

Policy Categories

Student Policies

Health (SH)

1. Asthma
2. Diabetes
3. Immunizations

Date Approved by GC

11/10/14
11/10/14
09/13/10

Instruction (SI)

1. Health Education
2. Homeless Education
3. Physical Education
4. Dual Credit
5. Distance Learning
6. Gifted Education Advisory Committee
7. Grade Change
8. ELL Assessment

09/13/10
01/25/16
09/13/10 Amended 02/08/16
09/13/10
09/13/10
12/08/14
09/13/10
09/13/10

Management (SM)

1. Compulsory School Attendance
2. Student Discipline
3. Student Intervention System
4. Lottery Selection Process
5. Student Records

09/13/10
09/13/10
12/08/14
?

School Community Policies (SC)

1. Safe School Plan
2. Emergency Drills
3. Wellness Policy
4. Pest Control
5. School Health Advisory Council
6. Tobacco, Alcohol, & Drug Free School
7. Complaint Procedures
8. Anti-Bullying
9. Parent Advisory Council

09/13/10
11/10/14

11/10/14
09/13/10
09/13/10
09/13/10
09/13/10

Governance Council Policies (GC)

1. Bylaws
2. Orderly Conduct of Meetings
3. Internal Communications
4. Financial Records Review & Approval
5. Governance Documents Schedule
6. Conflict of Interest
7. Nepotism
8. Open Meetings Act
9. Governing Body Personnel

10/16/08 Amended 03/17/14
10/16/08 Amended 02/08/16
09/13/10 Amended 03/17/14
11/10/14
10/17/11
09/13/10
12/08/14
02/08/16
03/17/14

Noted

Fiscal Management Policies (FM)

1. *Finance Committee*
2. *Audit Committee*
3. *Internal Controls*
4. *Procurement Procedures*
5. *Disaster Recovery Plan*

03/17/14
03/17/14

Employee Policies (EP)

1. *Reduction in Force*
2. *Furlough*

02/09/15

SUBJECT: GOVERNANCE COUNCIL CODE OF ETHICS AND CONFLICT OF INTEREST

PURPOSE: The Alma d'arte Governance Council (GC) is committed to its members having a full understanding of and adherence to the Alma d'arte Code of Ethics and the Code of Ethics of the New Mexico School Board's Association members in all matters relating to GC functions, including the need for confidentiality and conflict of interest.

REQUIREMENTS:

(A) CODE OF ETHICS

The members of the Governance Council have elected me to help improve the education for all Alma d'arte students, and to that end, I will:

1. Attend all scheduled GC meetings insofar as possible;
2. Recognize that I have no legal authority outside the GC meetings, and that all decisions of the GC will be made at a public meeting where a quorum of the GC is present and only after a thorough review of all the available information;
3. Work in harmony with the rest of the GC members to always promote and preserve the integrity of the GC;
4. Avoid speaking on behalf of the GC except at those times when the GC, by official action, authorizes me to do so, and respect the confidentiality of information that is privileged under applicable law;
5. Upgrade my performance as a GC member by informing myself about current educational issues by individual study and through participation in programs provided by the New Mexico Public Education Department and the New Mexico Public Education Commission;
6. Support the employment of those persons best qualified to serve as school staff and make every effort to ascertain that all employees are properly remunerated for their services, and that they are dealt with fairly in the performance of their duties;
7. Avoid being placed in a position of conflict of interest and refrain from using my GC position for personal or partisan gain;

8. Accept that my functions as a GC member are policy development and the legal and financial health of the school. The actual administration of the education program is delegated to the CAO/Principal;
9. Welcome and encourage active participation by citizens for better understanding of their needs and improvements of relations with the public that I serve;
10. Strive to promote and perpetuate our democratic way of life;
11. Remember that my first and greatest concern must be the fair and equal educational opportunities for all students attending Alma d'arte.

(B) CONFLICT OF INTEREST

1. No GC member or immediate family member shall directly or indirectly sell or be party to a transaction to sell instructional materials, equipment, insurance or school supplies or work under contract to the school, nor shall any GC member receive any commission or profit from the solicitation or sale of investment securities or insurance to any school employee.
2. The provisions of this policy shall not apply to any GC member making a sale in the regular course of the GC member's business when the sale complies with all applicable provisions of the law.

Legal Reference: N.M. Stat. Ann. §10-15-1 thru -4; 22-5-4; 22-5-5; 22-10A-24 and 22-10A-27 (2003)

END

ALMA D'ARTE CHARTER HIGH SCHOOL
GOVERNANCE COUNCIL POLICY

Policy No. GC0007
Adopted: 12/8/14
Amended:

SUBJECT: NEPOTISM

PURPOSE: To establish a policy to ensure that hiring and supervision at Alma d'arte is conducted in a manner which enhances public confidence in government and prevents situations which give the appearance of partiality, preferential treatment, improper influence, or a conflict of interest.

DEFINITIONS:

For purposes of this policy, the following definitions apply:

- (A) "Public official or employee" means any person who is elected or appointed to the Governance Council or is an employee of Alma d'arte under the jurisdiction and control of the Chief Administrative Officer/Principal (CAO/Principal) or his/her designee. An Alma d'arte's employee includes part-time workers, paid student help, temporary, intermittent, and seasonal employees.
- (B) "Closely related by blood or marriage" is defined as a spouse, children (whether dependent or independent), parents, grandparents, siblings by whole or half blood or adoption, sister-in-law, brother-in-law, son-in-law, daughter-in-law and other persons related by blood or marriage who reside in the same household.
- (C) "Significant relationship" means people living together as a spousal or family unit when not legally married or related where the nature of the relationship may impair the objectivity or independence of judgment of one individual working with the other.
- (D) "Supervision" means the ability or power to effectively recommend the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline or settlement of disciplinary grievances/appeals of other school employees, including the authority of a board or committee to order personnel actions affecting the job.
- (E) "Short term employees" are workers who have an explicit or implicit contract of employment which is not expected to continue for more than a short period.

POSITION: All Governance Council members and school employees are prohibited from authorizing or using the authority or influence of his/her position to secure the authorization of employment or benefit (including a promotion or preferential treatment) for a person closely related by blood, marriage, or other significant relationship. This includes, but is not limited to, the following circumstances:

(A) Hiring

Neither the CAO/Principal, nor any member of the Governance Council shall authorize or use the authority or influence of his/her position to secure

authorization of the employment of a person closely related by blood, marriage, or other significant relationship to serve in a compensated position in Alma d'arte Charter High School.

(B) Promotion

An Alma d'arte employee identified as "Closely related by blood or marriage" to the CAO/Principal or to any member of the Governance Council may be promoted in rank provided that (1) they are currently employed by Alma d'arte and not on a "short-term" contract.

(C) Supervision

The CAO/Principal shall not supervise any person closely related by blood, marriage, or other significant relationship.

(D) Enforcement

1. Upon change in family or employment status implicating employee must report, in writing, any actual or potential conflict to the Governance Council.
2. All Alma d'arte Governance Council members or employees are responsible for adhering to the Nepotism Policy. Any violations of the criminal or ethical laws regarding nepotism are subject to the criminal penalties provided for by the State of New Mexico.
3. Employees violating the Nepotism Policy are subject to disciplinary action, up to and including termination.
4. Employee hiring that result from nepotism will be considered null and void and those persons illegally hired may be dismissed immediately.
5. The Governance Council may waive this Policy and the nepotism rule set forth in New Mexico Statutes Annotated § 22-5-6 (2003), as amended or recodified in the future, for family members of the CAO/Principal.
6. Nothing in this Policy shall prohibit the continued employment of a person employed on or before March 1, 2003, or of a person whose initial employment with Alma d'arte, regardless of position or status, did not violate this Policy.
7. Should any provision of this Policy be inconsistent with any of the provisions of New Mexico Statutes Annotated § 22-5-6 (2003), as amended or recodified in the future, the provisions of the state statute shall control and are incorporated into this Policy as an operation of law.

Legal Reference: N.M. Stat. Ann. § 22-5-6 (2003)

END

SUBJECT: MEETINGS OF THE GOVERNANCE COUNCIL/OPEN MEETINGS ACT

PURPOSE: To ensure that meetings of the Governance Council (GC) are held in full compliance with the New Mexico Open Meetings Act and other applicable state statutes.

BACKGROUND: The GC is committed to upholding the state's Open Meetings Act, which provides for transparency of the Council's public business. Notifying the public in advance of where and when open and closed meetings are held is one aspect of safeguarding that transparency.

TYPES OF MEETINGS AND POLICIES:

Regular Meetings – These meetings are defined as meetings of the GC at which at least a quorum is present about which notice has been published per terms of the NM Open Meetings Act and at which normal GC business is transacted.

- (A) Unless otherwise specified, Regular Meetings shall be held each month except July, on the second Monday of the month at 6:00 pm. A notice of the yearly schedule of Regular Meetings shall be published once in a newspaper of general circulation and on the school's website (Alma d'arte.org) following adoption of the schedule. Said schedule of Regular Meetings will be subject to change if deemed necessary.
- (B) A proposed Agenda for each individual meeting shall be circulated to requesting news media at least 72 hours prior to the meeting. The final agenda will also be made available on the Alma d'arte website and posted in the Chief Administrative Officer/Principal's (CAO/Principal) office at least 72 hours prior to the meeting.
- (C) Any previously scheduled Regular Meeting of the GC can be cancelled or rescheduled by a majority vote of the GC at a regular meeting. In an emergency, (e.g. illness, death, or critical event), any previously scheduled GC meeting may be cancelled by the GC President alone or by the CAO/Principal after consultation with the GC President. Notice of cancellation shall be given to the public as soon as the cancellation is set.
- (D) Notice of any Regular Meeting shall include the following language: "If you are an individual with a disability who is in need of a special aid(e), equipment, or service, to attend or participate in the meeting, please contact the School Office at least one week prior to the meeting, or as soon as possible."

Special or Emergency Council Meetings - Special and Emergency Meetings are those which are called on short notice to act on a special need or an emergency cause by the occurrence of

unforeseen events, conditions or circumstances that require immediate GC attention and/or action item.

- (A) The GC President alone or in concert with the other GC members and/or the CAO/Principal may call a Special Meeting at any time by giving actual personal verbal notice to each GC member of the time and place of the meeting and the subject(s) to be considered. If reasonable efforts to notify each member personally do not succeed, written notice should be delivered to each GC member in advance of the meeting date. Public notice of Special Meetings shall be given as required by the NM Open Meetings Act and GC policy.
- (B) Public notice of a Special Meeting shall be published in a general circulation newspaper at least 72 hours prior to the holding of the meeting. If other than the Alma d'arte school building, the place of the meeting must be in the notice.
- (C) In the event of unforeseen circumstances, that, if not addressed immediately by the GC will likely result in injury to persons or damage to property or cause substantial loss to the school, the GC President or CAO/Principal may call an emergency meeting of the GC. Personal verbal notice shall be given to each GC member of the time and place of the meeting. In such a situation, there shall be no public notice or agenda requirement as provided by the NM Open Meetings Act, NM Stat. Ann. 10-15-1 (F) (1978), as amended or recodified in the future.
- (D) Within five (5) days of taking action on an emergency matter, the GC shall report to the state Attorney General's Office the action taken and the circumstances creating the emergency.
- (E) Notice of any Special Meeting shall include the following language: "If you are an individual with a disability who is in need of a special aid(e), equipment, or service, to attend or participate in the meeting, please contact the School Office."

Closed/Executive Meetings - The NM Open Meetings Act requires that all GC meetings be open to the public at all times with a few exceptions. The Act permits Closed/Executive Meetings in only the following cases. A Closed/Executive Meeting may be held to discuss:

- (A) Limited personnel matters which means the discussion of hiring, promotion, demotion, dismissal, assignment resignation of, or the investigation or consideration of complaints or charges against any individual public employee. Final actions on personnel, which the GC is lawfully authorized to take, shall be taken at an open public meeting.
- (B) An administrative adjudicatory proceeding which means a proceeding brought by or against a person before a public body in which individual legal rights, duties or privileges are required by law to be determined by the public body, after an opportunity for a trial-type hearing. Final action, which the GC is lawfully authorized to take as a result of the proceeding, shall occur in an open public meeting.

- (C) Personally identifiable information about any individual student, unless the student, his parent or guardian requests otherwise.
- (D) Bargaining strategy preliminary to collective bargaining negotiations between the GC and a bargaining unit representing the employees of the school; and collective bargaining sessions at which the GC and representatives of the bargaining unit are present.
- (E) Purchases exceeding two thousand five hundred dollars (\$2,500) that can be made only from one source; and the contents of competitive sealed proposals solicited in compliance with the State Procurement Code during the contract negotiation process. The actual approval of purchase of the item or final action regarding the selection of a contractor shall be made in an open meeting.
- (F) Meetings subject to the attorney-client privilege pertaining to threatened or pending litigation in which the GC is or may become a participant.
- (G) The purchase, acquisition or disposal of real property or water rights.

Procedure for Conducting Closed/Executive session:

- (A) If a convened open meeting is to be closed, a majority roll call vote by the GC, based on a motion which states the reason for closing the meeting, is necessary. The vote of each member shall be noted in the minutes of the meeting. Only matters stated in the motion to close are discussed in the closed sessions. Generally, action on an item discussed in closed session must be taken in an open meeting. After a closed meeting is completed, a statement affirming that the matters discussed in the closed meeting were limited to those stated in the motion to close is recorded in the minutes.
- (B) If a closed meeting is to be called when the Council is not otherwise in session, the GC shall give notice according to its public notice policy. Such notice shall give a list of specific items of business to be discussed in the closed session in sufficient detail to give the public a reasonably clear idea about the items discussed and acted upon during the meeting while still protecting any applicable privacy rights.

Quorum

The GC can transact business that is binding on the school only when it is in session with a quorum present or participating telephonically as defined under the NM Open Meetings Act.

Teleconferences

A GC member who is unable to attend a GC meeting may participate by means of a conference telephone, computer transmitted service via Skype or other similar communication equipment when it is otherwise difficult or impossible for the member to attend the meeting in person. All participants at the meeting must also be able to hear each

other at the same time and members of the public attending the meeting must also be able to hear the GC member who attends the meeting by conference call.

Preparation of the Agenda

- (A) The CAO/Principal and GC President shall prepare the agenda for each meeting of the council. Members of the GC should notify the CAO/Principal and/or GC President of items they desire to be included on the agenda and provide any materials related to the agenda in a timely fashion. In compliance with the NM Open Meetings Act, action items must be placed on the agenda at least 72 hours prior to the meeting, and the council discourages last-minute inclusion items for discussion without prior notice to the public.
- (B) Citizens who wish to have an item included on the GC agenda must make the request through a GC member or the CAO/Principal of the school. GC members who receive such requests will forward them to the GC President. The determination as to whether an item will be included on the agenda will be at the discretion of the GC President and the CAO/Principal.

Order of Business for Meetings

The agenda for GC meetings will customarily proceed in the order herein given. However, the order of business at any meeting may be changed by a majority of the quorum present.

- I. Introduction
 - A. Call to Order
 - B. Roll Call of Members
 - C. Approval of Agenda – Action
 - D. Approval of Minutes – Action
 - E. Introduction of Visitors
- II. Public Comment
- III. Administrative Report
- IV. Finance Report
- V. Governance Council Discussions
- VI. Next Meeting Agenda Items
- VII. Adjournment

Public Input During Meetings

- (A) Any individual(s) may address the GC on pertinent topics during the *Public Comment* portion of a GC meeting agenda.
- (B) Each individual presentation is limited to three minutes.
- (C) If several people wish to discuss the same issue and represent the same viewpoint, one spokesperson must be chosen to speak for the whole group. Time limit for those comments is five minutes.

- (D) Total time for all presentations at a single meeting is limited to 30 minutes.
- (E) The GC will take no formal action on any comments at the meeting where they are presented.

Minutes of the Meetings

If the meeting is open, written minutes are required. Minutes must contain at least:

- (A) The date, time and place of the meeting and classification of the meeting (regular, special, emergency).
- (B) The names of all members of the GC attending and those members who are absent.
- (C) A record of any corrections to the minutes of any previous meetings and the actions approving them.
- (D) A record of any communications, petitions, or reports presented to the GC.
- (E) A description of the substance of all proposals considered during the meeting.
- (F) A record of each motion placed before the GC which includes: the member making the motion and the member seconding; the declaration of the person presiding that the motion passed or failed; and the names of each person voting aye or nay on other than unanimous votes.
- (G) A draft copy of the minutes must be prepared within ten (10) working days of the meeting covered.
- (H) The minutes are approved, amended, disapproved or tabled to the next meeting where a quorum of the GC is present.
- (I) All reports, resolutions, agreements, and other written documents which require GC action may be made part of the minutes by reference only, but shall be kept on file as part of the permanent record.
- (J) The minutes shall be permanently filed and kept in the CAO/Principal's office after approval by the GC. They shall be available for inspection by any citizen at any time the CAO/Principal's office is open during regular business hours. The minutes shall not be removed from the CAO/Principal's office.

Legal Reference: NMSA 1978, Sections 10-15-1 to 10-15-4

ALMA D'ARTRE CHARTER HIGH SCHOOL
GRIEVANCE POLICY

Policy No. EP
Adopted:
Amended:

SUBJECT: GRIEVANCE POLICY

PURPOSE: To provide a policy and procedure for the reporting and resolution of legitimate employment-related concerns of the employees of Alma d'arte Charter High School. The Governance Council recognizes that employees are an invaluable resource and a vital part of the Alma d'arte's mission and goals and should be provided with a means of resolving employment-related complaints. The Governance Council serves will be the final authority in a grievance or legal issue.

DEFINITIONS:

(A) *Grievant* shall mean an employee who is personally and directly affected by a condition for which he or she seeks a resolution.

(B) A *grievance* shall be an allegation by an employee that the treatment he or she has received from a supervisor is unfair or improper, or that there has been a violation, a misinterpretation or an inequitable application of Board policy, administrative rules, or procedures, that directly and adversely affects the grievant. A single grievance may be submitted jointly by more than one grievant should the grievance impact more than one employee.

(C) *Resolution(s)* shall be the proposed written decision by the appropriate administrator(s), or Governance Council in response to the grievance.

(D) *Parties in interest* shall be the grievant and the supervisor or other employee(s) of Alma d'arte whose conduct or actions are the subject of the grievance.

REQUIREMENTS:

(A) The following situations are **not** grievable under this policy:

1. situations in which the remedy for the alleged violation exclusively resides in some person, agency, or authority other than the Governance Council;
2. situations as to which a different procedure or remedy has been provided by the Governance Council through policy

3. situations as to which the procedure within Alma d'arte is prescribed by New Mexico state statutes or federal authority; and

4. situations involving a grievance by a contractor with Alma d'arte High School.

(B) A grievance cannot be filed by a former employee after the effective date of resignation, termination or discharge of employment.

(C) Failure of the grievant to follow the procedure in the succeeding steps as listed below, use of improper grievance forms, or use of a bypass procedure through any other means not listed in this process shall render the grievance null and void at the discretion of the Governance Council.

(D) Should a grievant file a Charge of Discrimination with the U.S. Equal Employment Opportunity Commission, the Human Rights Division of the New Mexico Department of Labor or File a complaint with the Office for Civil Rights for the U.S. Department of Education regarding the matter to be grieved, the grievance will be dismissed without further action. The seeking of other remedies permitted by law or by a union collective bargaining agreement will render a grievance under this policy null and void.

(E) Once the grievance has been resolved or rejected, it may not be reinstated by the same grievant.

EMPLOYEE GRIEVANCE RESOLUTION PROCEDURE

(A) The employee should initially attempt to resolve the complaint with the immediate supervisor. If the complaint cannot be resolved with the immediate supervisor, the employee may follow the chain of command to appeal decisions made by the supervisor and continue to attempt resolution of the complaint as per the procedural steps outlined in this policy.

(B) Mediation will always be an acceptable form of resolution at any step in this process. Mediation may be requested by either party at any time but will only be utilized by mutual agreement of the parties. All efforts will be made to locate and acquire the services of a person trained in mediation to act as a mediator. The parties must agree on the selection of the mediator.

PROCEDURAL REQUIREMENTS:

(A) A grievance must be initiated within 10 work days of the date upon which the grievant became aware of the circumstances which gave rise to the grievance.

(B) No persons shall suffer retaliation, recrimination, discrimination, harassment, or be otherwise adversely affected because of his or her use of this grievance procedure.

(C) At each step of the grievance procedure, the immediate supervisor will be responsible for documentation of all meetings related to the grievance. Documentation includes: 1) the initial grievance form completed by the employee, 2) all subsequent meetings with the immediate supervisor, and 3) any meetings with the Governance Council.

(D) Whenever possible, any grievance conference or meeting at any level shall be scheduled during a mutually convenient time that does not conflict with the regularly scheduled school program.

(E) A grievant requiring the attendance and testimony of other employees shall have the right to bring such witnesses as are willing to testify in his or her behalf, and any necessary substitutes or released time shall be provided and the expense borne by the Alma d'arte High School when meetings must be scheduled during the school day.

(F) A separate file shall be maintained by the school for grievances. All documents produced during the processing of a grievance shall be filed therein. All parties shall maintain confidentiality with regard to the proceedings and the resolution of the grievance. Nothing in this policy shall prevent the Alma d'arte from using information from a grievance in defense of any legal action initiated against Alma, its administrators or employees.

(G) Nothing contained herein shall be construed to limit in any way the ability of Alma d'arte and the grievant to resolve any grievance by informal means, and nothing herein shall be construed as requiring resort to the formal procedures when grievable problems arise.

(H) A grievant may terminate the process at any time if he or she indicates in writing a desire to do so, accepts the resolution at that level, or fails to pursue his or her grievance by filing at the next level within the specified time limit.

(I) The time limit at any level may be extended by mutual agreement between the grievant, on one hand and the supervisor, CAO/Principal, or Governance Council.

PROCEEDURAL STEPS

(A) STEP 1 (Informal Conference)

Prior to the filing of a formal written grievance, the grievant shall first discuss his or her grievance with his or her immediate supervisor in a good faith attempt to resolve the grievance prior to the filing of a formal grievance. In the case of a claim of sexual harassment in which the grievant's supervisor is the subject of the claim, the grievant may initiate the grievance at the next supervisory level above that of the subject supervisor in accordance with the Alma d'arte Sexual Harassment Policy.

(B) STEP 2 (CAO/Principal)

If the grievant is not satisfied with the resolution of the grievance at Step 1, or if the supervisor fails to issue a proposed resolution within the limit set forth above, the grievant may file a

written grievance with the CAO/Principal, within five work days after the resolution was rendered or was due, if none was received. The CAO/Principal shall conduct a closed informal meeting with the parties in interest to the grievance within five working days after receipt of the grievance. The meeting with the CAO/Principal shall be as informal as possible and shall be conducted as he or she feels is appropriate for a full understanding of the grievance. The CAO/Principal shall have the right to ask any questions of the interested parties as he or she deems necessary. Within five work days following the hearing, the CAO/Principal shall render his or her written proposed resolution to the grievant. In arriving at his or her decision, the CAO/Principal has discretion in fashioning such relief, if any, as it believes is appropriate, regardless of the relief requested.

(C) STEP 3 (Governance Council)

If the grievant is not satisfied with the resolution of the grievance at Step 2 with regard to the specific issues of the grievance, the grievant may make a written request to the Governance Council for a meeting with the GC within five working days after the CAO/Principal's resolution was rendered or was due, if none was received. The Governance Council shall schedule an informal meeting within five working days of receipt of the grievance. The procedure for the meeting shall be as follows:

1. Each party in interest to the grievance shall have the opportunity to present oral statements and/or written evidence limited to 10 minutes each. The presentation shall be limited to a review of evidence previously presented to the CAO/Principal, unless the Governance Council in its discretion, allows new evidence to be presented during the hearing.
2. Since grievances are "personnel matters" related to the employee the meeting will be conducted in an closed executive session.
3. The Governance Council may make such inquiries of any party in interest as it deems necessary or appropriate.

(D) The Governance Council shall render a written decision within a reasonable time. In arriving at its decision, the Governance Council has complete discretion in fashioning such relief, if any, as it believes is appropriate, regardless of the relief requested.

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Employee Complaint and Grievance Form.

Instructions: When an Alma d,arte employee has a complaint or grievance it is important for the employee to be familiar with and understand the schools Grievance Policy as well as to follow the steps outlined in the policy. Submitting this form to your immediate supervisor is the first step. However, please note before filling a written grievance, please attempt to resolve the complaint or grievance by an informal conference with your immediate supervisor. Use this form only if the complaint or grievance is not resolved within a reasonable amount of time. Please submit the completed form to your immediate supervisor with a request to set up a formal meeting time.

Your Name _____ Position _____ Date _____

Years of Experience at Alma d' arte _____

Parties involved _____

Nature of concern (please explain- use additional pages as necessary)

Please describe any efforts you have made to resolve your complaint informally and the responses to your effort

What will define success in resolving this concern for you. Please prioritize the outcomes you want.

Your signature _____ Date Submitted to supervisor _____

Supervisor Signature _____ Date Received _____

Date of formal conference _____

6/27/2016 Draft

ALMA d'ARTE CHARTER HIGH SCHOOL
EMPLOYEE POLICY

Policy No. EP0003

Adopted:

Amended:

Spill out

SUBJECT: CAO/Principal Evaluation

PURPOSE: This policy affirms that the CAO/Principal (CAO) shall be evaluated annually using the process described in this policy. The intent of this policy is to provide the CAO clear direction by the Governance Council (GC) in the form of annual objectives and job targets, and feedback from the GC on the ~~GC's~~ *their* perceptions of the CAO's performance as a leader of the charter school. This evaluation will serve as the basis for annual reemployment and contract renewal terms for the CAO by the GC, and to provide the CAO an opportunity to be a full participant in the process.

The evaluation process also serves as a GC and CAO catalyst to reach detailed agreement on the leadership goals and job targets for the succeeding year.

POSITION: The GC shall annually consider what evaluation method(s) will best serve the school and agree on the specific written instrument to be used. Other data sources such as interviews, focus groups, etc. may also be employed. Evaluation criteria shall be based on school goals and objectives, success indicators, and leadership targets agreed upon by the GC and the CAO ~~prior to the evaluation~~ *prior to the evaluation year.*

The CAO evaluation process shall provide the GC an opportunity to review long-term goals annually and formulate annual objectives that the CAO shall strive to meet during the succeeding year. The CAO shall outline as job targets the measurable results the CAO expects to achieve in relation to each annual objective set by the GC.

ANNUAL EVALUATION CYCLE:

(A) In March, the GC President shall distribute to all GC members a copy of the CAO's evaluation form for each GC member to individually complete and return to the GC President. At the same time, using the evaluation form and other methods as determined by the GC, feedback shall be obtained from faculty, staff, students, and parents. The GC President shall have these materials compiled, and these shall form the basis for the CAO's formal evaluation in April.

(B) At the April GC meeting of each year in closed/executive session, the GC shall provide the CAO written feedback which shall consist of the completion of the formal written evaluation, including summary comments from the GC and the CAO. During this closed/executive session, the GC shall also present a written list of annual objectives and job targets for the CAO to achieve during the succeeding school year.

The CAO/Principal shall have this opportunity to respond verbally to the evaluation and comment on and ask questions about the new objectives. All GC members and the CAO shall sign the final written composite evaluation as evidence that the evaluation has been delivered and discussed. The CAO shall place a copy of the final composite evaluation in his/her confidential personnel file. The GC President shall maintain the original signed final composite evaluation.

(C) After the final review has been completed, the GC may meet in open session to give the GC and the CAO an opportunity to publicly communicate results and to identify the performance objectives for the next year.

(D) At the June GC meeting, the CAO shall provide the GC a copy of the annual objectives and related job targets indicating obtainable results the CAO expects to accomplish during the year in response to the goals objectives approved by the GC in April.

(E) In closed executive session at the October GC meeting, the GC shall conduct a first quarterly review of CAO progress toward annual job targets.

(F) In closed executive session at the January GC meeting, the GC shall conduct a second quarterly review of CAO progress toward annual job targets.

(G) In closed executive session at the February GC meeting, the CAO shall be provided feedback by the GC that will either provide notice for the anticipated renewal of the CAO's contract or to serve notice that the CAO will not be reemployed for the coming year. If the CAO is to be retained, salary and other compensation will be determined at this time. An annual contract specifying terms and conditions of employment and to include at a minimum annual objectives and job targets shall be issued at this time.

- END -



Thank you for your interest in serving the students, parents and faculty of Alma d'arte Charter High School as a member of the Governance Council (GC). Attached you will find information about the important responsibilities of this critical volunteer position, and a nomination form.

The GC is responsible for the overall growth and development of this unique learning environment, including academics, finance and facilities. We report directly to the NM Commission for Public Education (PEC) but are monitored by the NM Public Education Department (PED).

The GC meets the second Monday every month except July, at the school located at 402 W. Court Avenue. On occasion, there will be other meetings and conferences that we attend to learn more about governing effectively.

For example, the NM Coalition for Charter Schools holds its annual 2-day conference in the fall, usually in Albuquerque. Most sessions double as training sessions for governance council members. By law, we are required to acquire 10-hours of training each year to continue as governance council members. This year, some Public Education Department sessions are being held around the state, including here in Las Cruces.

Now in its 14th year, Alma d'arte has approximately 160 students in grades 9-12. It is rapidly becoming a leader of integrating the arts with strong academics. You are cordially invited to see the school in action. To set up a visit, call Holly Schullo, Principal/CAO, at 575-541-0145 Ext 100. You can tour the school, visit classrooms, and see student works, etc., if that would be helpful to you.

Your completed nomination form will be reviewed by all current GC members at the next regular meeting following its receipt. We invite you to attend that meeting to learn more about what we do.

Please contact me, any current GC member, or Dr. Schullo if you need additional information or just wish to chat. Thank you so much for your interest in serving Alma d'arte.

Sincerely,

Gene H. Elliott
President

OF 575-525-1575 / CP 505-514-9753

Email: gelliott@almaarte.org

P.S. Once you completed nomination is received, you will be notified of the date and time of the next meeting. Thanks again.



GOVERNANCE COUNCIL ELECTION PROCESS

Vacancies occur on the Alma d'arte Charter High School Governance Council (GC) due to expiration of terms, resignation, etc. In any case, remaining GC members elect new members from candidates nominated by anyone, including the nominee himself/herself. A standardized nomination form is used to record data so that everyone is evaluated objectively using the same criteria.

Each candidate is informed of his/her nomination and is provided with a list of Governance Council responsibilities. Nominees are asked to confirm in writing that they understand the responsibilities and, if selected, commit to serve a 3-year term on the Governance Council.

New GC members are expected to become familiar with the Alma d'arte Charter, the NM Open Meetings Act, the Inspection of Public Records Act, and Robert's Rules of Order.

Alma d'arte High School's first 5-year charter was authorized by the Las Cruces Public Schools Board of Education in 2003. Alma opened July 1, 2004. The charter was renewed by the NM Public Education Commission (PEC) effective July 1, 2009 through June 30, 2014. The current charter started July 1, 2014, and expires June 30, 2019.

Feel free to contact any GC member for answers to questions you may have. The current directory is on the next page. Please note the statement at the bottom re: terms of office.

SUBJECT: ORDERLY CONDUCT of MEETINGS

PURPOSE: To ensure that all Governance Council (GC) meetings are conducted legally within rules and regulations established by the NM Legislature, and/or issued by the NM Public Education Department, and/or established by the GC itself, to transact business in the most expeditious but thorough manner.

REQUIREMENTS:

- (A) All meetings will be conducted in accordance with the New Mexico Open Meetings Act; and will be guided by and any disputes settled according to Robert's Rules of Order.
- (B) An agenda of business scheduled for discussion at any meeting shall be published and made available for anyone to review at least 72 hours prior to the start of each meeting. Any published agenda may be amended by a majority vote of the GC prior to formal approval of the agenda at the start of the meeting. Once approved at the meeting, no item may be removed from or added to an agenda. However, the order in which an item is discussed may be modified if circumstances require.
- (C) Any non-member desiring to address the GC on a pertinent subject may do so during the section of the meeting reserved for "Public Comment". Persons desiring to speak during "Public Comment" must submit their name and topic to be discussed to the GC President or designee prior to the start of the GC meeting. Remarks are to be limited to 3 minutes per person and to a maximum of 30-minutes per meeting for all "Public Comment" combined. If several people wish to discuss the same issue and represent the same viewpoint, one spokesperson must be chosen to speak for the whole group. Time limit for those comments is five minutes.
- (D) Discussion of all business at a meeting shall be conducted in an orderly fashion.
 - 1. A GC member or staff member wishing to speak must first ask to be recognized by the chairman by saying "Mr. Chairman" (or Ms. Chairwoman).
 - 2. The chairman recognizes the speaker by saying "Mr/Ms _____".
 - 3. The speaker then addresses all comments to the chairman.
 - 4. If the speaker desires to speak directly to another GC member, staff member or guest, he/she must first request permission from the chairman, by saying, "Mr. Chairman, I would like to direct a question (or make a comment) to _____."

Once the chairman approves the request, the speaker may address the other person directly until the speaker has all the information he/she needs or until the chairman intervenes.

- (E) No disturbances by GC members, staff or guests will be tolerated. Anyone who has not been granted the floor by the chairman, or who insists on speaking or who in any way interrupts the lawful conduct of the meeting will be asked politely to refrain from such actions. If the offender persists, he/she will be asked to leave the meeting. If the offender continues and will not leave the meeting voluntarily, he/she will be escorted from the premises by members of the GC and/or staff. If the offender resists physically, local law enforcement will be called to remove him/her. If warranted, charges may be filed against the offender.

END

LAS CRUCES SUN-NEWS

AFFIDAVIT OF PUBLICATION

Ad No.
0001291032

ALMA D'ARTE CHARTER HIGH SCHOOL
402 W. COURT AVE

LAS CRUCES NM 88005

I, a legal clerk of the **Las Cruces Sun-News**, a newspaper published daily at the county of Dona Ana, state of New Mexico and of general paid circulation in said county; that the same is a duly qualified newspaper under the laws of the State wherein legal notices and advertisements may be published; that the printed notice attached hereto was published in the regular and entire edition of said newspaper and not in supplement thereof on the date as follows, to wit:

07/11/19, 07/12/19, 07/13/19

Despondent further states this newspaper is duly qualified to publish legal notice or advertisements within the meaning of Sec. Chapter 167, Laws of 1937.



Legal Clerk
STATE OF WISCONSIN ss.

County of Brown
Subscribed and sworn before me this
15th of July 2019.



NOTARY PUBLIC in and for
Brown County, Wisconsin

1-12-2021

My Commission Expires

The Alma d'arte Charter High School Governance Council will hold a regular public meeting at 6:00 pm, Monday, July 15, 2019, at the school 402 W. Court Ave, Las Cruces, NM 88005. The meeting agenda is available at the school. July 12. Members of the Governance Council will also attend a meeting of the New Student Welcome Committee where no official action will be taken: 6:00 pm., July 11, 2019, at the school.
Pub#1291032
Run: July 11, 12, 13, 2019

RECEIVED JUL 23 2019



LAS CRUCES SUN-NEWS

AFFIDAVIT OF PUBLICATION

Ad No.
0001286865

ALMA D'ARTE CHARTER HIGH SCHD
402 W COURT AVE

LAS CRUCES NM 88005

ALMA D'ARTE CHARTER HIGH SCHOOL NOTICE OF 2019-20 OPERATING BUDGET APPROVAL

Notice is hereby given pursuant to 22-8-10 NMSA 1978 that the Governing Council of Alma d'Arte Charter High School, County of Doña Ana, State of New Mexico will on Monday, June 3, 2019, 6:00 p.m., at a Board meeting at Alma d'Arte Charter High School, 402 W Court Ave, Las Cruces, N.M., present and publicly review the Operating Budget for the 2019-2020 fiscal year. This is a public hearing and all school patrons and the general public are invited to attend.
Pub#1286865
Run Date: May24, 2019

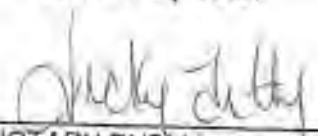
I, a legal clerk of the **Las Cruces Sun-News**, a newspaper published daily at the county of Dona Ana, state of New Mexico and of general paid circulation in said county; that the same is a duly qualified newspaper under the laws of the State wherein legal notices and advertisements may be published; that the printed notice attached hereto was published in the regular and entire edition of said newspaper and not in supplement thereof on the date as follows, to wit:

05/24/19

Despondent further states this newspaper is duly qualified to publish legal notice or advertisements within the meaning of Sec. Chapter 167, Laws of 1937.

Legal Clerk
STATE OF WISCONSIN SS.
County of Brown

Subscribed and sworn before me this
24th of May 2019.


NOTARY PUBLIC in and for
Brown County, Wisconsin

9-19-21
My Commission Expires



LAS CRUCES SUN-NEWS

AFFIDAVIT OF PUBLICATION

Ad No.
0001281982

ALMA D'ARTE CHARTER HIGH SCHOOL
402 W. COURT AVE

LAS CRUCES NM 88006

The Governance Council
of Alma d'arte Charter
High School
will meet in closed execu-
tive session to discuss
personnel
matters.
6:00 pm, Thursday,
4/4/19, at the school
402 W. Court Ave. Las
Cruces, NM
Pub#1281982 Run Date:
April 2, 3, 2019

I, a legal clerk of the **Las Cruces Sun-News**, a newspaper published daily at the county of Dona Ana, state of New Mexico and of general paid circulation in said county; that the same is a duly qualified newspaper under the laws of the State wherein legal notices and advertisements may be published; that the printed notice attached hereto was published in the regular and entire edition of said newspaper and not in supplement thereof on the date as follows, to wit:

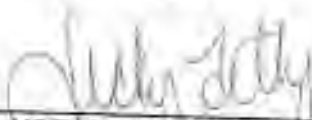
04/02/19, 04/03/19

Despondent further states this newspaper is duly qualified to publish legal notice or advertisements within the meaning of Sec. Chapter 167, Laws of 1937.

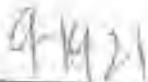


Legal Clerk
STATE OF WISCONSIN SS.
County of Brown

Subscribed and sworn before me this
3rd of April 2019.



NOTARY PUBLIC in and for
Brown County, Wisconsin



My Commission Expires

Ad# 0001281982
P O - 0001281982
of Affidavits 0.00

