

WORK SESSION ITEMS

Public Education Commission Work Session Date: September 19, 2019

1. Charter School Website Information
2. Charter Contract changes for schools with Pre-Kindergarten or Early Childhood Education Programs and oversight coordination – SEE ITEM #6 on PEC Meeting Agenda
3. School Name Change Policy and supporting documents required – SEE ITEM #8 on PEC Meeting Agenda
4. New Charter School Application: potential revision to the rubric for indicator C. Bilingual Multicultural Indian Education and Hispanic Education – SEE ITEM #7 on PEC Meeting Agenda
5. Refresher on Government Conduct Act and Open Meetings Act

CHARTER SCHOOL WEBSITE INFORMATION

Required by Statute or Regulation

- **GOVERNING BOARD MEETING AGENDAS**

Per the Open Meetings Act, if the school maintains a website, the school is required to post meeting agendas online at least 72 hours in advance of a Governing Board meeting.

- **BUDGET AND FINANCE REPORTS**

NMSA 22-8-13.2 requires the school to post financial reports online.

“A. Each local superintendent or person in charge of the fiscal management of a charter school shall provide quarterly reports on the financial position of the school district or charter school, as applicable, to the local school board of the school district or the governing body of the charter school for use in reviewing the financial status of the school district or charter school. The department shall develop the forms to be used for the financial reporting required under this section. The forms shall provide for at least the following:

- (1) a report on the budget status of the local school district or charter school, including the approved operating budget for revenues and expenses compared with year-to-date actual revenue and expenses;
- (2) a statement of any budget adjustment requests;
- (3) cash reports, including revenue, expenses, temporary loans and cash balances for operational, state and federal grants, capital outlay and debt service funds;
- (4) voucher reports, including a list of issued warrants or checks;
- (5) reports listing procurement, travel or gas card expenses; and
- (6) Investment reports.

B. School districts and charter schools shall post the reports required under Subsection A of this section on the school district's or charter school's web site.”

OTHER IMPORTANT ITEMS

- Head Administrator name and contact information
- Authorizer: Public Education Commission
- Hours that office is open, particularly during summer
- School Academic Calendar
- Bell Schedule
- Staff Listing with positions
- Student Handbook
- Staff Handbook
- Link to Accountability Dashboard
- Lottery and Enrollment
- Governing Board
 - Contact information – with list kept up-to-date
 - Annual OMA Resolution – or list of dates and locations
 - Meeting Minutes
 - List of Audit and Finance committee members (with contact info)
- Board/School Policies (if not in posted handbooks), particularly Enrollment, Attendance, Discipline, Dispute Grievance, McKinney Vento, Nepotism and Conflict of Interest)
- Charter Contract and Performance Framework