

POLICY 100. Mission and Vision Statements

The Multilingual International School Governing Body (“Governing Body”) frames all its decisions affecting the education, operation, and management of our school through the lens of the school’s Mission and Vision Statements.

- The mission of The Multilingual International School is to achieve multicultural inclusion and equitable, culturally relevant learning for all students who attend the school or participate in the language programs. The Multilingual International School’s mission is to provide excellence within the International Baccalaureate (IB) Curriculum framework aligned with New Mexico Academic Content Standards.
- The Multilingual International School team envisions that all students who attend the school or participate in the language programs will receive a holistic education that prioritizes academic achievement and the development of self-awareness, values, and emotional well-being. The school aims to foster problem-solving skills as well as promote empathy so that students can become responsible global citizens.

POLICY 101. Equal Opportunity Statement

The Governing Body affirms its commitment to providing equal treatment of all of its students, parents, employees, contractors, or visitors to the campus. The Multilingual International School, including the Governing Body, shall not discriminate an individual on the basis of race, age, religion, color, national origin, ancestry, sex, physical or exceptionalities, neurodivergence, serious medical condition, sexual orientation, gender identity, pregnancy, childbirth or condition related to pregnancy or childbirth, or any other basis protected by law, with respect to their rights, privileges, programs, activities, or in the administration of its educational programs, athletics or extracurricular activities.

POLICY 102. Legal Status, Authority, and Duties of the Governing Body

The Multilingual International 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 Governing Body is the governing body of the The Multilingual International 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 Governing Body is the policy-making body of the school. The Governing Body will exercise leadership primarily through the formulation and adoption of policies. The Governing Body is charged with overseeing implementation of the Charter and providing

accountability for performance standards that address academic success, financial accountability, and legal compliance. The Governing Body's authority and responsibilities include:

- Employing a Head Administrator for the school and determining their salary.
- The Governing Body will not be involved in the daily management of the school. The Head Administrator of the school shall employ, set the salaries of, assign positions, terminate, and discharge school employees in accordance with the School Personnel Act.
- 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.
- Contract or authorize the Head Administrator to contract, when required, for the implementation of school functions in accordance with all applicable statutes, regulations, and rules applicable to expenditure of public funds received by the school.
- Adopt policies pertaining to the administration of all powers or duties of the Governing Body.
- Such other duties and responsibilities as set forth in stated and federal statute, regulation, and policy, which may be adopted from time to time

POLICY 103. Policies of the Governing Body

- **Governing by Policy.** The Governing Body governs the school by adopting policies that direct the operation of the school and the work of the Governing Body. The Governing Body delegates the authority to determine procedures and regulations necessary to implement the policies of the Governing Body to the Head Administrator who manages the school's operations.
- **Policy Adoption.** No policy may be repealed, adopted, or modified until it has been reviewed at three meetings of the Governing Body where a quorum is present.
- **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 Governing Body. It shall be the duty of the Head Administrator to inform the Governing Body of such action and of the need for a revised or new policy at the next Governing Body meeting.
- **Current Policies.** It shall be the duty of the Head Administrator to regularly advise the Governing Body on the necessity for policy revisions so that all Governing Body policies are current and compliant with state and federal laws and regulations. It is the duty of the Governing Body 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.

- Notice to Employees. The Head Administrator shall post written notice to school employees of policy changes made by the Governing Body. Complete, current copies of this The Multilingual International Schools Policy Handbook shall be available on the school's website and at the schools' main office(s).
- 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.

POLICY 104. Methods of Operation/Roles and Responsibilities

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

The Governing Body 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 Governing Body policies. The Head Administrator shall be held responsible for communication with the Governing Body, whose reporting shall be sufficiently effective to enable the Governing Body to fulfill its functions.

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

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

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

POLICY 105. Governing and Training

The Governing Body 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 Governing Body to annually complete required training as set forth in statute and the Public Education Department regulations that may be amended from time to time.

POLICY 106. Organization of Governing Body

- Number of Members. The Governing Body is composed of five (5) members. The Governing Body shall determine, at its Annual Meeting, whether the make-up of the Governing Body shall be changed and notify the PEC accordingly. Notwithstanding, the Governing Body 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 Governing Body.
- Term of Office. Members are elected for a term of three (3) years beginning the month following the Annual Meeting election of the Governing Body. 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.
- Membership and Qualifications. The Governing Body intends to be a collaborative body and for Members to represent the school-community's diversity. The Governing Body 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 Governing Body shall also strive to recruit and elect one member from each of the following groups:

- Parent of currently enrolled student(s)
- Community member who is not a parent
- Academic with knowledge of current research in teaching culturally diverse students
- The balance of the Governing Body 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 Governing Body 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

Governing Body (including the commitment that each Governing Body member shall regularly participate in the activities of at least one Governing Body 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.

- Elections. The Governing Body shall hold public elections annually and in accordance with procedures adopted by the Governing Body that will be posted on the school website. Governing Body members shall be elected on a nonpartisan basis and shall represent all members of our community.
- Disqualification/Anti-Nepotism Rule. In no event shall a person be eligible for election to the Governing Body if they are a school employee, spouse of another Governing Body member, a member of a governing body of another charter school, or if the candidate is an immediate family member of a person who is an owner, agent of, a contractor with 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 Governing Body.
- Attendance. A member of the Governing Body who will be unable to attend a Governing Body meeting will notify the President and/or Secretary, prior to the meeting.
- Vacancies. A vacancy is created by expiration of a Governing Body 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 Governing Body. Out-of-cycle vacancies will be filled by a majority vote of the Governing Body.
- Resignations. Any member may resign at any time by delivering a written letter of resignation to the Governing Body President and Secretary. A member shall state his/her intent to resign in writing to the Governing Body President. Resignations shall be effective thirty (30) days from the date submitted. The Governing Body 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 governing body formally encourages members resigning to provide at least a 30-day notification.
- Removal. A Member may be removed as a Governing Body Member by an affirmative vote of the majority of the Governing Body whenever, in its judgment, the best interest of The Multilingual International School will be served thereby. Reasons for removal include:
 - The seat of any Member may be declared vacant by a majority vote of the remaining members of the Governing Body, 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 Governing Body, 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.

- If a member violates any policy or procedure adopted by the Governing Body as determined by a majority vote of the Governing Body.
- A majority of the remaining Governing Body members determines that a member is not acting in the best interest or is otherwise obstructing the business of the school or the Governing Body.
- Failure to complete mandatory training.
- Violation of the member's duty of loyalty to the school; or
- Any other ground the Governing Body deems appropriate and in the best interests of the School.

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

POLICY 107. Executive Officers of the Governing Body

- **Offices.** The executive officers of The Multilingual International School shall be President, Vice-President, Secretary, and Treasurer, each of whom shall be elected by a majority vote of the Governing Body. The executive officers collectively are referred to as the "Executive Governing Body." Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Governing Body
- **Election and Term.** All executive officers shall be elected by the Governing Body 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.
- **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 Governing Body. Out-of-cycle Vacancies will be filled by a majority vote of the Governing Body.
- **Resignation.** An executive officer may resign at any time by delivering a written letter of resignation to the Governing Body 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 Governing Body 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.

- Removal. An executive officer may be removed from office by a majority vote of the Governing Body whenever, in its judgment, the best interest of The Multilingual International School will be served thereby.
- President. The President shall be the principal executive officer of The Multilingual International School and, subject to the will of the Governing Body. The president of the Governing Body shall preside at all meetings. She/he shall have the right, as other members of the Governing Body, to make or second motions, to discuss questions, and to vote. The president of the Governing Body may not take any action on behalf of the Governing Body or SCHOOL without prior specific authority from a majority of the Governing Body 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 Governing Body. The president shall sign legal documents as required by law and perform such other duties as may be prescribed by the Governing Body. It is the president's responsibility to ensure that Governing Body members uphold their commitments/responsibilities to the school. The president is responsible for compiling the topics for business to be placed on the agenda.
- Vice President. The Vice President partners with the President and executive officers in carrying out essential duties. The Governing Body 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 Governing Body membership.
- Secretary. The Secretary shall keep the minutes of the Governing Body meetings; ensure that all notices are given in accordance with the provisions of the Charter, Governing Body policies, and as required by law; be custodian of the governing body records; keep a register of the contact information of each Governing Body 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 Governing Body. The Governing Body 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 Governing Body's review.
- Treasurer. The Treasurer provides direction for the financial management and facilitates the Governing Body in meeting its financial oversight responsibilities. The Treasurer will chair the audit and finance committees; act as liaison between the Governing Body and Budget Committee; be responsible for reports to the Governing Body 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 Governing Body.

- 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.
- Officers Insurance. The Governing Body may secure officers insurance in excess of the coverage provided by the New Mexico Public School Insurance Authority upon appropriate approval of the Governing Body and if provided for in The Multilingual International School's approved budget.

POLICY 108. Meetings of The Governing Body

- Open Meetings Act Compliance. All meetings of a quorum of the Governing Body 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 Governing Body 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").
- Annual Resolution. The Governing Body 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 Body.
- Annual Meeting. The Annual Meeting of the Governing Body shall be held for the purpose of electing Executive Members when there are vacancies and for the transaction of such other business as may come before the meeting. The Annual Meeting of the Governing Body 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).
- Regular Meetings. The Governing Body shall meet at least monthly to conduct public business. The time and place for regular meetings of the Governing Body shall be established each year pursuant to its Annual Resolution. All regular meetings of the Governing Body shall be public, and notice will be provided in accordance with the OMA.
- Special Meetings. Special meetings of the Governing Body, for any purpose or purposes, shall be called by the President, or by request of at least two Governing Body members. The request should be made via email to the President.
- Emergency Meetings. The President of the Governing Body shall call an emergency meeting only when the topic of said meeting, if not addressed immediately by the Governing Body, will threaten health, safety, or property, or likely result in

substantial financial loss to The Multilingual International School. The Governing Body will avoid emergency meetings whenever possible. Emergency meetings may be called by the President, or request of at least two Governing Body 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 Governing Body's Annual Resolution. Within 10 days of taking action on an emergency matter, the Governing Body 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.

- Executive Session. The Governing Body 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 Governing Body:
 - 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.
 - Deliberations of a public body in connection with an administrative adjudicatory proceeding.
 - Discussion of personally identifiable information about any individual student unless the parent requests otherwise.
 - Discussion of sole source purchases exceeding two thousand five hundred dollars (\$2,500).
 - Meetings subject to the attorney-client privilege pertaining to threatened or pending litigation.
 - Meetings for the discussion of the purchase, acquisition, or disposal of real property by the Governing Body.
 - 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 Governing Body 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 Governing Body 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 Governing Body in an open public meeting.

- Work Sessions. Meetings of the Governing Body 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 The Multilingual International School. Work sessions may be canceled by the President or by a 2/3 majority of the members based on the school's needs. All work sessions of the Governing Body shall be public, and notice will be provided in accordance with the OMA.
- Agendas. The President, in consultation with the Head Administrator shall set the Governing Body agendas. A request by another Governing Body 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 Governing Body 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.
- Consent Agendas. As a means of expediting Governing Body action on agenda items, which the Head Administrator deems to be of a routine nature, the Governing Body 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.
- Protocol for Consent Agendas. As a means of safeguarding the public interest and the wish of individual Governing Body members to discuss particular consent agenda items, the Governing Body has established the following rules of order with respect to the consent agenda.
 1. Consent agenda items and supporting documents must be clearly identifiable in the Governing Body packet so that the Governing Body and others who review Governing Body materials in advance are knowledgeable of the relative information.
 2. Once the Governing Body packet is distributed no additional items may be added to the consent agenda.
 3. At the time the Governing Body is asked to approve the agenda the Governing Body President will afford any Governing Body 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 Governing Body President will call for a vote on each item pulled and discussed. Materials concerning consent agenda items may be emailed to body

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.

- Minutes and Records.

The Governing Body shall keep written minutes of all its meetings. The minutes of the meetings of the Governing Body 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 Governing Body 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 Governing Body 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 Governing Body 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 Governing Body. The minutes, after approval by the Governing Body, shall be permanently filed and kept in a designated area of the Governing Body'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 Governing Body 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 Governing Body.

- 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 The Multilingual International School website at least seventy-two hours (72) hours prior to the meeting.

- **Place of Meeting.** The Governing Body 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 The Multilingual International School library.
- **Recessed Meetings.** Recessed meetings of the Governing Body will be rescheduled when necessary to complete the agenda or business remaining from a regular or special meeting.
- **Proxies; Telephonic or Video Conferencing.** Governing Members must be present at meetings to vote. Voting by proxy is not permitted. The Governing Body 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 Governing Body who are attending remotely. A Governing Body member's participation in a meeting under such circumstances shall constitute presence at the meeting.
- **Motions and Voting.** Each Governing Body member including all officers shall have the right to make or second motions, discuss questions and shall be entitled to one (1) vote.
- **Quorum.** A quorum of the Governing Body 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 Body meetings by telephone or virtual conferencing.
- **Manner of Action.** Governing Body actions shall be made by majority of the Governing Body Members present at a meeting after a quorum has been established. Decisions requiring more than a majority, shall be governed by Governing Body policies. Each Member in attendance shall be required to cast a vote whether to approve, oppose or to abstain.

POLICY 109. Public Hearings

The Governing Body will conduct hearings on matters that properly and legally fall within the jurisdiction of the Governing Body. While conducting a hearing, the Governing Body 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 Governing Body President will explain the procedures to be followed. If attorneys are involved, the Governing Body and the attorneys will agree upon basic procedures before commencement of the hearing.

POLICY 110. Governing Body 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 Governing Body 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 Governing Body review, at which time dissolution and/or re-appointment of committee membership may be considered by majority vote of the Governing Body. The following committees are established by statute:

1. Finance Committee. The Governing Body shall appoint at least two members of the Governing Body as a finance subcommittee to assist the Governing Body in carrying out its budget and finance duties. The finance subcommittee shall make recommendations to the Governing Body 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 Governing Body shall appoint an audit committee that consists of two 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 members exceeds five the Governing Body may appoint more than two 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 Governing Body and the School Administrator.
- Ad Hoc Committees of the Governing Body. Ad hoc committees of the Governing Body may be formed for fact finding and study, the members to be appointed by a full vote of the Governing Body 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.

- Committee Structure. Committees shall be chaired by a member of the Governing Body, unless otherwise decided by the Governing Body. All other membership shall be left to the discretion of the Committee chair and the Vice-President, unless otherwise specified by the Governing Body.

For all Committees, the Governing Body shall identify:

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

POLICY 111. Parliamentary Procedures

- Purpose of Rules. The Governing Body uses rules of procedure for its meetings in order to:
 - Enable meetings to proceed efficiently.
 - Give equal opportunity for all 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.
- Rudimentary Actions. The President is authorized to declare the Governing Body'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 Governing Body, 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.
- Robert's Rules of Order. The rules contained in the most recent edition of Robert's Rules of Order shall govern meetings of the Governing Body when not inconsistent with the Governing Body's policies or any special rules of order the Governing Body may adopt.

POLICY 112. Order of Business

The Governing Body'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 Governing Body.

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/Governing Body 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 Governing Body may vote on these items.

POLICY 113. Governing Body Self-Evaluation

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

POLICY 114. Governing Body Members' Relatives Doing Business with the School

- Purpose. It is the intent of the Governing Body to allow lawful, open, and fair bidding for all vendors wishing to do business with The Multilingual International School and to comply with all applicable statutes, rules and policies governing conflict of interests.
- Ineligibility to serve. A candidate for an open seat on the Governing Body shall be ineligible to serve if the candidate or a member of his/her immediate family member is an owner, agent of, contractor with The Multilingual International School or otherwise has a financial interest in a business with which The Multilingual International School contracts.
- Participation in Action of the Governing Body. When a Governing Body 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 Governing Body member's conflict of interest shall be disclosed prior to any action on the contract at issue.
- "Immediate Family" means, spouse, domestic partner, children, parents, in-laws, brothers, or sisters.

- “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.

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

- Definitions.
 - “Conflict of Interest” means whenever a Governing Body 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 Governing Body member’s judgment or actions when acting as a member of the Governing Body. For example, a Conflict of Interest exists when a Governing Body member, that member’s Family Member, or an Affiliated Person has a financial interest in an entity with which the School does business.
 - “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.’
 - “Affiliated Person” means someone who has a substantial interest in a business owned by a Governing Body member and who may use the affiliation to influence the Governing Body member’s actions related to School business.
 - “Substantial Interest” means an ownership that is greater than twenty percent.
 - “Financial Interest” means an ownership interest held by the Governing Body 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.
- Disclosure/Annual Statement. Each Governing Body Member agrees to complete and sign a Conflicts of Interest Disclosure Statement prior to accepting a position on the Governing Body. In addition to the initial disclosure statement, Members shall annually update the disclosure statement and shall otherwise immediately notify the Governing Body President and the Head Administrator when a Member becomes aware that an actual or potential conflict may exist.
- Recusal from Voting. To avoid Conflicts of Interest and the appearance of impropriety, 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 Governing Body or The Multilingual International School and a Family Member, an Affiliated Person, or business with which the Governing Body member has a Financial Interest.

- Evaluating Conflicts by Governing Body. 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 Governing Body member unless and until the transaction has first been evaluated and approved by the Governing Body. Each Governing Body member shall be responsible for disclosing to the Governing Body and the Head Administrator the existence of any such direct or indirect interest in a contract under consideration by The Multilingual International School or the Governing Body. Failure to make such disclosure shall be grounds for voiding the transaction at the discretion of the Governing Body. 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.

Violations by Governing Body Members. Upon discovery of a possible infraction of the Governing Body's Conflict of Interest Policy, the discovering party is required to immediately notify the Governing Body President and the Head Administrator. The potential infraction will be discussed at the next Governing Body meeting. If the Governing Body decides that a Governing Body 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 Governing Body, the Governing Body shall recommend appropriate action and act promptly to rectify the conflict.

- Payments to Governing Body Members. There shall be no remuneration or mileage payments made to members for attendance at regular, special, or emergency Governing Body meetings, held at the regular location of the Governing Body or if Governing Body meetings are held virtually. Governing Body members may be compensated for meetings or other, Governing Body-approved, The Multilingual International School-related events in accordance with the New Mexico Per Diem and Mileage Act.
- Gifts and Gratuities. Members of the Governing Body shall neither solicit nor accept personal gratuities, favors, nor anything of monetary value from contractors or vendors with whom Governing Body or The Multilingual International 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. Governing Body 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.
- Nepotism. As provided in New Mexico Statutes, 1978 § 22-8B-10, neither the Head Administrator nor Governing Body 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 Governing Body or the Head Administrator. The Governing Body 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.

POLICY 116. Confidentiality

Confidential information may be disclosed to individual Governing Body members and/or the Governing Body 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 The Multilingual International School and/or the Governing Body.
4. Attorney-client communications.
5. Student suspension, expulsion, or discipline; and
6. School security.

Governing Body 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 Governing Body Member's obligation to maintain confidentiality survives termination of the member's tenure on the Governing Body.

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 Governing Body or the Head Administrator.

The Governing Body 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 Governing Body 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 Governing Body may be rendered void as contrary to law and these policies.

Approved 7.25.22

POLICY 118. Code of Ethics of the Governing Body

The members of the The Multilingual International School Governing Body recognize that they hold authority as Members of the Governing Body, not as individuals. To make a clear public statement of its philosophy of service to the students of the The Multilingual International School, the Governing Body adopts the following Code of Ethics:

Each Member of the The Multilingual International School Governing Body shall:

1. Uphold and enforce all laws, Governing Body 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 Governing Body action to policymaking, planning, and evaluation; to help to frame policies and plans only after the Governing Body 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 Governing Body member has no authority to make personal promises, to take private action that may compromise the Governing Body, 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 Governing Body 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.

POLICY 119. Liability Protections

The Multilingual International School shall provide a defense and pay related costs on behalf of a Governing Body Member when liability is sought against the Governing Body Member for (1) a tort alleged to have occurred while acting within the scope and course of the Governing Body's duties as a Member of the Governing Body; 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 Body Member. The School will pay a final settlement approved by the Governing Body, 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 Body member all costs of defense, judgments, or final settlements if it is shown that the Governing Body 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.

POLICY 120. Access to Legal Governing Body

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

If the Head Administrator and Governing Body President refuse to consult with the Governing Body's legal counsel on a matter raised by at least two members of the Governing Body, 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 Governing Body President and distributed to all members of the Governing Body 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 Governing Body 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 Governing Body's legal counsel without permission of the Head Administrator and advance prior notice to legal counsel.

POLICY 121. Governing Body Protocols on Roles and Lines of Communication

The The Multilingual International School Governing Body, in the interests of clarifying the roles of the Governing Body, individual Governing Body members, and the administration, and to establish appropriate lines of communications according to such roles, adopts the following principles:

- Communications between the Governing Body and the Head Administrator
 - The work of the school is best pursued when information is shared among the Governing Body members and the Head Administrator.
 - The authority of the Governing Body lies with the Governing Body as a whole, and not with individual members of the Governing Body.
 - Individual Governing Body 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 Governing Body and the administration.
 - The Governing Body's objectives and concerns should be communicated from the Governing Body to the administration exclusively through the Head Administrator.
 - It is the Head Administrator's job to prioritize and implement the Governing Body's objectives and concerns.

- If the Head Administrator is to pursue the Governing Body's priorities efficiently, the Head Administrator's attention and resources must not be diverted by individual Governing Body members without the assent of the entire Governing Body.
 - It is the Head Administrator's responsibility to bring administrative problems and concerns to the attention of the Governing Body.
- Governing Body Members' Communications with parents, employees, and other constituents:
 - Governing Body 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.
 - Governing Body duties usually involve legislative functions in which the Governing Body 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 Governing Body and individual Governing Body 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 Governing Body in establishing such policies and overall direction of the school. In such discussions, the Governing Body Member must be mindful of his/her duty of loyalty to school and Governing Body and to not express opinions that are contrary to adopted policies of the Governing Body unless he/she/they is clear during such discussion that his/her/their opinion is not that of the Governing Body as a whole.
- Governing Body duties also encompass adjudicative functions in which the Governing Body 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 Governing Body.
- Such adjudicative matters may be addressed, by interested parties, only to the Governing Body as a whole in the context of a Governing Body meeting convened to hear such matters.
- Individual Governing Body 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 Governing Body adjudication.
- With respect to parents, employees, or other constituents who approach an individual Governing Body member with issues of their individual concern - including student academic, extra-curricular or disciplinary matters, or employee

performance or disciplinary matters - Governing Body 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 Governing Body member may request that the Head Administrator or Governing Body President place the matter on the agenda for a meeting of the Governing Body, which, considering legal and policy requirements, determine how to consider the matter.

Approved 9.12.22

POLICY 122. Governing Body Head Administrator Relations

The development and issuance of policies is the most important function of the Governing Body, 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 Governing Body.

The Governing Body shall require the Head Administrator to maintain state mandated instructional programs and those identified to meet the educational needs of all The Multilingual International School students.

The Governing Body shall hold the Head Administrator responsible for the efficient administration and supervision of The Multilingual International School.

The Governing Body, 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 The Multilingual International School annually.

POLICY 123. Head Administrator Evaluation

- **Policy Intent.** This policy adopted by the Governing Body 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 Governing Body in the form of annual goals and feedback from the Governing Body on the Governing Body'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 Governing Body to provide the Head of School an opportunity to be a full participant in this process.

- **Governing Body Goals of the Head of School.** The Head of School's evaluation process shall provide the Governing Body 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, realistic 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 Governing Body.
- **Annual Evaluation Cycle.** The evaluation process has the following components that the Governing Body will make best efforts to timely meet and implement.
 - April Meeting:** At the April Governing Body meeting of each year in executive session, the Head of School shall be provided feedback by the Governing Body that will either provide for the renewal of the Head of School's contract or the Governing Body shall serve notice that the Head of School will not be reemployed. The Governing Body 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 Governing Body 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 Governing Body 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 Governing Body at the September Governing Body 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 Governing Body at the December Governing Body 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 Governing Body 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 Governing Body shall distribute to all Governing Body members a copy of the Head of School's evaluation form (Addendum A) for each Governing Body member to individually complete and return to the Governing Body President.

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 Governing Body shall have these materials compiled, and these data shall be used as a component of the informal evaluations conducted each quarter.

For each staff member or faculty, the HOS, and the business manager will supervise a detailed contract. The Governing Council or GC will know each hire or fire personnel.

Regarding the PYP, MYP, and DP coordinator/s: The IB Primary Year Program and Middle Years Program (IB PYP, MYP and DP) Coordinator is/are the leader and link of the IB Programme (grades k thru 12) and is/are responsible for the effective organization of the IB Curriculum Programme. The IB coordinator/s reports to the head of school.

Reading/Mathematics Support Teacher

The Reading and Mathematics support will report directly to the HOS or their Assistant. It will coach and observe the teachers, substitute teachers, and educational assistants. They will be asked to comply with the coaching model outlined in 6.29.1 TITLE 6 PRIMARY AND SECONDARY EDUCATION CHAPTER 29 STANDARDS FOR EXCELLENCE. G. and provide in-the-moment feedback for teaching staff. They will ensure that teaching staff consistently and adequately receive professional development based on the needs seen during classroom observations.

Teachers, Special Education Teachers, Educational Assistants, Substitute Teachers

The staffing requirements for implementing the proposed curriculum of TMIS Year One are as follows: for year one, we need four teachers, 3 Educational Assistants (EAs), and one substitute teacher (Subs). In the second year, the team will expand to seven teachers, 3 EAs, and two subs. For the third year, we need nine teachers, 3 EAs, and two subs. In year four, we require 11 teachers, 3 EAs, and three subs. By year five, we anticipate the need for 13 teachers, 3 EAs, and four subs (max). It's important that Assistant Principals and HOS update their teaching licenses if required to teach. These positions will report to their respective academic authorities (HOS and Assistant to the HOS and Governing Council if necessary) to ensure the successful implementation of the proposed curriculum.

Assistant to the HOS (Principal):

The Multilingual International School team feels the school will have more stable funding by the second year of operation. With this, there is an opportunity to build up the leadership team of TMIS by hiring one Assistant for the HOS. Who and the IB coordinator will oversee and support the Multiprogram (PYP, MYP, and DP). This position will create an equitable discipline system that incorporates the social-emotional systems created for TMIS students. The Assistant to HOS will form relationships with families to help address the truancy of students and will track suspension numbers for students. The assistant principal will collaborate with teachers to support and develop classroom management systems that are standard in TMIS classrooms. Regarding the PYP, MYP, and DP coordinator/s: The IB Primary Year Program and Middle Years Program (IB PYP, MYP, and DP) The coordinator is/are the leader and link of the IB Programme (grades k through 12) and is/are responsible for the effective organization of the IB Curriculum Programme. The IB coordinator/s reports to the head of school and collaborates with the assistant to HOS.

Dean of Students (10-12 graders)

The TMIS team will hire a dean of students for grades 10-12 in year four and an assistant principal. These positions will report directly to the Assistant to the HOS and will assist in promoting and cultivating the behavior and culture of the MYP and DP programs. They will also be responsible for creating an equitable discipline system that incorporates the social-emotional systems designed for TMIS students. Additionally, they will work on forming relationships with families to help address student truancy and track student suspension numbers. The Dean of Students will collaborate with teachers to support and develop classroom management systems that are standard in TMIS classrooms.

Teacher Job Description (in detail): TMIS faculty and staff must have a valid NM license required by NM PED according to their job description. A Teacher, or Classroom Instructor, supervises, educates, and supports students to help them accomplish learning benchmarks. Their duties include

- Planning lessons that target specific skills and concepts according to the program.
- Managing classroom behavior to keep all students engaged in the lesson.
- Providing individual support and feedback for their students.

The duties vary according to age, subject(s), or additional activities discussed previously. For example, if applied, leadership teacher duties include being the Special Education Coordinator/Department, Educational Assistant, and Permanent Substitute. Bilingual, bi-literate (preferably)

- Establishing and enforcing rules of behavior for students in the classroom
- Preparing lessons, units, and projects to complete learning objectives
- Establishing and communicating clear objectives for lessons, units, and projects
- Adapting teaching methods and materials to meet the interests and learning styles of students
- Encouraging students to explore learning opportunities and career paths
- Creating, assigning, and grading various assessments for students, including tests, quizzes, essays, and projects.
- Working with students one-on-one when they need extra help or attention
- Be an active advocate for TMIS' vision, mission, and core aims.
- Be an active advocate for TMIS' curricular and philosophical commitments as an IB ensuring alignment of all policies and practices to IB Standards and practices; during and after school hours if needed.
- Support the School Leadership Team in the implementation of the school's strategic and operational goals
- Collaborate with the IB Coordinator/s to develop, implement, and deliver TMIS's curricular goals, aligned with the school's strategic planning
- Collaborate always to ensure that the school's curriculum provides a safe, supportive learning environment for students, teachers, and all other members of the TMIS 'community.
- Promote a culture where diversity and inclusion are encouraged, and students learn to
- respect differences, take responsibility for their actions, exercise leadership, actively

- build community and strive for academic excellence
- engage with leadership, colleagues, students, and the school community to create a dynamic, aspirational, and innovative culture – a professional learning community grounded in collaboration, focused on improving learning outcomes and driven by data-informed decision-making.
- Lead and support the inclusion, school positive culture accepting, innovating, and being an active life-long learner.
- Faculty and all personnel must be on time for duties, must move, and constantly supervise all students under their responsibility.

ADDITIONAL JOB DESCRIPTION SPECIAL EDUCATION COORDINATOR: Essential functions of the job may include but are not limited to the following:

- Provides research-based specialized instruction to address the instructional goals and objectives contained within each student’s IEP.
- Assesses student progress and determines the need for additional reinforcement or adjustments to instructional techniques.
- Employs various teaching techniques, methods, and learning principles to enable students to meet their IEP goals.
- Develops and implements annual Individualized Educational Program (IEP) plans for students to include present levels of educational performance, special education needs, instructional goals and objectives, and the special education and related services required to meet those goals.
- Schedules team meetings and cooperates with child study team members and others to develop instructional goals and strategies.
- Coordinates the delivery of special education services in each student's IEP.
- Creates a positive learning experience emphasizing individualized instruction using appropriate sources, including iPads OR any other applicable electronic (under supervision).
- Serves as primary contact for the parent.
- Conduct special education evaluations and reevaluations.
- Provide direction, supervision, and evaluation of educational assistants as directed.
- Complies with School Board policies and all state/federal rules and regulations.
- Completes all district and state reporting requirements.

Other job functions include but are not limited to the following:

- Establishes and maintains student control and discipline in the classroom, on school premises or during school activities.
- Employs and implements a classroom structure and consistency to encourage student responsibility, cooperation, and mutual respect consistent with district policies and procedures.
- Collaborates and consults with educational professionals and community service providers (i.e., social services, public health, medical providers, etc.) regarding the needs of students.

- Provides consultation to classroom teachers regarding classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans, and other similar instructional interventions to meet the needs of students with disabilities.
- Performs other comparable duties of a like or similar nature apparent or as assigned.

Knowledge Skills and Ability Required for faculty, but not limited to

- Minimum B.A/B.S degree in teaching from an accredited institution in the appropriate special
- education area(s).
- Current NM teaching license in the required content area(s).
- Thorough knowledge of special education and specialty areas' principles, practices, and procedures.
- Thorough knowledge of the principles and methodology of effective teaching of students with disabilities.
- Thorough knowledge of school rules, regulations, and procedures; ability to establish and maintain standards of behavior.
- Ability to deliver and articulate oral presentations and written reports.
- Ability to effectively analyze needs and problems objectively.
- Ability to establish and maintain effective working relationships with children, students, parents, staff, administration, and the general public.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge of relevant technology, including using iPads to individualize
- Instruction.
- Meet professional teacher education requirements of school district and state.
- Knowledge and skills in working with children with ADD, behavior, and emotional disabilities.
- Must have proven ability to report to work regularly and punctually.

Physical Requirements: Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift, move, and/or support up to 50 pounds (and/or up-to adult size body weight with two-to-three-person lift). Position can require physical interaction with students who have difficulty controlling physical behavior.

EA Job Description:

Essential functions of the job may include but are not limited to the following:

- Valid NM license according to the PED requirements.
- Bilingual-bi-literate (preferably)
- Work with the lead teacher to monitor the class schedule.

- Assist teachers with lesson preparation by getting materials ready and setting up equipment.
- Revise lesson material with students individually or in small groups.
- Ensure the classroom environment is safe and clean.
- Oversee students during non-classroom times, including in-between classes, lunch, and field excursions.
- Collaborate with lead teachers to recognize students' issues and recommend solutions.
- Document student progress and communicate with parents to keep them informed.
- Help teachers to follow the lesson plans.
- Comply with state, school, and class rules and regulations.
- Attend all training classes, parent conferences, and faculty meetings.
- Support tutoring (in the target language, if applicable)
- Take the temporary lead of the classroom if necessary
- Follow the teacher's duty instructions. Faculty and all personnel must be on time for duties, must
- move, and constantly supervise all students under their responsibility.

Educational Teacher Assistant Requirements, but not limited to:

- High school diploma or equivalent qualification.
- Bachelor's degree in education or relevant field is preferred.
- A minimum of 2 years' experience as a teaching assistant or in a similar role.
- Solid understanding of classroom activities and teaching best practices.
- Must have a compassionate and positive attitude.
- Excellent written and verbal communication skills (Bilingual preferred).
- Outstanding interpersonal and presentation abilities.

Physical Requirements:

- Regularly required to sit, stand, walk, talk, hear, and operate a computer and other office equipment, reach with hands and arms, and must occasionally lift, move, and/or support up to 50 pounds (and/or up-to adult-size body weight with two-to-three-person lift). Position can require physical interaction with students who have difficulty controlling physical behavior.

The Registrar Job Description/Nova Coordinator:

The Multilingual International School team recognizes the importance of accurate reporting, data entry, and schedule creation in all educational institutions. The Nova Coordinator/Registrar, a key player in this process, will ensure that all data required for successful reporting during the Public Education Department's 40th, 80th, and 120th-day reporting periods are collected and entered. By dedicating this role to Nova reporting, TMIS will provide the state with precise reporting, ensuring that our funding reflects this accuracy.

- The Registrar is responsible for managing all operations in the registration process this includes record creation, course schedule building, classroom assignment, final exam scheduling, grade processing, transcript issuance, and student enrollment verification.
- Must have all the certifications required by NM-PED. Is responsible for all operations in the transfer credit process and prior learning credit process. Is responsible for the evaluation of transcripts, posting of credit, processing, and building of transfer credit.
- Contribute to the development of the Academic Calendar, update the Registrar's office website, and assist with the development and publication of TMIS publications.
- Responsible for beginning-of-term processing of students' academic appointments at CIS when necessary.
- Responsible for end-of-term processing of repeat/replace processing, academic action processes, and communication with students related to academic actions. The registrar enforces compliance with school Catalog/Handbook requirements as they pertain to the registrar's Office.
- The registrar participates in commencement activities; certifies all student record documents related to academic completion and produces diplomas.
- The registrar is responsible for informing parents of their student's academic completion. The registrar is responsible for informing teachers about their license records including background and demonstrated knowledge in competency based on the school personnel licensure education and transcription.
- The registrar is responsible for working with higher education-high school dual enrollment/ dual degree Programs (if applicable).
- The registrar must have excellent communication, leadership, and organizational skills to work with school personnel.
- The registrar must participate in activities related to TMIS regarding after-school registration or activities related to it.
- Experience managing complex records systems and computer systems development in a registrar's office or admissions.

Physical Requirements: Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift, move, and/or support up to 50 pounds (and/or up-to adult size body weight with two-to-three-person lift). Position can require some degree of physical interaction with students who have difficulty controlling physical behavior.

Also, below are brief descriptions of staff at TMIS

Front Desk/Receptionist

The office manager and the Front Desk/Receptionist will become one position in year one. The front desk will be responsible for greeting families and providing excellent customer service, as this position will be the primary point of contact for parents in the building and when they call the school. This position will report directly to the Office Manager.

Business Manager/Human Resources

The TMIS team strongly believes that the Business Manager/Human Resources role is indispensable in the first year of TMIS. This position, reporting directly to the HOS or assistant principal, if necessary, will be responsible for maintaining employee records, conducting payroll, and ensuring employee licensure and benefits compliance. By year five, the need for a payroll specialist will arise early on to employ at least 35 staff (including faculty). This person will oversee all aspects of payroll to guarantee that all employees are paid correctly, promptly, and accurately.

School Social Worker/Counselor

The Multilingual International School (TMIS) team strongly advocates for the immediate inclusion of a school social worker/counselor in our first year of school operation. This professional will play a pivotal role in creating and implementing a process to address the social and emotional needs of TMIS students. The need for a certified social worker and counselor to support our students is a pressing matter that we aim to address from the very beginning. This role will work closely with our teachers, collaborating to implement strategies in each classroom that are tailored to our students' social and emotional needs. The social worker/counselor will report directly to the HOS, or in the HOS's absence, to the assistant principal, ensuring a seamless and effective support system for our students.

Custodians

The TMIS team understands that schools cannot operate without custodial/maintenance staff. The custodial crew will ensure the proper cleaning and sanitation of all commonly used areas in the facility and will also be responsible for light maintenance duties. Additionally, these employees will receive training in proper COVID-19 protocols to maintain the safety of all students and staff.

School Food Coordinator (EA's if needed)

The TMIS team recognizes the importance of accurate reporting for state programs like the Child and Adult Care Food Program (CACFP) to ensure students receive the resources they need while at school. This role involves helping parents gather information to enroll their children in free or reduced lunch programs and then reporting these numbers to the state as required.

HEAD OF SCHOOL

Job Description

The IB Head of School, is the leader that “enable, empower, and energize” all aspects of the program at The Multilingual International School to the various constituencies within the immediate and larger school community. They articulate the vision and mission of the program and possess a long-term plan for sustainability and growth. The Head of School must clearly communicate the purpose of the school to our community; while providing leadership to ensure that students are engaged in rigorous “IB” learning experiences each and every day that supports their identity development. The Head of School is the leader and is responsible for the effective organization of TMIS IB Curriculum Program. The IB PYP and MYP Coordinators reports to the Head of School.

- Manage and supervise all full and part-time staff including contractors
- Hire and fire any employee or contractor
- Conduct annual evaluations
- Develop and update job descriptions, policies, and procedures related to personnel, finance, students’ behavior, and all school related documents
- Ensure that all teachers are highly qualify, certify, and have Professional Development Plan of file that aligned with the school’s Educational Plan for Students Success
- Work to support the school’s vision, mission and philosophy; support the school’s curricular and philosophical commitments as an IB World School
- Coordinate and oversee staff development and training that is aligned to the State Frameworks and School Accountability Plan
- Develop and maintain research-based educational programs in conjunction with the state law, la charter school laws and regulations including New Mexico State Benchmarks
- Ensure programs meet Chartered goals and requirements, recognizing the faculty is responsible for designing standards-based curriculum that is aligned with NM State Benchmarks
- Oversee school data reporting systems, classrooms, general school and district data.
- Collaborate with the Equity Council to implement programs for parents and students.
- Promote a culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, exercise leadership and strive for academic excellence.
- Work with staff, faculty, students, and the school community to create a thriving, dynamic and aspirational academic culture
- Work with all teachers and TMIS stakeholders to formulate school policy and maintain communication with parents on the remain current on charter school requirements and approved legislation
- Oversee curriculum review and facilitate curriculum development around the themes of internationalism, holistic awareness, communication, and cultural understanding
- Support teachers in the development of assessment in line with the school’s assessment policy
- Attend workshops and conferences as appropriate
- Prepare and manage a yearly budget to support IB and all activities required by our program and the New Mexico State Curriculum.

Physical Requirements: Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift, move and/or support up to 50 pounds (and/or up to adult size body weight with two-to-three-person lift). Position can require some degree of physical interaction with students who have difficulty controlling physical behavior.