



New Mexico Public Education Commission (PEC)

Governing Body By-Laws Notification Instructions

Purpose:

To notify the Charter Schools Division (CSD) and the Public Education Commission (PEC) of a change in a member of the school's governing body by-laws, which become part of the charter contract as an addendum.

Submission Deadline:

Changes to the Governing Body by-laws do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

Notifications completed 28 days prior to the next PEC meeting will be placed on the next agenda.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this change.

Information provided by the School:

- Fully completed form
- Approved board minutes or certification of the vote taken by the board
- Description of and rationale for the change
- A clean and red-lined copy of the by-laws

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.



New Mexico Public Education Commission (PEC)

Governing Body By-Laws Change Notification Request FORM

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Turquoise Trail Charter School, hereafter "the School," effective on 7/1/2020

Current section & language in by-laws which will be changed or replaced (Can refer to red-line copy provided): Please refer to red-line version

New section & language to change or replace what is provided above (Can refer to red-line copy provided): please refer to red-line version

Effective Date: 3/30/2023

The School's Governing Body By-Laws notification is hereby submitted by:

 Click or tap to enter signature

April 18, 2023 Click or tap to enter a date.

Charter School Representative

Date

School Amendment Approval (electronic signature of governing board chair):

 Click or tap to enter signature

April 19, 2023 Click or tap to enter a date.

Governing Board Chair/President

Date

For PEC/CSD use only

PEC Meeting Date: Click or tap to enter a date.

Agenda:

Regular

Consent

Notification Number: Click or tap here to enter text.

Number of personnel changes in last 12 months: Click or tap here to enter text.

The Governing Body Notification was:

Approved

Denied (see transcript)

Electronic signature of CSD:

CSD

Click to enter signature

Date

Click or tap to enter a date.



CERTIFICATE OF GOVERNING BODY VOTE

This document certifies that on March 30th, 2023 at 5:30PM .m., a meeting of the Governing Body of Turquoise Trail Charter School, a New Mexico public charter school, was held at Turquoise Trail Charter School Governance Council Zoom Platform. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted 5 in favor and 0 opposed to Approve the Bylaws as amended.

The members voting in favor were: Alejandra Rodriguez, Hannah Mazur, Ruth Center, Victoria Schweizer and Sammi Triolo

The members voting in opposition were: None

I, the undersigned, certify that this is a true copy.

Sammi Triolo

Sammi Triolo (Apr 10, 2023 19:34 MDT)

Sammi Triolo

President

**BYLAWS OF
TURQUOISE TRAIL CHARTER SCHOOL
(100 Policy Series Governance Council)**

2022-2023

POLICY 100. Mission and Vision Statements

The Turquoise Trail Charter School Governance Council (“Governance Council”) frames all its decisions affecting the education, operation, and management of our school through the lens of the school’s Mission and Vision Statements.

- A. Mission Statement. Turquoise Trail Charter School (“TTCS” or “school”) serves a diverse community of students and families in a safe and supportive environment fostering communication, collaboration, critical thinking, and creativity. Teaching and learning are researched-based, challenging, data-driven, and relevant to unique student needs and interests.
- B. Vision Statement. Turquoise Trail Charter School aims to construct an innovative environment designed to support high achievement, strong engagement, student well-being and an intentional fostering of community in order to become the academically highest performing Title I school in New Mexico.

Approved 09.27.21

POLICY 101. Equal Opportunity Statement

The Governance Council affirms its commitment to providing equal treatment of all of its students, parents, employees, contractors, or visitors to the campus. Neither the school or the Governance Council shall discriminate against on the basis of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, sexual orientation, gender identity, pregnancy, childbirth or condition related to pregnancy or childbirth, physical or mental handicap or serious medical condition, or any other basis protected by law, with respect to his/her/their rights, privileges, programs, activities, or in the administration of its educational programs, athletics or extracurricular activities.

Approved 09.27.21

POLICY 102. Legal Status, Authority, and Duties of the Governance Council

Turquoise Trail Charter School is authorized to operate as a public charter school by contract (the "Charter") with the New Mexico Public Education Commission ("PEC"), its authorizer, as set forth in the New Mexico Charter Schools Act. The Governance Council is the governing body of the Turquoise Trail Charter School and shall oversee the school in accordance with its Charter with all applicable state and federal statutes, regulations, and policies. The school will be operated for the educational benefit of all children in the school.

The Governance Council is the policy-making body of the school. The Governance Council will exercise leadership primarily through the formulation and adoption of policies. The Governance Council is charged with overseeing implementation of the Charter and incorporated performance standards that address academic success, financial accountability, and legal compliance. The Governance Council's authority and responsibilities include:

- A. Employing a Head Administrator for the school and fixing his/her/their salary. The Head Administrator of the school shall employ, fix the salaries of, assign positions, terminate, and discharge school employees in accordance with the School Personnel Act.
- B. Assign administrative and management functions of the school to the Head Administrator. The Governance Council will not be involved in the daily management of the school.
- C. Approve the annual budget of anticipated income and expenditures, approve the salary schedule for school employees, and direct the preparation of the annual financial audit report as a component unit of the New Mexico Public Education Department's annual audit.
- D. Have the capacity to sue or be sued.
- E. Acquire, dispose of, supervise, and control school property both real and personal.
- F. Contract or authorize to the Head Administrator to contract, when required, for the expenditure of money in accordance with all applicable statutes, regulations, and rules applicable to expenditure of public funds received by the school.
- G. Adopt policies pertaining to the administration of all powers or duties of the Governance Council.
- H. Accept or reject any charitable gift, grant, devise, or bequest not otherwise contrary to law or the terms of the Charter; and
- I. Such other duties and responsibilities as set forth in stated and federal statute, regulation, and policy, which may be adopted from time to time

Approved 09.27.21

POLICY 103. Policies of the Governance Council

- A. Governance by Policy. The Governance Council governs the school by adopting policies that direct the operation of the school and the work of the Governance Council. The Governance Council delegates the authority to determine procedures and regulations necessary to implement the policies of the Governance Council to the Head Administrator who manages the school's operations.
- B. Policy Adoption. No policy may be repealed, adopted, or modified until it has been reviewed at two meetings of the Governance Council where a quorum is present.
- C. Emergency Action. In emergency cases where action must be taken and where an adopted policy does not provide the needed direction, the Head Administrator shall have the power to act, but the decision shall be subject to review by the Governance Council. It shall be the duty of the Head Administrator to inform the Governance Council of such action and of the need for a revised or new policy at the next Governance Council meeting.
- D. Current Policies. It shall be the duty of the Head Administrator to regularly advise the Governance Council on the necessity for policy revisions so that all Governance Council policies are current and compliant with state and federal laws and regulations. It is the duty of the Governance Council to accept or reject or modify the Head Administrator's recommendations in conformance with state and federal laws and, when appropriate, to seek external advice.
- E. Notice to Employees. The Head Administrator shall post written notice to school employees of policy changes made by the Governance Council. Complete, current copies of this Turquoise Trail Charter Schools Policy Handbook shall be available on the school's website and at the schools' main office(s).
- F. Severance. If any section, paragraph, clause, or provision of this policy manual for any reason shall be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this manual or its application to other situations.

Approved 10.25.21

POLICY 104. Methods of Operation/Roles and Responsibilities

The Governance Council exercises authority over the school in accordance with applicable laws. The Head Administrator has executive, supervisory and instructional authority over the school. The Council determines policy and appraises the results achieved in light of the goals of the school.

The Governance Council shall concern itself primarily with broad questions of policy and with the appraisal of results rather than with administrative detail. The application of policies is an administrative task to be performed by the Head Administrator and staff, and they shall be held responsible for the effective implementation of Governance Council policies. The Head Administrator shall be held responsible for communication with the Governance Council, which reporting shall be sufficiently effective to enable the Governance Council to fulfill its functions.

A member of the Governance Council is a public officer but has no power or authority individually. The Charter vests power in the Council, and not in the individual members, and these powers must be exercised by the Governance Council at a public meeting, with action duly recorded in its minutes.

The Governance Council shall not be bound in any way by any action or statement on the part of any individual Governance Council member except when such a statement or action is in pursuance of specific instructions from the Council. Any such instruction shall be given in an open meeting and recorded in the minutes.

The Governance Council recognizes the importance of timely communication among its members and between the Governance Council and the Head Administrator. The Head Administrator or designee will strive to ensure that the Governance Council is given prior notice of matters submitted by members for deliberation at Governance Council meetings.

Approved 11.21.21

POLICY 105. Governance and Training

The Council has a responsibility to become familiar with and to ensure that the school operates in accordance with all applicable statutes, regulations, and its Charter. Members can best serve our school and community by becoming educated about the laws and our Charter. Thus, it is a requirement of every member of the Governance Council to annually complete required training as set forth in statute and the Public Education Department regulations that may be amended from time to time.

Approved 11.21.21

POLICY 106. Organization of Governance Council

- A. Number of Members. The Governance Council is composed of no less than 5 and no more than 11 members. The Governance Council shall determine, at its Annual Meeting, whether the make-up of the Council shall be increased or otherwise changed and notify the PEC accordingly. Notwithstanding, the Governance Council may, at any time it deems appropriate and in the best interest of the School, choose to increase its membership by a majority vote of the Governance Council.
- B. Term of Office. Members are elected for a term of two (2) years beginning the month following the Annual Meeting election of the Governance Council. If a Member fills a vacancy, that Member's term shall be for the balance of the departing Member's term. There shall be no limit on the number of terms served by a Member.
- C. Membership and Qualifications. The Governance Council intends to be a collaborative body and for Members to represent the school-community's diversity. The Governance Council will make every effort to recruit candidates who include a range of different social and ethnic backgrounds, people with language differences, individuals with different sexual orientations, and those with varying socio-economic status, age, and physical abilities to serve the best interests of the school as a whole.

The Governance Council shall also strive to recruit and elect one member from each of the following groups:

- a. Parent of currently enrolled student(s)
- b. Community member who is not a parent

The balance of the Governance Council to be qualified individuals who have experience in business, education, law, finance, accounting, real estate, and such other fields beneficial to the school's mission and the efficient, sound governance of the school. Candidates for positions on the Governance Council shall also be considered based upon their professional or acquired skills, collaborative and problem-solving competence, their ability and willingness to devote substantial time and energy to serving on the Governance Council (including the commitment that each Council member shall regularly participate in the activities of at least one Governance Council committee), and their commitment to acting in the best interests of the school as a whole, rather than for the interests of any particular person or group.

- D. Elections. The Governance Council shall hold public elections annually and in accordance with procedures adopted by the Governing Council that will be posted on the school website. Governance Council members shall be elected on a nonpartisan basis and shall represent all members of our community.
- E. Disqualification/Anti-Nepotism Rule. In no event shall a person be eligible for election to the Governance Council if he/she/they is school employee, spouse of another Governance Council member, a member of a governing body of another charter school, or if the candidate or he/she/they is an immediate family member of a person who is an owner, agent of, contractor

with or otherwise has a financial interest in a for-profit or nonprofit entity with which the school contracts directly, for professional services, goods or facilities. There must be a grace period of 6 months from separation before a former employee may be eligible to serve as a Member of the Governance Council.

- F. Attendance. A member of the Governance Council who will be unable to attend a Governance Council meeting will notify the President and/or Secretary, prior to the meeting.
- G. Vacancies. A vacancy is created by expiration of a Governing Council Member's term and the Member does not choose to run for re-election, or by death, resignation, or removal by a vote of the Governance Council. Out-of-cycle vacancies will be filled by a majority vote of the Governance Council.
- H. Resignations. Any member may resign at any time by delivering a written letter of resignation to the Governance Council President and Secretary. A member shall state his/her intent to resign in writing to the Governance Council President. Resignations shall be effective thirty (30) days from the date submitted. The Governance Council President or designee will report the Member's resignation to the PEC on or before thirty (30) days from the effective date of the resignation. The Council formally encourages council members resigning to provide at least a 30-day notification.
- I. Removal. A Member may be removed as a Governance Council Member by an affirmative vote of the majority of the Governance Council whenever, in its judgment, the best interest of TTCS will be served thereby. Reasons for removal include:
 - a. The seat of any Member may be declared vacant by a majority vote of the remaining members of the Governance Council, if the member misses three (3) consecutive regular meetings and is not in communication as contemplated by paragraph F. The seat of any member of the Governance Council, if the member misses five (5) consecutive regular meetings and is not in communication, shall be automatically deemed vacant thirty days from the date it has been declared vacant by the President which shall be announced in a public meeting.
 - b. If a member violates any policy or procedure adopted by the Governance Council as determined by a majority vote of the Governance Council.
 - c. A majority of the remaining Governance Council members determines that a member is not acting in the best interest or is otherwise obstructing the business of the school or the Governance Council.
 - d. Failure to complete mandatory training.
 - e. Violation of the member's duty of loyalty to the school; or
 - f. Any other ground the Governance Council deems appropriate and in the best interests of the School.

As used in this section, "regular meeting" means the monthly [Business] meetings of the Governance Council, as described in the Annual Resolution.

Approved 11.22.21

POLICY 107. Executive Officers of the Governance Council

- A. Offices. The executive officers of TTCS shall be President, Vice-President, Secretary, and Treasurer, each of whom shall be elected by a majority vote of the Governance Council. The executive officers collectively are referred to as the “Executive Council.” Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Governance Council
- B. Election and Term. All executive officers shall be elected by the Governance Council at its Annual Meeting. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office for two years, until the Member’s successor has been elected, or until the member’s death, resignation, or removal.
- C. Vacancies. A vacancy is created by expiration of the executive officer’s term and the Member does not choose to run for re-election, or by death, resignation, or removal by a vote of the Governance Council. Out-of-cycle Vacancies will be filled by a majority vote of the Governance Council.
- D. Resignation. An executive officer may resign at any time by delivering a written letter of resignation to the Governance Council President and/or the Head Administrator. Such notification of resignation shall be effective upon receipt unless it is specified to be effective at some later date. To facilitate the election of a new executive officer, the Council formally encourages executive officers intending to resign or to decline nomination to provide notice of the executive officer’s intent as much in advance of the Annual Meeting as possible.
- E. Removal. An executive officer may be removed from office by a majority vote of the Governance Council whenever, in its judgment, the best interest of TTCS will be served thereby.
- F. President. The President shall be the principal executive officer of TTCS and, subject to the will of the Governance Council. The president of the Council shall preside at all meetings. She/he shall have the right, as other members of the Council, to make or second motions, to discuss questions, and to vote. The president of the Council may not take any action on behalf of the Council or SCHOOL without prior specific authority from a majority of the Council to do so. All communications addressed to the president shall be considered by him/her for appropriate action, for which consideration may include consulting with legal counsel, and consideration by the Council. The president shall sign legal documents as required by law and perform such other duties as may be prescribed by the Council. It is the president’s responsibility to ensure that Council members uphold their commitments/responsibilities to the school. The president is responsible for compiling the topics for business to be placed on the agenda.
- G. Vice President. The Vice President partners with the President and executive officers in carrying out essential duties. The Governance Council Vice President shall perform the duties of the president in the absence of the president or at the request of the president. In the event

a vacancy occurs in the presidency, the vice-president will act in the capacity of the president until the office has been filled by a vote of the Council membership.

- H. Secretary. The Secretary shall keep the minutes of the Council meetings; ensure that all notices are given in accordance with the provisions of the Charter, Council policies, and as required by law; be custodian of the council records; keep a register of the contact information of each Council member; shall countersign, when required, all authorized contracts, deeds, leases, or other legal instruments; and in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the secretary by the Council. The Council may appoint a designee to assist with the responsibilities of the secretary as described herein, including recording, and transcribing the minutes of the meetings, posting notices and agendas, and preparing packets for the Council's review.
- I. Treasurer. The Treasurer provides direction for the financial management and facilitates the Governance Council in meeting its financial oversight responsibilities. The Treasurer will chair the audit and finance committees; act as liaison between the Council and Budget Committee; be responsible for reports to the Governance Council regarding current financial status at each meeting; assist the school's administrator and business management in budgeting of finances; and in general all duties incident to the office of Treasurer and other such duties as from time to time may be assigned by the Governance Council.
- J. Compensation. The officers shall not be compensated for their services; however, they may be compensated for reasonable expenses in accordance with the New Mexico Mileage and Per Diem Act.
- K. Officers Insurance. The Governance Council may secure officers insurance in excess of the coverage provided by the New Mexico Public School Insurance Authority upon appropriate approval of the Council and if provided for in TTCS's approved budget.

Approved 1.24.22

POLICY 108. Meetings of The Governance Council

- A. Open Meetings Act Compliance. All meetings of a quorum of the Governance Council for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or delegated authority of the Governance Council are declared to be public meetings open to the public at all times. Such meetings shall be held in accordance with the New Mexico Open Meetings Act, NMSA 1978 §§ 10-15-1, *et seq.* (“OMA”).
- B. Annual Resolution. The Governance Council shall determine annually what constitutes reasonable notice of its public meetings and shall pass and distribute a resolution describing what notice will be provided. (“Annual Resolution”) The Annual Resolution shall describe appropriate notice and methods for posting agendas for regular, special, emergency meetings and work sessions of the Governing Council.
- C. Annual Meeting. The Annual Meeting of the Governance Council shall be held for the purpose of electing Executive Council Members when there are vacancies and for the transaction of such other business as may come before the meeting. The Annual Meeting of the Governance Council is separate from the regular meetings and will be scheduled to follow the end of the fiscal year and the beginning of a new school year (typically after June).
- D. Regular Meetings. The Governance Council shall meet at least monthly to conduct public business. The time and place for regular meetings of the Governance Council shall be established each year pursuant to its Annual Resolution. All regular meetings of the Governance Council shall be public, and notice will be provided in accordance with the OMA.
- E. Special Meetings. Special meetings of the Governance Council, for any purpose or purposes, shall be called by the President, or by request of at least two Governance Council members. The request should be made via email to the President.
- F. Emergency Meetings. The President of the Governance Council shall call an emergency meeting only when the topic of said meeting, if not addressed immediately by the Governance Council, will threaten health, safety, or property, or likely result in substantial financial loss to TTCS. The Governance Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the President, or request of at least two Governance Council Members upon twenty-four (24) hours’ notice, unless threat of personal injury or property damage requires less notice. Such meetings will be scheduled, held, and noticed in accordance with the Governance Council’s Annual Resolution. Within 10 days of taking action on an emergency matter, the Governance Council shall report to the New Mexico Attorney General’s Office the action taken and the circumstances creating the emergency, unless this requirement is waived upon the declaration of a state or national emergency.
- G. Executive Session. The Governance Council may close a meeting to the public and enter an executive session only if the subject matter of such discussion or action is exempt from

open meeting requirements of the OMA. The following are justifications for closing a meeting that may affect the business of the Governance Council:

- a. Limited personnel matters which mean the discussion of hiring, promotion, demotion, dismissal, assignment, or resignation of or the investigation or consideration of complaints or charges against any individual public employee.
 - b. Deliberations of a public body in connection with an administrative adjudicatory proceeding.
 - c. Discussion of personally identifiable information about any individual student unless the parent requests otherwise.
 - d. Discussion of sole source purchases exceeding two thousand five hundred dollars (\$2,500).
 - e. Meetings subject to the attorney-client privilege pertaining to threatened or pending litigation.
 - f. Meetings for the discussion of the purchase, acquisition, or disposal of real property by the Governance Council.
- H. Protocol for Executive Sessions. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Governance Council taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure, and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

If the decision to hold a closed meeting is made when the Governance Council is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the Members and to the general public.

Following completion of any closed meeting, the minutes shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

All actions taken as a result of discussion in a closed meeting shall be made by vote of the Governance Council in an open public meeting.

- I. Work Sessions. Meetings of the Governance Council at which no official action will be taken may be called for the purpose of developing the body's strategic plan, formulating draft policies, discussing unique financial considerations or other non-confidential issues as may affect the operations of TTCS. Work sessions may be canceled by the President or by a 2/3 majority of the Council members based on the school's needs. All work sessions of the Governance Council shall be public, and notice will be provided in accordance with the OMA.

- J. Agendas. The President, in consultation with the Head Administrator shall set the Governance Council agendas. A request by another Governance Council member to have an item placed on the agenda must be submitted in writing to the President at least 48 hours prior to the required time the agenda for a particular meeting must be posted. The President or designee shall provide a copy of the agenda and strive to provide all documentation to be considered by the Governance Council at the meeting to each Member at least 72 hours prior to the meeting. The agenda shall be posted for the public in accordance with the OMA and the Annual Resolution.
- K. Consent Agendas. As a means of expediting Governance Council action on agenda items, which the Head Administrator deems to be of a routine nature, the Governance Council authorizes the Head Administrator to establish a consent agenda. All items included on the consent agenda will be acted on with one motion and vote.
- L. Protocol for Consent Agendas. As a means of safeguarding the public interest and the wish of individual Governance Council members to discuss particular consent agenda items, the Governance Council has established the following rules of order with respect to the consent agenda.
- a. Consent agenda items and supporting documents must be clearly identifiable in the Governance Council packet so that the Governance Council and others who review Governance Council materials in advance are knowledgeable of the relative information.
 - b. Once the Governance Council packet is distributed no additional items may be added to the consent agenda.
 - c. At the time the Governance Council is asked to approve the agenda the Governance Council President will afford any Governance Council member the opportunity to remove any item from the consent agenda. All requests will be honored. Items removed would then be discussed after approval of the remaining consent agenda items. Once the items are discussed the Governance Council President will call for a vote on each item pulled and discussed.

Materials concerning consent agenda items may be emailed to council members. In addition, members of the public may request a copy of these and other meeting materials including the meeting agenda from the school office.

M. Minutes and Records.

The Governance Council shall keep written minutes of all its meetings. The minutes of the meetings of the Governance Council shall include:

1. Date, place, and classification of the meeting (regular, work, special or emergency),
2. Call to order stating the time and the name and office of the person presiding,
3. Record of the roll call of Governance Council members,

4. Record of any change to the published agenda,
5. Record of any corrections to the minutes of any previous meetings and the action approving them,
6. Record of any communications, petitions or reports presented to the Board,
7. Record of each motion that provides the substance of the proposals to be considered and placed before the Governance Council and
8. Member making the motion and the member seconding, if any, and
9. Declaration of the person presiding that the motion passed or failed, and
10. Name of each person voting aye or nay on other than unanimous votes.

All reports, resolutions, agreements, and other written documents, which require Governance Council action, shall be referenced in the minutes, and shall be kept on file as part of the permanent record.

All minutes are open for public inspection. Draft minutes should be prepared within ten (10) working days after the meeting and shall be approved, amended, or disapproved at the next business meeting where a quorum is present. Minutes are not official until approved by the Governance Council. The minutes, after approval by the Governance Council, shall be permanently filed and kept in a designated area of the Governance Council's Storage area pursuant to state regulations. They shall be available for inspection (up to at least 5 years) by any citizen at any time via the school website.

Video or audio recording by the Governance Council may only occur for purposes of drafting formal meeting minutes when an assigned scribe is not available. Any video or audio records of the meetings will be erased after approval of the minutes by the Governance Council.

- N. Notice of Meetings. Meeting notices shall state the place, day and hour of the meeting and include an agenda containing a list of specific items of business to be discussed or transacted at the meeting. Except in the case of an emergency, the agenda shall be available to the public and posted on TTCS website at least seventy-two hours (72) hours prior to the meeting.
- O. Place of Meeting. The Governance Council may designate any place as the place of meeting for any annual meeting, regular meeting, or special meeting. If no designation is made, the place of meeting shall be the Turquoise Trail Charter School library.
- P. Recessed Meetings. Recessed meetings of the Governance Council will be rescheduled when necessary to complete the agenda or business remaining from a regular or special meeting.

- Q. Proxies; Telephonic or Video Conferencing. Governance Members must be present at meetings to vote. Voting by proxy is not permitted. The Governance Council may hold its meetings by a means of a telephone or video conferencing or similar communication equipment by which all persons attending the meeting can hear and identify the members of the Governance Council who are attending remotely. A Governance Council member's participation in a meeting under such circumstances shall constitute presence at the meeting.
- R. Motions and Voting. Each Governance Council member including all officers shall have the right to make or second motions, discuss questions and shall be entitled to one (1) vote.
- S. Quorum. A quorum of the Governing Council means a simple majority of the Members in office; that is, vacant positions shall not be counted to establish a quorum. A quorum may be established when members are attending Governing Council meetings by telephone or virtual conferencing.
- T. Manner of Action. Governing Council actions shall be made by majority of the Governance Council Members present at a meeting after a quorum has been established. Decisions requiring more than a majority, shall be governed by Governance Council policies. Each Member in attendance shall be required to cast a vote whether to approve, oppose or to abstain.

Approved 1.24.22

POLICY 109. Public Hearings

The Governance Council will conduct hearings on matters that properly and legally fall within the jurisdiction of the Governance Council. While conducting a hearing, the Governance Council shall not be bound by civil court procedures, but shall abide by procedures enumerated in relevant laws, regulations, or policies, e.g., student expulsion hearings, school personnel discharge or termination hearing as required by the School Personnel Act.

Unless otherwise prescribed by law, prior to the beginning of a hearing, the Governance Council President will explain the procedures to be followed. If attorneys are involved, the Governance Council and the attorneys will agree upon basic procedures before commencement of the hearing.

Approved 1.24.22

POLICY 110. Governance Council Committees

A. Standing Committees. When any standing committee is formed, with members appointed by the president, its duties and responsibilities shall be determined by the Governance Council prior to the beginning of its work. Standing committees and committees established with the design to serve longer than a 12-month duration are subject to annual Governance Council review, at which time dissolution and/or re-appointment of committee membership may be considered by majority vote of the Governance Council. The following committees are established by statute:

1. Finance Committee. The Governance Council shall appoint at least two members of the Council as a finance subcommittee to assist the Council in carrying out its budget and finance duties. The finance subcommittee shall make recommendations to the Governance Council in the following areas:
 - financial planning, including reviews of the school district's revenue and expenditure projections.
 - review of financial statements and periodic monitoring of revenues and expenses.
 - annual budget preparation and oversight
 - oversight of procurement.
 - serve as an external monitoring committee on budget and other financial matters.
2. Audit Committee. The Governance Council shall appoint an audit committee that consists of two Council members, one volunteer member who is a parent of a student attending the school and one volunteer member who has experience in accounting or financial matters. The Head Administrator and the business manager shall serve as ex-officio members of the committee. When the number of Council members exceeds five the Council may appoint more than two Council members to its audit committee. The audit committee shall:
 - evaluate the request for proposal for annual financial audit services.
 - recommend the selection of the financial auditor.
 - attend the entrance and exit conferences for annual and special audits.
 - meet with external financial auditors at least monthly after audit field work begins until the conclusion of the audit.
 - be accessible to the external financial auditors as requested to facilitate communication with the Council and the School Administrator

- B. Ad Hoc Committees of the Council. Ad hoc committees of the Governance Council may be formed for fact finding and study, the members to be appointed by a full vote of the Governance Council with enumerated goals, and a structure. The duties and responsibilities of the committee and a tentative calendar for completion of its work shall be established at the time of each committee's creation. The committee will be considered dissolved upon submission of a final report or recommendation.
- C. Committee Structure. Committees shall be chaired by a member of the Governance Council, unless otherwise decided by the Governance Council. All other membership shall be left to the discretion of the Committee chair and the Vice-President, unless otherwise specified by the Governance Council.

For all Committees, the Governance Council shall identify:

- Committee Name
- Committee Type (Standing or Ad-Hoc)
- Purpose of Committee
- Timeline

All Committees shall register the following with the Governance Council Secretary:

- Name of Chair
- Membership

Approved 1.24.22

POLICY 111. Parliamentary Procedures

- A. Purpose of Rules. The Governance Council uses rules of procedure for its meetings in order to:
- Enable meetings to proceed efficiently.
 - Give equal opportunity for all Council members to participate fully in decision making.
 - Allow decisions to be made on the merits as determined by the voted conviction of a majority rather than from a manipulation of the procedural rules.
- B. Rudimentary Actions. The President is authorized to declare the Governance Council's approval of the minutes, the agenda and adjournment when it is evident that no change or objection is being proposed. Similarly, the President may declare a recess or rule a motion out of order. After the agenda has been approved by the Governance Council, it must be followed unless a motion to consider something out of order is approved by a majority vote. The maker of a motion shall have the right to withdraw the motion at any time prior to its being voted upon.
- C. Robert's Rules of Order. The rules contained in the most recent edition of Robert's Rules of Order shall govern meetings of the Governance Council when not inconsistent with the Governance Council's policies or any special rules of order the Governance Council may adopt.

Approved 1.24.22

POLICY 112. Order of Business

The Governance Council's order of business will generally include the following elements and in the format outlined below. The order of the elements on the agenda may be changed or amended by a majority vote of the Governance Council.

Call to Order – Open Session

Roll Call

*VOTE – Agenda

*VOTE – (Previous) Business or Special Meeting Minutes

Consent Agenda

*BARs

*Disbursements

*Checks over \$50,000

*Other

Public Forum

Presentation of Reports

Business Office

HA's Report

Principal Reports/Staff Reports

Committee/Council Reports

Old Business (add items to be discussed)

New Business (add items to be discussed)

Executive Session (when applicable)

Adjournment of Meeting

*Indicates that the Governance Council may vote on these items.

Approved 5.9.22

POLICY 113. Governance Council Self-Evaluation

Once a year, at the Annual Meeting, the Governance Council shall conduct a self-evaluation and set goals for itself and the Head Administrator.

Approved 5.9.22

POLICY 114. Governance Council Members' Relatives Doing Business with the School

- A. Purpose. It is the intent of the Governance Council to allow lawful, open, and fair bidding for all vendors wishing to do business with TTCS and to comply with all applicable statutes, rules and policies governing conflict of interests.
- B. Ineligibility to serve. A candidate for an open seat on the Governance Council shall be ineligible to serve if the candidate or a member of his/her immediate family member is an owner, agent of, contractor with TTCS or otherwise has a financial interest in a business with which TTCS contracts.
- C. Participation in Action of the Governance Council. When a Governance Council member or his/her immediate family member is an owner, agent of, contractor with or otherwise has a financial interest in a business with which the school is contracting:
 - 1. The member shall not participate in the discussion or vote regarding the award of the contract, nor participate in the discussion or vote regarding payment or administration of the contract.
 - 2. The Governance Council member's conflict of interest shall be disclosed prior to any action on the contract at issue.
- D. "Immediate Family" means, spouse, domestic partner, children, parents, in-laws, brothers, or sisters.
- E. "Financial Interest" means holding a position in a business as officer, director, trustee, or partner, or holding any position in management or ownership of more than five per cent (5%) interest in the business.

Approved 5.9.22

POLICY 115. Conflict of Interest Policy; Gifts; Nepotism; Misuse of Position

A. Definitions.

- a. "Conflict of Interest" means whenever a Council member permits the prospect of direct or indirect financial gain to the member personally, to a Family Member, or Affiliated Person, to improperly influence the Council member's judgment or actions when acting as a member of the Council. For example, a Conflict of Interest exists when a Council member, that member's Family Member, or an Affiliated Person has a financial interest in an entity with which the School does business.
- b. "Family Member" means father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law.'
- c. "Affiliated Person" means someone who has a substantial interest in a business owned by a Council member and who may use the affiliation to influence the Council member's actions related to School business.
- d. "Substantial Interest" means an ownership that is greater than twenty percent.
- e. "Financial Interest" means an ownership interest held by the Council member, a Family Member, or an Affiliated Person in a business that contracts with the School for real or personal property, or any employment or prospective employment for which negotiations have already begun.

B. Disclosure/Annual Statement. Each Council Member agrees to complete and sign a Conflicts of Interest Disclosure Statement prior to accepting a position on the Council. In addition to the initial disclosure statement, Council Members shall annually update the disclosure statement and shall otherwise immediately notify the Council President and the Head Administrator when a Member becomes aware that an actual or potential conflict may exist.

C. Recusal from Voting. To avoid Conflicts of Interest and the appearance of impropriety, Council members shall not participate in open meeting discussion, closed session deliberations, or votes relating to the discipline of him/her/their self or any transaction between the Council or TTCS and a Family Member, an Affiliated Person, or business with which the Council member has a Financial Interest.

D. Evaluating Conflicts by Council. The Head Administrator shall not authorize (by approval of a purchase order or otherwise) or enter into any proposed transaction where an actual or apparent Conflict of Interest exists affecting a Council member unless and until the transaction has first been evaluated and approved by the Council. Each Council member shall be responsible for disclosing to the Governance Council and the Head Administrator the existence of any such direct or indirect interest in a contract under consideration by TTCS or the Council. Failure to make such disclosure shall be grounds for voiding the transaction at the discretion of the Council. The Head Administrator shall be entitled to rely on the members' annual disclosure statements when determining whether entering a vendor contract may present a potential Conflict of Interest.

- E. Violations by Council Members. Upon discovery of a possible infraction of the Council's Conflict of Interest Policy, the discovering party is required to immediately notify the Council President and the Head Administrator. The potential infraction will be discussed at the next Governing Council meeting. If the Council decides that a Council member has violated this policy or any conflict-of-interest laws or rules or has otherwise abused or attempted to abuse his or her position on the Council, the Council shall recommend appropriate action and act promptly to rectify the conflict.
- F. Payments to Council Members. There shall be no remuneration or mileage payments made to Council members for attendance at regular, special, or emergency Council meetings, held at the regular location of the Council or if Council meetings are held virtually. Council members may be compensated for meetings or other, Council-approved, TTCS-related events in accordance with the New Mexico Per Diem and Mileage Act.
- G. Gifts and Gratuities. Members of the Council shall neither solicit nor accept personal gratuities, favors, nor anything of monetary value from contractors or vendors with whom Council or Turquoise Trail Charter School are doing business, or who are attempting to sell goods or services to the School. This policy does not preclude acceptance of food or drink of a social nature or participation in a social event. Council members should notify the President as soon as practical if the member has been offered a gift by a third-party doing business with the school, including with but without limitation, a parent or guardian of a student attending the School.
- H. Nepotism. As provided in New Mexico Statutes, 1978 § 22-8B-10, neither the Head Administrator nor Council shall initially employ or approve the initial employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, of a member of the Governance Council or the Head Administrator. The Governance Council shall carefully consider the potential impact on the integrity, efficiency, discipline, and public perception in the employment of a candidate for the Head Administrator's position of any person who is the parent or family member of a student or School employee.

Approved 7.25.22

POLICY 116. Confidentiality

Confidential information may be disclosed to individual Governance Council members and/or the Governance Council as a whole pertaining to, but not limited to, the following:

1. Matters discussed in executive session.
2. Personnel matters.
3. Pending or threatened litigation involving Turquoise Trail Charter School and/or the Governance Council.
4. Attorney-client communications.
5. Student suspension, expulsion, or discipline; and
6. School security.

Governance Council Members shall only obtain and, thereafter, discuss or disclose confidential information in connection with legitimate school business and only with individuals with a legitimate right to know. The Council Member's obligation to maintain confidentiality survives termination of the member's tenure on the Governance Council.

Approved 7.25.22

POLICY 117. Waiver of Nepotism Rule for the Head Administrator Role

As provided in New Mexico Statutes, 1978 § 22-8B-10, the Head Administrator shall not initially employ or approve the initial employment in any capacity of person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, of a member of the Governance Council or the Head Administrator.

The Council may waive the nepotism rule for Family Members of the Head Administrator; however, such waiver must be conducted in a public meeting after full disclosure by the Head Administrator, prior to hiring the Head Administrator's Family Member. The Head Administrator shall present the following information to the Governance Council during a public meeting at which he/she/they is presenting a request for waiver of the nepotism rule:

- Family member's qualifications for the position.
- All efforts undertaken by the Head Administrator to fill the position with other qualified candidates.
- If there are other qualified candidates, an explanation of the objective criteria used to evaluate the candidates and why the family member is the best qualified.
- How the family member will be supervised and evaluated; and
- How the Head Administrator will address staff concerns of favoritism when and if they arise.

A contract entered by the Head Administrator with a Family Member before approval of the required waiver by the Governing Council may be rendered void as contrary to law and these policies.

Approved 7.25.22

POLICY 118. Code of Ethics of the Governance Council

The members of the Turquoise Trail Charter School Governance Council recognize that they hold authority as Members of the Governance Council, not as individuals. To make a clear public statement of its philosophy of service to the students of the Turquoise Trail Charter School, the Governance Council adopts the following Code of Ethics:

Each Member of the Turquoise Trail Charter School Governance Council shall:

1. Uphold and enforce all laws, Governance Council policies, and any court orders pertaining to schools. Desired changes shall only be brought about through legal and ethical procedures.
2. Make decisions in terms of the educational welfare of children and to seek, develop and maintain a school where students are engaged in a culturally and linguistically responsive education that meets the social, emotional, and academic needs of all students.
3. Ensure that there is no place for discrimination at our school including, but without limitation, discrimination based on physical or mental ability, race, color, ancestry, serious medical condition, ethnicity, creed, sex, gender identity, sexual orientation or preference, religion, pregnancy, childbirth, or condition related to pregnancy or childbirth or social standing.
4. Confine Governance Council action to policymaking, planning, and evaluation; to help to frame policies and plans only after the Governance Council has consulted those who will be affected by them.
5. Carry out the responsibility of policymaking, planning, and evaluation; not to administer the school, but to see that it is well run.
6. Recognize that an individual Governance Council member has no authority to make personal promises, to take private action that may compromise the Governance Council, or to use the school for personal gain or for the gain of friends or relatives.
7. Hold confidential all matters pertaining to the schools, that if disclosed, would needlessly injure individuals or the school. But in all other matters, provide accurate information and in concert with fellow Governance Council members, interpret to the staff the aspirations of the community for its school.
8. Support and protect school personnel in the proper performance of their duties.
9. Refer all complaints to the Head Administrator and act on such complaints at public meetings only after failure of an administrative solution.

Approved 7.25.22

POLICY 119. Liability Protections

TTCS shall provide a defense and pay related costs on behalf of a Governing Council Member when liability is sought against the Governing Council Member for (1) a tort alleged to have occurred while acting within the scope and course of the Governing Council's duties as a Member of the Governing Council; or (2) if liability is sought for violation of a person's property rights or any rights, privileges or immunities secured by the United States' or New Mexico Constitution and the law as of New Mexico including the New Mexico Civil Rights Act when alleged to have been committed within the Member's course and scope of his/her duties as a Governing Council Member. The School will pay a final settlement approved by the Governing Council, or any final judgment, including awards of punitive or exemplary damages and attorney fees assessed in such matters, if not covered by the school's insurance provider.

The school may recover from the Governing Council member all costs of defense, judgments, or final settlements if it is shown that the Governing Council member acted fraudulently or with actual malice that resulted in bodily injury, wrongful death or property damage and such action resulted in the final settlement or judgment to the extent permitted by law.

Approved 7.25.22

POLICY 120. Access to Legal Council

Legal counsel for the Turquoise Trail Charter School is appointed to serve the Governance Council. The Governance Council President and/or Head Administrator are authorized to consult with the Governance Council's attorney(s) as needed. In the event of any dispute between the Head Administrator and the Governance Council, it shall be clearly understood that the Governance Council's attorney(s) shall continue to represent the school through the Governance Council. From time to time, other Governance Council members may be authorized to consult with counsel as designated by the Governance Council President.

If the Head Administrator and Governance Council President refuse to consult with the Governance Council's legal counsel on a matter raised by at least two members of the Governance Council, the attorney(s) shall respond to a request for information made in writing to the firm by the two members. The response from the attorney(s) shall be made available to the Head Administrator and/or Governance Council President and distributed to all members of the Governance Council except when to do so would jeopardize the attorney client privilege on matters of pending or threatened litigation.

Copies of written responses from legal counsel must be provided to all Governance Council members except in circumstances that may jeopardize the legal position of the school. All advice received from the attorney(s) is privileged under the attorney-client privilege and all recipients of such advice and the written memoranda thereof shall keep such information confidential. No matter deemed attorney-client privilege shall be shared with a third person, including, but without limitation family members.

No employee may consult the Governance Council's legal counsel without permission of the Head Administrator and advance prior notice to legal counsel.

Approved 7.25.22

POLICY 121. Governance Council Protocols on Roles and Lines of Communication

The Turquoise Trail Charter School Governance Council, in the interests of clarifying the roles of the Governance Council, individual Governance Council members, and the administration, and to establish appropriate lines of communications according to such roles, adopts the following principles:

A. Communications between the Governance Council and the Head Administrator

- The work of the school is best pursued when information is shared among the Governance Council members and the Head Administrator.
- The authority of the Governance Council lies with the Governance Council as a whole, and not with individual members of the Governance Council.
- Individual Governance Council members should avoid direct involvement in administrative matters, but rather should refer them to the administration.
- The Head Administrator is the point person for all communications and distribution of information between the Governance Council and the administration.
- The Governance Council's objectives and concerns should be communicated from the Governance Council to the administration exclusively through the Head Administrator.
- It is the Head Administrator's job to prioritize and implement the Governance Council's objectives and concerns.
- If the Head Administrator is to pursue the Governance Council's priorities efficiently, the Head Administrator's attention and resources must not be diverted by individual Governance Council members without the assent of the entire Governance Council.
- It is the Head Administrator's responsibility to bring administrative problems and concerns to the attention of the Governance Council.

B. Governance Council Members' Communications with parents, employees, and other constituents:

- Governance Council duties involve both "legislative" and "adjudicative" functions and individual member's authority to communicate with constituents differs depending on the nature of the matter to be addressed.
- Governance Council duties usually involve legislative functions in which the Governance Council determines overall directions and policies or makes rules in areas of school business such as financial and budgetary policies, curricular and academic policies, employment and personnel policies, disciplinary policies, etc.

- The Governance Council and individual Governance Council members may and should be open to discussions with employees, parents, and other constituents at any time concerning current or proposed policy matters or actions by the Governance Council in establishing such policies and overall direction of the school. In such discussions, the Governance Council Member must be mindful of his/her duty of loyalty to school and Governance Council and to not express opinions that are contrary to adopted policies of the Governance Council unless he/she/they is clear during such discussion that his/her/their opinion is not that of the Governance Council as a whole.
- Governance Council duties also encompass adjudicative functions in which the Governance Council must review administrative decisions or make final determinations concerning the rights and obligations of individual students or employees, including disciplinary or employment matters, that will or may become the subject of a hearing before the Governance Council.
- Such adjudicative matters may be addressed, by interested parties, only to the Governance Council as a whole in the context of a Governance Council meeting convened to hear such matters.
- Individual Governance Council members should strictly avoid involvement in any discussions concerning such adjudicative matters, regardless of whether such discussions are with persons who have a direct interest in the outcome of such matters, and regardless of whether such discussion is sought before, during or after Governance Council adjudication.
- With respect to parents, employees, or other constituents who approach an individual Governance Council member with issues of their individual concern - including student academic, extra-curricular or disciplinary matters, or employee performance or disciplinary matters - Governance Council members are to direct such persons to the Head Administrator for resolution, rather than becoming directly involved in such matters themselves.
- If a parent, employee, or other constituent has pursued an issue following the school's grievance process outlined in policy, and remains dissatisfied, he or she or an individual Governance Council member may request that the Head Administrator or Governance Council President place the matter on the agenda for a meeting of the Governance Council, which, considering legal and policy requirements, determine how to consider the matter.

Approved 9.12.22

POLICY 122. Governance Council Head Administrator Relations

The development and issuance of policies is the most important function of the Governance Council, and the execution of those policies is the function of the Head Administrator. The Head Administrator manages the school within established policies and is held accountable for results by the Governance Council.

The Governance Council shall require the Head Administrator to maintain state mandated instructional programs and those identified to meet the educational needs of all Turquoise Trail Charter School students.

The Governance Council shall hold the Head Administrator responsible for the efficient administration and supervision of Turquoise Trail Charter School.

The Governance Council, in cooperation with the Head Administrator, shall appraise and evaluate the results of the educational process and routinely evaluate the Charter goals, performance frameworks in the Turquoise Trail Charter School annually.

Approved 9.12.22

POLICY 123. Head Administrator Evaluation

- A. **Policy Intent.** This policy adopted by the Governance Council affirms that the Head of School shall be evaluated annually using the process described in this policy. The intent of this policy is to provide the Head of School clear direction by the Governance Council in the form of annual goals and feedback from the Governance Council on the Governance Council's perceptions of the Head of School's performance as the leader of the school. The Head Administrator's evaluation shall inform, however shall not be the sole determining factor for contract renewal and reemployment decisions. It is the intent of the Governance Council to provide the Head of School an opportunity to be a full participant in this process.
- B. **Governance Council Goals of the Head of School.** The Head of School's evaluation process shall provide the Governance Council an opportunity to approve broad general goals annually that the Head of School shall respond to in the form of a set of objectives which are specific, measurable attainable, realist and timely In these SMART objectives the Head of School shall outline the measurable results the Head of School anticipates achieving in relation to each of the goals set by the Governance Council.
- C. **Annual Evaluation Cycle.** The evaluation process has the following components that the Governance Council will make best efforts to timely meet and implement.

April Meeting: At the April Governance Council meeting of each year in executive session, the Head of School shall be provided feedback by the Governance Council that will either provide for the renewal of the Head of School's contract or the Governance Council shall serve notice that the Head of School will not be reemployed. The Governance Council shall provide the Head of School written feedback which shall consist of the completion of a formal written evaluation using the form that is adopted as an addendum (Addendum A) to this policy.

June Meeting: A goal setting retreat shall be conducted where the Governance Council shall identify goals for the school which the Head of School shall be responsible for implementing. These Goals shall become part of the evaluation form (Addendum A) which shall be updated each year to incorporate the new or revised goals.

July Meeting: The Governance Council shall formally approve the goals it wishes to have the Head of School address during the coming year. The Head of School shall then develop objectives which are specific, measurable, attainable, realistic, and timely to accomplish those goals.

September Meeting: The Governance Council at the September Governance Council meeting shall conduct an informal first quarter review of the Head of School's SMART objectives. This meeting shall be an executive session. Randomly selected 360 feedback shall be shared.

December Meeting: The Governance Council at the December Governance Council meeting shall conduct an informal second quarter review of the Head of School's SMART objectives. This meeting shall be an executive session. Randomly selected 360 feedback shall be shared.

March Meeting: The Governance Council at the March meeting shall conduct an informal third quarter review of the Head of School's SMART objectives. This meeting shall be an

executive session. Within one week following the March meeting the President of the Governance Council shall distribute to all Governance Council members a copy of the Head of School's evaluation form (Addendum A) for each Governance Council member to individually complete and return to the Governance Council President.

- D. **360 Feedback on the Head of School's Performance**. This data shall be solicited using the Leadership Practices Inventory (LPI) or questions established by the Head Administrator Evaluation Committee. The President of the Governance Council shall have these materials compiled, and these data shall be used as a component of the informal evaluations conducted each quarter.

Approved: 9.12.22

POLICY 124. Governance Council Staff Representatives

The Turquoise Trail Charter School Governance Council shall have representatives from both the Elementary School and the Middle School. No more than three (3) total Staff Representatives shall serve at one time.

- Elementary School: No more than two (2) and no less than one (1)
 - Middle School: No more or less than one (1)
- A. Selection process. Staff representatives will be selected through a peer voting process approved by the Governance Council at least one meeting cycle prior to the beginning of the election. The election process for Staff Representatives shall begin at an agreed upon date at the Governance Council meeting approximately six (6) months in advance of the beginning of the election.
- B. Terms of Service. Staff Representatives are elected for a term of two (2) years.
- If a Staff Representative wishes to resign before their term of two (2) years is finished, they must do so in writing and a new representative must be found not later than 60 days after the resignation. The interim representative respective school principal (elementary or middle) and shall serve for the remainder of the term of the Staff Representative whom they replaced.
 - If a Staff Representative misses more than two (2) meetings without communication with the Board President, this will be considered a resignation.
- C. Duties. The Staff Representative will act as a faithful steward of the mission of the school and will always assume a problem-solving approach to their service in this position. The Staff Representative will communicate in good faith the prevailing position(s) of the staff on any given issue up for discussion or vote at the Governance Council and must abide by the same ethical standard and norms of conduct as Voting Members.

In addition, their duties regarding communication with faculty and staff shall include, at a minimum:

- Prior to the GC Meetings the Staff Representatives will:
 - Communicate to the school staff the meeting times and agendas of the Governing Board Meetings.
 - Check with staff they represent what needs to be reported in the staff update portion of the meetings.
- During the GC Meetings
 - Report to the board at the Business Meetings all matters relevant to the staff of their respective school (elementary or middle).

Continued.

- After the GC Meetings
 - Report to the staff a summary of what was discussed and what occurred (action items) during the business meeting no later than ten (10) days after the meeting.

Approved 6.27.22