3) consecutive terms. If a Council vacancy occurs before a term expires, the Council shall approve an appointment to fill the remaining portion of that term. Each Council position shall be assigned to either an even or odd year expiration. Therefore, approximately one-half of the Council positions shall expire each year. Terms will end on July 1st of each year or may extend until a replacement is approved by the Council.

C. Vacancies

In order to identify and submit candidates for Council membership, the Council may appoint a nominating committee or may engage the search process directly. Regardless, the Council shall select/approve new members by a majority vote.

D. Meeting Attendance

Council members are expected to regularly attend Council meetings. If a Council member cannot be physically present at a meeting due to an unavoidable conflict, he may request to attend by telephone, in accordance with the Open Meetings Act.

E. Removal from Council

Individual members of the Council serve at the pleasure of the full Council. Therefore, the Council may remove and replace any member, at any time, by a majority vote of all Council members, at a regular or special meeting of the Council. There is no appeal or recourse for removal of a Council member.

F. Resignations

Any member may resign, by giving written notice to the Council President or Secretary. A resignation shall be effective on the date it is accepted by the Council.

G. Compensation

Members of the Council shall not be compensated for their services. However, they may be compensated for expenses, per the New Mexico Mileage and Per Diem Act.

ARTICLE VIII - OFFICERS OF THE COUNCIL

A. The officers of the Explore Academy Governing Council shall be:

- President (Chair)
- Vice President (Vice Chair)
- Secretary

The Council may, by a majority vote, create additional officers without requiring an amendment to these bylaws. When the incumbent of an office is unable to perform the duties thereof, the duties of that office shall (unless otherwise provided by the Council), be performed by the next officer set forth in the above sequence.

B. Authority and Responsibilities of Officers

Beyond the authority and responsibilities contained in the Job Descriptions for Council Officers, Council officers may not act on behalf of the Council without prior authorization and direction from the Council.

C. Election and Tenure

All officers shall be elected by a majority vote of the Council. Officers shall serve for one (1) year terms, or until their successors have been elected. Regular election of officers shall take place at the annual organizational meeting of the Council, typically held at the beginning of each school year. Any officer may be removed from office by a majority vote of all members, at a regular or special meeting of the Council. There is no appeal or recourse for removal of an officer.

An officer may resign at any time, by giving written notice to the President or the Secretary of the Council.

D. Vacancies

A vacancy in any office may be filled by a majority vote of the Council for the unexpired portion of the term of the officer being replaced.

E. Summary Job Descriptions for Council Officers

All officers of Explore Academy should have two critical sets of skills.

First: Officers should have a history of experience involving leadership, professional knowledge and problem solving. This includes clear thinking, the ability to discern critical information, and focus on the problem-at-hand.

Second: Officers should have excellent "people skills." This includes the ability to communicate clearly, to work with groups of individuals toward a common goal, and to maintain strong interpersonal relationships.

➤ President (GC Chair)

- >Presides over all meetings of the Council.
- >Provides leadership for finding solutions and coordinating Council efforts.
- >In close coordination with the Chief Administrator and Secretary, develops the agenda/meeting plans/activities/communication with Council members.
- >Acts as a critical resource to the Chief Administrator and Council, to act as a facilitator of information and global solutions, when requested.
- >Acts as a resource to the Vice President and Secretary.

➤ Vice-President (GC Vice-Chair)

- >Assumes the responsibilities of the President, in his absence.
- >Acts as a resource to the President, Chief Administrator and Secretary.

➤ Secretary

- >Assumes the responsibilities of the other officers, in their absence.
- >Acts as a resource to the President, Chief Administrator and Vice-President.
- >Facilitates the recording and communication of information and activity of the Council.
- >Works in close coordination with the President and the Chief Administrator, to develop and communicate agendas/meeting plans/activities.

ARTICLE IX - COMMITTEES

A. Council Committees

The Council may establish committees, which may consist of Council members and non-Council members. Committee assignments and chairs shall be determined by action of the Council, provided that at least one Council member shall serve on each committee. Standing committees of the Council shall include a Finance Committee and Audit Committee.

B. Committees of the Principal

The Principal is empowered to establish committees within the school that report to the Principal. The Principal shall advise the Council about the purpose of the committees and activities affecting the school.

C. Committee Functions

The function of Council committees will be fact-finding, deliberative, and advisory, rather than legislative or administrative. Committee recommendations that require school-wide policy changes must be submitted to the Council.

ARTICLE X - COUNCIL MEETINGS

A. Regular Council Meetings

The Council shall schedule Regular Council Meetings each month - on specific, recurring dates. The planned schedule and location for these regular meetings shall be detailed in the Council's annual resolution - to comply with the New Mexico Open Meetings Act (OMA). The Council may cancel any regular meeting it may deem to be unnecessary, such as a scheduled regular meeting during the summer months.

B. Special Council Meetings

Special meetings of the Council may be called by the President or the Secretary, or by written request of at least two members of the Council. Written notice of the time, place and agenda for each special meeting shall be provided to each member and also posted on the school's website, at least three days prior to the meeting. Emergency meetings of the Council may be called only by agreement of both the President and the Chief Administrator - and only if the requirements for emergency meetings are met (as detailed in the New Mexico Open Meetings Act).

C. Quorum

A quorum shall consist of a simple majority of Council members in office. If there is an even number of Council members, then a quorum shall consist of one-half or more of the currently serving members in office. When a quorum is present, any action may be taken by a majority vote of those members present, except the removal of Council members or officers. Such removal requires a majority vote (half or more) of all current Council members.

D. Council Agendas and Minutes

The Council President and Chief Administrator shall set meeting agendas, in consultation with the Council Secretary. Any suggested agenda items from other sources should be submitted to the Secretary at least seven days prior to the meeting, and may or may not be accepted for the agenda. Meeting agendas shall be posted on the school's website, at least three days prior to a meeting (except emergency mtgs.).

The events of each meeting will be recorded in the form of written minutes. This record will include the date, time, and place of the meeting, members in attendance, a brief description of business considered at the meeting, and a record of all decisions made. The Secretary shall present draft minutes for approval at the next regular Council meeting and they will be kept on file pursuant to state record retention requirements.

E. Open Meetings Act

All meeting/actions of the Council shall comply with the requirements set forth in the New Mexico Open Meetings Act (NMSA 1978 §10-15-1). On an annual basis, the Council shall review and approve an OMA Resolution, which confirms that Explore Academy will comply with the OMA and establishes the schedule for regular meetings of the Council for the school year.

F. Parliamentary Procedure

Roberts' Rules of Order, newly revised, will govern the procedural operation of the Council and its committees, except when in conflict with applicable laws or regulations (which then prevail). The meeting Chair shall have the ability to generally apply these rules and to use discretion for flexibility, as the need arises.

G. Freedom-to-Act / Indemnity

To the extent permitted under existing law, Explore Academy shall defend, indemnify and hold harmless present and past members of the Council, support staff and volunteers, for actions taken on behalf of Explore Academy. These protections are available for all actions taken in good-faith while serving in those roles, provided they have acted within the reasonable scope of their positions or office and that their decisions/actions are generally in-accordance with those that would be made in similar circumstances, by a reasonable person.

ARTICLE XI - CONFLICT OF INTEREST

A. General Principles

It is the responsibility of all Council members to conduct themselves in accordance with the highest standards of integrity, honesty, and fair dealing to preclude any appearance of a conflict between the interests of Explore Academy and the personal interests of the member. Likewise, it is the responsibility of the Council and the Chief Administrator, to ensure that the school conducts all its business and operations impartially in accordance with all laws. All decisions and transactions shall be made with the best interests of Explore Academy as the foremost consideration.

The Council also recognizes that the ultimate success of Explore Academy depends upon the active participation, cooperation and collaboration of all stakeholders. Sometimes, the best interests of Explore Academy may involve the creation of relationships that might create an appearance of impropriety or potential for abuse of position, if not carefully evaluated by disinterested parties.

B. Conflict-of-Interest Disclosure

A conflict of interest occurs whenever a Council member permits the prospect of direct or indirect personal gain (or gain to a relative or related party) to influence judgment or actions regarding school business. Members should immediately disclose any conflict-of-interest. Each Council member shall complete an “Annual Disclosure Statement,” in which any known conflict-of-interest is disclosed.

C. Application of Conflict-of-Interest Policy

Members of the Council shall not knowingly engage in any activities or transactions, which are in material conflict with their duties and obligations to Explore Academy. In addition, Council members shall not conduct private business in a manner which places them at a special advantage because of their position with Explore Academy. The Council and staff of Explore Academy shall follow the laws of New Mexico, the New Mexico Procurement Act and the New Mexico Governmental Conduct Act, as well as the policies and procedures of the Explore Academy.

D. Related Party

For purposes of these Bylaws, a "Related Party" is an individual, business enterprise, nonprofit organization or other entity with respect to which such Council member, or a relative of such a Council member (i) has a direct or indirect financial interest; (ii) is an officer or director; or (iii) is otherwise in a position to control the management or decision-making of such entity.

E. Deliberations and Voting on Conflict Issues

In order to avoid conflicts of interest and the appearance of impropriety, Council members shall not participate in portions of a meeting, deliberation, or vote of the Council relating to (i) discipline of the Council member ; (ii) contracting or employment decisions affecting any related party to the Council member; or (iii) the Council's consideration of any transaction affecting the member or related party.

ARTICLE XII - MISCELLANEOUS

A. Undue influence

A Council member shall not use his or her position at Explore Academy to attempt to influence the decision of any Explore Academy employee to grant special treatment to (a) the child or ward of the member, (b) any relative of the member, or (c) any "Related Party" as defined in Article XI. Every Council member and every Explore Academy employee who is a parent or ward of a Explore Academy student should inform their child that they are required to follow all rules, policies and procedures applicable to Explore Academy students and that they are not entitled to special treatment by virtue of the relationship with a Council member or employee.

B. Commitment to Collaboration

All Council members shall work collaboratively with each other, with the sole goal of achieving Explore Academy's educational mission. The Council has been constituted so as to include a broad spectrum of experience and perspectives, and every Council member shall be afforded the opportunity to express his or her opinion, in a professional manner. Council members should refrain from non-constructive or personality-based comments that do not advance Explore Academy's mission.

C. Confidentiality

Council members shall be expected to keep confidential any deliberations or discussions that take place in closed session meetings. It is expected that Council members will raise concerns or share information about closed session meetings within the context of Council and/or other committee meetings, with other members of the Council and appropriate staff members only. A member's obligation to maintain confidentiality shall survive the Council member's tenure on the Explore Academy Council.

D. Amendments to the By-Laws

These Governing Council Bylaws may be amended by a majority vote of the Governing Council, as defined in Article X, Section C.

JOB DESCRIPTIONS

EXPLORE ACADEMY - LAS CRUCES



Principal

The school's head administrator, or principal, will be administratively certified (Level IIIa license) and will represent the school in all capacities, both instructional and administrative. He or she will be responsible for the day-to-day operations of the school, which will include:

- Management of the school's fiscal operation, including the securing of appropriate state, federal, and local monies
- Ensuring that the needs of all students of all demographics and category subgroups are met, including special education, ELL, low-income
- Overseeing the ongoing implementation of the Explore Learning model and educational philosophy and the academic programs therein
- Maintaining effective systems and structures in the school to ensure orderliness and compliance with all state laws and regulations (special education, faculty relations, student discipline, etc.)
- Coordinate all state-mandated testing with the New Mexico Public Education Department
- Overseeing of the school's budget, both administrative and academic
- Reviewing all staff licensure and managing all staff and their duties
- Evaluation of teacher performance in accordance with school policy and state regulations
- Reporting of data, including exit exam, charter goals, state assessments, and discipline to the NMPED and the PEC
- Continuous analysis of the school's financial standing, working closely with the school's business manager and as a member of the Finance Committee
- Continuously reporting of data (academic, operational, financial, etc.) and statistical information to the school's Governance Council
- Community outreach, creating organizational relationships (community, corporate, political, etc.)
- Providing continuous support to the school's staff members, including input on curricular development and implementation of the Explore Learning model.
- Planning and implementation of professional development and/or appropriate training opportunities as determined by need or staff input

JOB DESCRIPTIONS

EXPLORE ACADEMY - LAS CRUCES



Assistant Principal

The school's assistant administrator, or assistant principal, will be administratively certified (Level IIIa license) and will work under the principal to represent the school in all capacities, both instructional and administrative. He or she will be responsible for assisting the principal with the day-to-day operations of the school, which will include:

- Ensuring that the needs of all students of all demographics and category subgroups are met, including special education, ELL, low-income
- Overseeing the ongoing implementation of the Explore Learning model and educational philosophy and the academic programs therein
- Maintaining effective systems and structures in the school to ensure orderliness and compliance with all state laws and regulations (special education, faculty relations, student discipline, etc.)
- Assist with all state-mandated testing with the New Mexico Public Education Department
- Reviewing all staff material requests and submit to principal in a timely manner
- Reviewing and managing all student academic and discipline referrals
- Evaluation of teacher performance in accordance with school policy and state regulations
- Assist in the reporting of data, including exit exam, charter goals, state assessments, and discipline to the NMPED and the PEC
- Continuously reporting of data (academic, operational, financial, etc.) and statistical information to the principal and staff
- Community outreach, creating organizational relationships (community, corporate, political, etc.)
- Providing continuous support to the school's staff members, including input on curricular development and implementation of the Explore Learning model.
- Planning and implementation of professional development and/or appropriate training opportunities as determined by need or staff input

Teachers

All teachers are required to be certified instructors and must possess a valid New Mexico teaching license (Level I, II, or III). Teachers are chiefly responsible for carrying out the mission of the school in their classrooms. Teachers are directly responsible to the principal and they have the following specific responsibilities:

- Designs, manages, and instructs a distinct and diverse curriculum of core seminars following the Explore Learning model
- When assigned, manages and instructs one major program and all seminars provided therein. Provides mentoring to students within the major program
- Provides students with constant feedback through both formal and informal methods of assessment throughout the scope of each seminar. Continually communicates student progress to parents via email, phone, and/or the school's online gradebook
- Provide "inclusive" instruction to accommodate for students with learning disabilities and language acquisition needs. Implement all instructional modifications as needed
- Works cooperatively within a content-specific professional learning community (PLC) to establish norms, collaborate instruction, examine data, share best practices, design new curricular pathways, modify curricula, etc.
- Provides continuous innovation in the instruction of all academic concepts
- Manages budgetary expenditures and purchased materials within the managed academic areas
- Assists with first-level disciplinary infractions

Special Education Director

Special education directors will be teachers who are licensed instructors, holding a valid New Mexico teaching license with certification in special education. They will have the following responsibilities:

- Oversees special education student schedules. Works closely with the school's counseling staff to recommend specific seminar-versions to best meet the individual needs of each special education student
- Oversees development and implementation of IEPs, including all accommodations and modifications for students
- Manages, monitors, and evaluates progress of all students with 504 plans
- Works with special education students independently (structured flex periods) or within the classroom setting as needed
- Recommends and assigns tutoring, as needed, for special education students to take place during academic flex periods. Monitors these students in their tutoring throughout the duration of the tutoring assignment
- Continually collaborates with teachers on special education student modifications and progress
- Communicates academic progress to parents
- Ensures compliance with test and IEP dates
- Schedules ancillary services for students as needed

ELL Coordinator

The school's ELL/ESL coordinator will be a licensed instructor, holding a valid New Mexico teaching license with TESOL certification. This individual will have the following responsibilities:

- Performs placement testing (WIDA Screener) for students who are identified as English Language Learners and have not been in an ELL program or public school in NM
- Oversees annual ACCESS for ELLS 2.0 test administration for all ELs
- Oversees ELL student schedules. Works closely with the school's counseling staff to recommend specific seminar-versions to best meet the individual needs of each student
- Oversees development and implementation of recommended accommodations and modification for students
- Manages, monitors, and evaluates progress of all students within the ELL program
- Works with ELL students independently (ELD structured flex periods) and within the classroom setting as needed
- Recommends and assigns tutoring, as needed, for ELL students to take place during academic flex periods. Monitors these students in their tutoring throughout the duration of the tutoring assignment. Coordinates mentoring partnerships.
- Continually collaborates with teachers on ELL student modifications and progress
- Communicates academic progress to parents
- Schedules ancillary services (translators) for students as needed

Activities Director

The activities director will oversee the athletics and student activities across all grades on campus. This will include the following job duties:

- Creating and maintaining all sport schedules including intramurals, charter sports league, and club sports.
- Working with administration to facilitate and manage culture and community building initiatives such as Link Crew and Pay it Forward
- Scheduling and management of all student activities such as field trips, class trips, dances, socials, and spirit activities
- Planning, organizing, and management of school events such as orientation, jump start days, graduation, cohort/class presentations, senior thesis presentations, and foreign exchange students
- Management and financial oversight of all fundraising initiatives on campus and reporting of all funds raised to administration for deposits following all legal fiscal protocols as assigned

Flex Coordinator

The flex coordinator will be responsible for all flex, structured flex, lunch flex, and tutoring management and assignments. This will include the following responsibilities:

- Management of all lunch serving including receiving and documenting delivery daily, coordinating service, following all NSLP (National School Lunch Program) and USDA regulations, and ensuring clean up following each lunch period.
- Scheduling and management of all tutors and tutoring services across all grades and all flex periods
- Creating and managing structured flex schedules in coordination with the counselors and administration
- Managing students during free academic flex periods and maintaining behavioral standards in all common spaces

Counselors

Counselors must hold a valid license in school counseling in accordance with NMAC 6.63.6. They will have the following responsibilities:

- Provide students with continuous academic and emotional support
- Provide students with guidance in personal learning styles, as indicated by preliminary testing
- Assist students in the course registration process to promote individual learning styles and interests
- Guide students in selecting a specific degree program (if applicable) based on career interest inventories
- Support the tutoring program, including the identifying of students in need of tutoring as well as the tracking of students throughout the tutoring process
- Assist students in credit recovery options, as needed
- Manage and tracks student progress in completing the school's graduation requirements
- Offer guidance and assistance in preparation for college including registration for college admission exams, applications, financial aid, college selection, etc.

Administrative Executive

The administrative executive will provide direct support for the school's principal and will manage the school's front office operations. This individual's responsibilities will include:

- Performs necessary clerical and secretarial duties
- Provides direct support for all staff, specifically the school's principal
- Handles inventory of administrative materials
- Assesses purchases made from the administrative budget
- Maintains documentation of all purchases made from administrative accounts
- Manages visitation of all school guests
- Oversees school attendance including the excusing of students as appropriate

Business Manager

To assure proper and appropriate financial controls over public funds, Explore Academy will contract a licensed business manager in accordance with 6.63.12 NMAC. The school's business manager will oversee all operations in connection with financial matters, including:

- Preparation of financial statements, including budget comparisons
- Preparation of financial documentation in preparation for the school's annual audit
- Presentation and discussion of financial information with the Governance Council
- Preparation of grant and contract financial reports
- Preparation of bank and general ledger account reconciliations
- Preparation of federal and state payroll tax reports
- Processing accounts payable and payroll
- Posting cash receipts and disbursements
- Assistance in preparation of the annual budget for PED approval
- Determination of cash requirements while managing cash flows
- Develops and implements all internal control procedures and policies to ensure that the school's financial system is accurate, efficient, and aligned with all state and federal laws and regulations
- As needed, advise both the Finance Committee and Governance Council on matters pertaining to the school's financial standing

Educational Assistants

In order to support students both in and out of class, educational assistants will assist teachers, counselors, and administrators with student management, including:

- Tutor students as needed and assigned by administration and the flex coordinator
- Assist daily with lunch services including receiving, preparing, serving, and cleaning before, during, and after the lunch periods
- Substitute for seminars as assigned
- Supervise students in common spaces, classrooms, outdoor spaces, cafeteria, hallways, bathrooms, etc. as necessary and/or as assigned

Technology Director

Explore Academy and the Explore Learning model are heavily based on the integration of high quality technology in the classroom, allowing students to prepare for the technological world that awaits them after graduation. It also allows teachers to access the most high quality and relevant instructional practices and materials in class. The technology director will ensure that all technology on campus is functional and effective, including:

- Assist with the student information system including attendance, course set up, student records, gradebook set up and maintenance, parent portal and accounts, student portal and accounts
- Troubleshoot and repair all student and staff devices as needed
- Set up and maintenance of the school internet network, routers, access points, firewalls, and other necessary hardware/software
- Receive and catalog all school devices such as staff devices, servers, access points, monitors, projectors, etc.
- Manage all state and local reporting including STARS and Explore Academy academic data
- Import and export of all school data as assigned
- Set up, maintenance, and management of Google for Education including staff and student accounts, domain settings, security settings, and permissions

Security

Explore Academy prioritizes the safety and security of all staff, students, and visitors on campus. To ensure the safety of the whole community, a security guard will be employed full time. The position is intended to work with administration, staff, and students to keep the campus safe and secure.

- Actively monitor student behavior inside and outside on school campus
- Oversee the locking and unlocking of the facility as well as maintain the school campus as a restricted access environment
- In cooperation with administration, searching of students where reasonable suspicion exists
- Liaison with local law enforcement regarding issues for which law enforcement is involved
- Assist with the development, updating, and implementation of School Safety Plan
- Assist with the Facility Master Plan regarding security and safety issues on campus
- Communicating with the student body, individually and as a group, on campus safety issues and concerns
- In cooperation with administration, spearhead all school safety initiatives including fire drills, lockdown drills, shelter in place drills, etc.
- Develop and update the log recording the dates and times of all safety drills and events
- Coordinate and lead staff and student trainings, when appropriate/necessary, on safety and security topics and requirements

INTERNAL CONTROL PROCEDURES

EXPLORE ACADEMY – LAS CRUCES



Explore Academy places a priority on maintaining responsible and ethical business practices at every level. Within the school, one staff member will be responsible for financial oversight: the school's principal/head administrator. The principal will manage all instructional budgets and will work closely with department heads and teachers to promote innovation while maintaining a strict accounting of all expenditures. The administrative assistant/office manager will manage the school's material inventory and administrative supplies, including supplies for non-instructional staff, and will maintain records of all administrative transactions. The school's principal will oversee both areas, administrative and academic, and will remain in consistent communication with the administrative assistant in regards to the status of the school's financial standing.

The school's contracted business manager and the finance committee (a subgroup of the governance council) will provide further external financial oversight and ongoing financial assessment and analysis in addition to the services listed above. Continuous communication between the school's administrative staff and the business manager will be necessary to maintain the Explore Academy – Las Cruces goal of financial transparency.

PURCHASES

Purchases are defined as any tangible object, such as classroom supplies, or service, such as guest speakers, contract personnel and renting of equipment. All purchases require an approved purchase order before the purchase can be made. Initiating agreements to procure goods or services is not allowed until an approved purchase order has been executed. As it described in the Procurement Code, goods and services will only be paid for after the goods are received (in good order) and the service has been rendered (and was in good order).

For every purchase, employees will first obtain quotes to solidify pricing and provide said quotes to the principal. Based on the analysis of funding available and the legitimacy of the purchase, the principal will then complete and submit a purchase requisition along with any backup information/quotes to the school's business manager via email.

Because the business manager will be off-site, the transmission of purchase orders will be done either through fax, scan-to-email, or hand delivery. Upon receiving the purchase requisition, the business manager will verify that there is budget available for the purchase, insert the chart of account number for each line item, print the purchase requisition and approve the requisition by signature. At this point, once it has received approval, the business manager will generate a purchase order in the school's accounting system.

This purchase order will then be given to the principal for final approval. The principal will approve the purchase order by signature. A copy of the purchase order will be issued to the staff member who submitted the initial requisition, who will then have authorization to make his or her

purchase. The business manager will file the original approved purchase order and the approved purchase requisition until the invoice arrives.

Upon the arrival of the merchandise, the staff member will check the contents against the packing slip, note any discrepancies, sign and date the packing slip and forward the packing slip to the school's administrative assistant, who will forward it to the school's business manager. If there are any discrepancies, the staff member will contact the vendor to resolve the situation and notify the administrative executive of the outcome. If there is no packing slip the purchaser will send an email to the business manager, informing him/her what merchandise has arrived, or that the service has been rendered. This email will be attached to the purchase order in place of a packing slip.

The business manager will enter the invoice in the school's accounting system. He or she will staple together the original purchase order, packing slip and invoice together and double check that all signatures are on the purchase order and then stamp the invoice. The stamp will have areas to insert the following information: Fund, Function, Object, Program and Location Codes (which make up the chart of account number), amount to be paid, check number and check date. There will also be an area for both the business manager and principal to initial. The business manager will fill in all but the check number and date paid information and then enter the invoice into the accounting system and file it until it is to be paid.

The business manager will print the warrants, fill in the check number and check date on the stamped area of the invoice and attach the check to the accounts payable (A/P) package. The principal will review and initial the invoices and sign each check. The signed checks will be returned to the business manager who will mail the checks and file the paid invoices.

MAJOR VS. MINOR PURCHASES

Two separate procedures will exist for minor and major purchases. Minor purchases will be defined as those whose total encumbrance is less than \$10,000, while major purchases will include all expenditures of \$10,000 or more. Minor purchases can be signed for approval within the school, upon approval from the appropriate administrative staff members (as described above). Major purchases require the additional approval of the governing council.

RECEIPTS

A receipt book will be supplied to staff members who collect money from students and parents for any purpose. When collecting money, the staff member will complete the receipt form with the following information: student name, amount collected, form of currency (cash or check), and purpose of collection. Money will not be accepted without a receipt.

The original receipt goes to the student or parent. The first copy of the receipt gets clipped to the cash/check and turned into administrative assistant, who will deliver it to the business manager. The second copy of the receipt will remain in the receipt book. Deposits will not be accepted without the appropriate receipt(s). Receipt books will be returned to the business manager when they are full

or at the end of the school year, whichever comes first. Money received must be turned into the administrative assistant or principal at the close of each day regardless of the amount collected. The administrative official, either administrative assistant or principal, will deposit all money received the same day or on the next business day if money was collected on the weekend. The deposit slip will be sent to the business manager on the same day that the money was deposited.