

Alamogordo Public Schools Board of Education Handbook



2018-2019

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**Alamogordo Public Schools
Board of Education
2018-2019**

David W. Weaver, President
District 3
First elected February 2011
Term expires December 2019

Angela M. Cadwallader, Vice-President
District 2
First elected February 2017
Term expires December 2021

Timothy C. Wolfe, Secretary
District 4
First elected February 2015
Term expires December 2019

Carol Teweleit, Member
District 5
First elected February 2017
Term expires December 2021

David Borunda, Member
District 1
First elected February 2011
Term expires December 2019

Col. Rashóne Tate, Holloman Ex-Officio Member
Appointed August 2018

Micaelah Cabazal, Student Ex-Officio Member
Appointed May 16, 2018

Alamogordo Public Schools Mission and Vision Statement

Partnering with parents and the community to ensure that all students graduate from high school prepared for success in college and in 21st century careers.

ADOPTED November 15, 2017

David Weaver, President
Angela M. Cadwallader, Vice-President
Timothy C. Wolfe, Secretary
David Borunda, Member
Carol Teweleit, Member
Adrienne Salas, Superintendent



NON-DISCRIMINATION POLICY

The Board shall comply fully with the nondiscrimination provisions of state and federal law, rules, and regulations. The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, spousal affiliation, and physical or mental disability, veteran status and any other protected status as defined by law in all its programs and activities and providing equal access to the Boy Scouts and other designated youth groups. Nondiscrimination shall include freedom from harassment and retaliation based on race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, spousal affiliation, and physical or mental disability, veteran status and any other protected status as defined by law.

Alamogordo Public School Board Governance Philosophy

The fundamental job of the Board of Education is to lead the District on behalf of all District stakeholders - updating its vision, setting long-term strategic targets, allocating resources to ensure that the educational mission is being carried out fully, and other high-level leadership tasks.

The governing work that must be done to assure District success is daunting:

- Updating the District's mission, vision and policies periodically in response to environmental change
- Spotting strategic issues that are coming down the pike in enough time to address them effectively
- Deciding which issues to tackle now and in the near future and investing in change initiatives to deal with them
- Reaching agreement on operational and educational achievement targets
- Rigorously monitoring financial and educational performance

The indispensable foundation for high-impact governing is a Board-Superintendent working partnership that is committed, respectful, close, cohesive, positive, productive, and solid.

Alamogordo Public Schools Values and Beliefs

Integrity/Ethics– “Do the Right Thing”

- Be honest - I will do what I say I am going to do
- Be accountable for my actions

Truly Care for Others

- Golden Rule – I will treat others as I would like to be treated
- Be non-judgmental
- Practice objectivity and fairness

Positive Attitude

- Believe in “Can Do”
- Strive for excellence in all I do
- Work hard and work smart
- Believe in service before self
- Be committed

Communication – honest, substantive and relevant

- Be willing to listen with empathy and an open mind
- Be transparent
- Have direction and focus
- Practice objectivity and fairness

Relationships

- Respect and trust are earned, not given
- Be respectful to everyone
- Earn the respect of others

Be a team player

Board and Superintendent Covenants

Promises from the Superintendent to APS Board of Education

The Superintendent will:

- Commit time and effort to fulfill the role and responsibilities of the position
- Be honest
- Work hard for kids
- Work as a team member with the Board
- Be prepared
- Be open-minded
- Be transparent (truth to power)
- Assist the Board in policy development
- Not overstep the position of the Superintendent
- Not undermine the Board of Education's decisions
- Accept the clear direction of the Board of Education
- Back and promote the Board of Education
- Never embarrass the Board
- Respect the Board – over time, build trust
- Keep confidential information **confidential**

In addition, the Superintendent will:

- As a general practice, provide information requested by an individual Board member to all members of the Board
- Not, by intent, mislead or misinform the Board
- Provide leadership in identifying issues that need to be addressed
- Keep Board members informed on issues - no surprises
- Not pit one Board member against another
- Make every reasonable effort to protect the integrity of and promote the positive image of the District

Promises from the APS Board of Education to the Superintendent

The APS Board of Education will:

- Commit time and effort to be a Board of Education Member
- Know Board responsibilities and roles
- Be honest
- Work hard for kids
- Work as a team
- Be prepared
- Be open-minded
- Be transparent (truth to power)
- Not interfere with day to day operations; follow board policy – no micromanagement
- Not overstep the position as a Board Member
- Not undermine the Superintendent's decision
- Provide measurable and realistic objectives
- Give the Superintendent clear direction
- Provide accurate, honest feedback to the Superintendent regarding his/her performance in a timely manner
- Refer critical concerns ASAP - no surprises
- Not interfere in responsibilities of Superintendent and administrators
- Back and promote the Superintendent
- Respect the position of Superintendent – over time we build trust
- Never, by intent, mislead, misinform, or embarrass the Superintendent
- Keep confidential information **confidential**
- Alert Superintendent to issues prior to public meetings
- Respect the chain of command in employee matters

Communications Covenants

Our purpose is to:

- Build trust and strong, positive relationships
- Be united in public
- Inform
- Operate with honesty/integrity/sincerity – be positive and respectful
- Be open-minded and demonstrate positive intent
- Practice repetitive means of communication by:
 - Keeping communication lines open without intimidation
 - Being clear/complete/concise/timely
 - Not making promises
 - Not having hidden agendas

Communications with Associations & Staff

- Be accessible
- Make it clear you speak/act as an individual/parent, not for the Board of Education
- Be respectful of chain of command
- Separate Administering and Governing
- Don't denigrate Board of Education/Superintendent
- Keep confidential information **confidential**

Effective Teamwork

We agree Effective Teams:

- Share common goals
- Develop measurable milestones to goals
- Demonstrate effective leadership
 - Practice good communication – clear framing of issues
 - Practice collaboration
 - Provide protocol/structure/practice for decision making
- Are dedicated to listening for understanding
- Have the ability to act/resolve issues/reach an agreement through consensus
- Encourage diversity and balance of strengths and ideas
- Put aside biases for the good of the District
- Demonstrate hard work/dedication/desire/passion/ motivation/working with purpose
- Have vested interest in success of the team

Operating Procedures for Board of Education



Adopted on November 15, 2017

1. Purpose

Alamogordo Public Schools exists solely to educate children. The Board of Education and Superintendent recognize and embrace their authority and duty under applicable constitutional, statutory, regulatory, and policy provisions to govern the District in a manner that ensures the fulfillment of the District's mission.

To this end, the Board of Education and Superintendent have collaborated to create and adopt operating procedures that: clarify the respective roles and responsibilities of the Board, Superintendent, and individual Board members; enhance their mutual abilities to effectively govern the District; and, maximize the potential for the attainment of its sole objective.

2. Board Member Oath of Office

Before assuming duties, each Board member shall take and subscribe to an oath of affirmation, as prescribed by Article 20, Section 1 of the constitution of the State of New Mexico, that s/he will support the constitution of the United States and the constitution and laws of this state, and that s/he will faithfully and impartially discharge the duties of her/his office to the best of her/his ability.

3. Board Member Ethics

In accordance with the Governmental Conduct Act:

- I shall maintain, at all times, the integrity and ethically high responsibilities of public service and discharge my duties in the same manner.
- I shall conduct myself in a manner that justifies the confidence placed in me by the public.
- I shall treat my position with the District as a public trust and shall use the powers and resources of my position to advance the public interest and not to obtain personal benefits or pursue private interests.
- I shall not request or receive nor offer a legislator, public official, or public employee any money, thing of value, or promise thereof that is conditional upon or given in exchange for the promised performance of an official act.
- I shall not directly or indirectly coerce or attempt to coerce another public officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose. I shall not directly or indirectly coerce or attempt to coerce the political activities of another employee when they are acting as a private citizen.
- I shall not use or disclose confidential information acquired by virtue of my position with the District for my or another's private gain.
- I shall fully disclose real or potential conflicts of interest and shall make reasonable efforts to avoid undue influence and abuse of my position.
- If engaged in any employment outside of the District, I will disclose such employment and will not participate in any decision or action involving the business identified in this section unless permitted to do so by the Governmental Conduct Act.

As a member of the Alamogordo Public Schools Board of Education and recognizing that my actions will directly influence the children in this District, I will:

- Strive toward ideal conditions for most effective Board service to my community.

- Devise time, thought and study to the duties and responsibilities of a Board member, enabling effective and creditable service.
- Work with fellow Board members in a spirit of harmony and cooperation, respecting their rights and views.
- Make no critical remarks, in or out of meetings, about other members of the Board or their opinions.
- Keep an open mind and carefully consider all available facts in every situation before reaching a decision.
- Render all decisions in open, public meetings.
- Accept and support majority decisions of the Board.
- Recognize that there is no authority of an individual Board member, either expressed or implied, other than during legally constituted sessions of the Board or when representing the Board officially.
- Welcome and encourage active cooperation of sincerely interested individuals, organizations, school personnel and media representatives.
- Confine the Board's functions to policy making, planning and appraisal.
- Delegate administrative and supervisory functions to the Superintendent.
- Work through the Superintendent. Make criticisms of school administration and/or personnel only to her/him.
- Take appropriate action regarding employee termination or discharge in hearings before the Board.
- Resist every temptation and outside pressure to use the position of a Board member for personal benefit, or for the benefit of any individual, agency or special interest group(s) apart from the total interest of the District.

4. Board Member Conduct

In carrying out the duties of office, each Board member shall comply with the Governmental Conduct Act (Sec. 10-16-1 et. seq), the Gift Act (Sec. 10-16B et. seq), and all other applicable federal and state laws.

5. Roles of Parties

5.1 Board of Education

The Board governs and oversees the performance of the District. The only time the Board may act is at a duly called, lawful meeting. In general, the Board develops policy, oversees the financial and educational programs of the District, and ensures compliance with all federal and state standards through the one employee it hires, evaluates, and dismisses the Superintendent. A description of Board duties is contained in New Mexico law.

5.1.1 Advisory Board of New Mexico State University

The Advisory Board consists of the local school board, or the combined local school boards, acting as a single board, situated within the local taxing district which supports the Community College. [N.M. Stat § 21-14-2(A) (1978)]

5.1.2 Duties of the Advisory Board

Pursuant to state law, the duties of the Advisory Board are as follows:

- Enter into a written agreement with the Regents, subject to biennial review by the parties and to the review and commentary of the commission on higher education;
 - Act in an advisory capacity to the Regents in all matters relating to the conduct of the Community College;
 - Approve the annual operating budget of Community College for recommendation to the Regents;
 - Certify to the board of county commissioners the tax levy; and
 - Conduct the election for tax levies for the Community College;
- [N.M. Stat § 21-14-2(B) (1978)]

5.2 Individual Board Members

Individual Board members have no legal authority regarding District matters. A Board member may have delegated authority to act on behalf of the Board. However, the delegation of authority must be grounded in express action taken by the Board at a meeting in open session. Board members are subject to the provisions of New Mexico law, Board Operating Procedures and Board Member Ethics.

5.3. Ex-Officio Members

Only elected members of the Board of Education may vote to take action on District matters. Ex-officio members are not entitled to any voting rights or privileges and shall not be counted in calculating the existence of a quorum of the Board. However, the ex-officio members are encouraged to become involved in discussions of matters for consideration before the Board, especially matters which may affect students or the Holloman AFB Community. Only elected Board members, the Superintendent, and those invited by the Board President to discuss a particular issue are allowed to attend executive sessions of the Board. Ex-officio members are allowed to attend executive session only at the express invitation of the Board President.

5.3.1. Holloman Ex-Officio Member

At the Board's invitation, the Holloman Wing Commander may appoint an ex-officio member to the Board. The Holloman ex-officio's function is to attend Board meetings and other functions of the Board and to represent the Wing Commander and the Base community in matters which impact students, parents, or others in the military community. The Holloman ex-officio member's appointment is subject to approval by the Board. The Holloman ex-officio member does not vote on items presented for Board approval. The Holloman ex-officio member does not attend executive sessions unless requested by the Board President. The Holloman ex-officio member serves at the pleasure of the Board.

5.3.2 Student Ex-Officio Member

The Board may appoint a high school student annually to serve as the Student Ex-Officio Member. The student attends monthly student advisory council meetings and reports to the Board at regular Board meetings. The student ex-officio member does not vote on items presented for Board approval. The student ex-officio member does not attend executive sessions unless requested by the Board President.

5.3.2.1 Student Ex-Officio Board Member Appointment

Qualifications

- Student must be enrolled in Alamogordo Public Schools as an eleventh (11th) or twelve (12th) grade student.

- Student must be in good academic standing with minimum requirement being no ‘D’ or ‘F’ grades.
- Student must not have any discipline referrals in the nine (9) weeks prior to appointment.
- Discipline referrals made after appointment will be addressed by the Board on a case-by-case basis.

Position Responsibilities

- Student will commit to attend Board of Education regular meetings.
- Student must schedule and facilitate bi-yearly meetings (fall and spring) with three (3) middle schools and two (2) high schools.
- Student must schedule regular meetings with the Superintendent and Board President to address issues and plan upcoming meetings.

Process for Student Candidates’ Selection

- Student must complete a student member application packet, which includes a copy of the student’s report card from the prior nine (9) weeks plus a recent progress report (if available).
- Student must obtain recommendations from three (3) teachers and one (1) administrator.
- Student must obtain references from another student and two (2) community representatives.
- Student must submit a twenty-five (25) word (or less) *handwritten* description of himself or herself.
- Student must submit a two-hundred fifty (250) word essay stating “why” he or she feels they are the “best” candidate for the Student Ex-Officio Board Member position.

Leadership and Service Opportunities

- Student will participate in community activities as a representative/ ambassador of the Alamogordo Public Schools’ students.
- Student will participate in training to assist in leadership skills and community service.
- Student will speak to local organizations, when the opportunity arises, as an ambassador for the students of Alamogordo Public Schools on issues affecting the students and their campuses.

5.4 Superintendent

Under law, the Superintendent is the chief administrative officer of the District who is vested with exclusive authority in personnel and performance of the District in accordance with federal, state, and local law and policy. The Superintendent must accomplish the performance of all duties in compliance with the law and ethical standards set forth in New Mexico law. The Superintendent is accountable to the Board of Education.

5.5 Board Officers

The Board delegates certain authority to officers of the Board as follows:

5.5.1 President

- Acts as the spokesperson for the Board
- Directs the development of agendas
- Presides at meetings
- Appoints committees except in case of formal action by the Board to the contrary
- Calls special meetings of the Board
- Signs all legal documents, contracts and such other documents as may be proper and applicable to the position
- Performs other duties that properly pertain to the office or those duties that may be delegated to the President by the Board

5.5.2 Vice-President

- Performs the duties of the President in the absence of the President

5.5.3 Secretary

- Prepares, signs, or co-signs all legal documents, contracts, or checks as become the responsibility of this position
- Performs such other duties as may be prescribed by law and policy of the Board

6. Procedures Applicable to the Board

6.1 Selection of Officers – Board Organizational Meeting

Officer elections will be held at the first regular Board meeting in March of each year.

The officers of the Board shall consist of a president, vice president and secretary, all of whom shall hold office for one (1) year or until their successors are elected and have been qualified. For the purpose of organization of the Board, the Board shall at its first regular meeting in March administer the oath of office to newly elected members and elect from its membership a President, vice-president, and secretary.

The meeting shall be called to order by the President of the Board for the preceding year. If that person is not a member of the Board, a temporary president shall be elected and the meeting shall be called to order by the temporary president. The person calling the meeting to order shall preside until a successor is chosen.

The Board shall use the following procedure to elect various officers:

The floor shall be opened to nominations for the office to be voted upon. At this time, the names of possible nominees shall be put forward by the members and debated. When the debate ends, the President shall call the roll of the members, and each member shall cast his vote. The votes shall not be tallied until all Board members who are present have voted.

The nominee who receives the highest number of votes shall be appointed to the office of nomination.

The new President of the Board shall take office upon election. Election for the vice-president shall then take place and following that the election of the secretary. Each officer shall take office upon election to that position.

6.2 Officer Vacancies

Whenever there is a vacancy in a Board office, the Board shall elect a new officer to fill the vacancy during the unexpired term of office.

Vacancies among officers of the Board shall be filled by a majority action of the Board. The Board President, Secretary, and Superintendent shall secure official bond payable to the District and conditioned upon the faithful performance of their duties during their terms of office.

6.3 Orientation of New Members

The Superintendent will conduct new Board member and ex-officio orientations, within 30 days of election of Board members and appointment of ex-officio members. The orientation will include an introduction of key District administrators and descriptions in the areas of instruction, finance, facilities, communication, and administration. In addition, the orientation will cover the general responsibilities of a Board member, including a description of the Operating Procedures for BOE, training requirements, and activities calendar.

A member-elect or any person designated for appointment as a member-elect of the Board is to be afforded the Board's and the staff's fullest measures of courtesy and cooperation. The Board and staff shall make every effort to assist the member-elect to become fully informed about the Board's functions, policies, procedures, and problems.

In the interim between election or appointment and actually assuming office, the member-elect shall be invited to attend appropriate meetings and functions of the Board and is to receive appropriate reports and communications normally sent to Board members.

Under the guidance of experienced Board members and the Superintendent, orientation will be provided to new Board members through activities such as:

- Workshop for new Board members conducted by state and area school board associations. Expenses for these meetings may be reimbursed by the District in accordance with law.
- Discussions and visits with the Superintendent and/or other members of the staff.
- Provision of materials on school board and administrative policies and procedures.

The member-elect is to be provided access to appropriate publications and aids, including the Board's Policy Manual and Administrative Regulations and publications of the state and national school board associations.

The Board President and members of the administrative staff will confer with the member-elect as necessary on special problems or concerns.

6.4 Review of Operating Procedures for BOE

The Superintendent will place the Operating Procedures for BOE on the agenda for annual review, discussion, and modification at the July planning session. Approval by the Board of Education will occur at the Regular Meeting of the Board in August or at the earliest opportunity.

6.5 Communications

The Goal of the Board of Education is to effectively and efficiently communicate with all internal and external entities, and act in accordance with the Board and Superintendent Promises and Covenants.

6.6 Agenda Development

The creation of agendas is the responsibility of the Superintendent, with the assistance and direction of the Board President. Requests for items to be placed on the agenda shall be in writing and directed to the Superintendent or Board President no later than seven (7) working days prior to the next meeting. An individual member of the Board may contact the Superintendent prior to the meeting to ask questions regarding any agenda item.

Agenda packets are to be available to the Board three (3) work days before the meeting. Board packet information marked "For Board Members Only" or otherwise marked confidential shall not be shared with anyone, including but not limited to, family, friends, community members, vendors, media, or school employees.

A consent agenda will be included for each meeting of the Board. Any one member may have a consent agenda item pulled and considered in an open session of the meeting. Consent agenda items may include, but are not limited to:

- All routine items
- Budget amendments
- Gifts, donations, and bequests
- Financial information
- Routine contract items
- Routine bid considerations
- Items recommended by the Superintendent and approved by the Board President for inclusion on the consent agenda

Requests for information pertaining to agenda items shall be submitted as early as possible to allow administration time to prepare. Any reports produced upon a request by a Board member shall be delivered to all members. If the Superintendent judges the request to be excessively burdensome, the request will be presented to the Board for approval at the next regular Board meeting.

Regular meetings:

- Call to order
- Posting of Colors
- Pledge and Salute
- Adoption of Agenda
- Approval of Minutes
- Recognition/Presentations
- Public Input
- Superintendent's Report
- Departmental Reports
- Consent Agenda
- Information to Board

- Other Items of Business
- Public Input
- Board Members' Advanced Planning/Upcoming Events
- Adjournment

Special meetings:

- Call to order
- Items for which special meeting was called
- Announcements
- Adjournment

Executive sessions:

- An executive session may be scheduled, as necessary, during either a regular or special meeting.

6.7 Board Meetings

The Superintendent shall schedule regular Board meetings on the third Wednesday of each month. Individual meetings may be modified by majority vote of the Board. Special meetings may be called by the Superintendent or Board President in compliance with the Open Meetings Act. Emergency meetings may be called by the Superintendent or Board President in strict accordance with the Open Meetings Act. No item may be placed on an agenda or be considered by the Board at a meeting with less than notice of seventy-two (72) hours as required by the Open Meetings Act.

6.7.1 General Procedures

All meeting discussions shall be limited solely to the business as posted on the agenda and as led by the Board President. It is the Board President's responsibility to keep the discussion to the item at hand, and the Board President shall halt discussions that do not apply to the business currently before the Board. A Board member must be recognized by the Board President prior to giving comments. Each member will be recognized to speak before giving the floor to a member who has already made comments about the agenda item. The Board President may make motions, second motions, and enter into debate on all agenda items.

Board members will be courteous and respectful to each other, to patrons, and to staff and will in turn be treated in the same manner. Board members will express either support for or opposition to a motion without making comments that are critical toward each other, staff, or patrons. All action shall be taken by vote in open session. An ex-officio member of the Board shall not vote. Once a vote is taken by the Board, the decision is a binding action of the Board and each member agrees to support the decision.

Robert's Rules of Order are adopted by the Board and shall be used as a guide for the conduct of all meetings to be held by the Board. Robert's Rules of Order will generally be used in all cases where they are not inconsistent with New Mexico law.

6.7.2 Types of Board Meeting and Hearings

In general, the Board will meet to consider matters placed on the meeting agenda as allowed by law.

The public is invited and encouraged to attend Board of Education meetings. While the Open Meetings Act does not create a public right to comment at meetings, the Board welcomes public comment during most regular meetings. Audience participation at Board meetings is limited to the portion of the meeting designated as public comment as set forth in APS Policy BEDH. Generally, Board members cannot respond to public comment during the meeting.

Time - The Board generally allows up to 30 minutes for public comment at the beginning of regular meetings for items on the agenda and 15 minutes for public comment at a later time in regular meetings for items not on the agenda. The presiding officer shall be responsible for recognizing speakers, maintaining proper order, and adhering to time limits. Time limits are established as a maximum of three (3) minutes for individual speakers, and five (5) minutes of a spokesperson representing a group or organization. Speakers will be requested to preface their comments by an announcement of their name and group or organization affiliation, if any. Speakers will present their comments from the podium provided for them.

Topics - All comments should address a matter related to Alamogordo Public Schools. The Board will not hear public comment that involves a complaint about an individual staff member, a personnel action, a student disciplinary matter, or a complaint about an individual student. Other channels provide for Board consideration of complaints involving individuals. Public comment about pending litigation, pending administrative actions or matters that are currently under legal review will not receive a response.

Decorum - The Board expects that each speaker will be courteous, modeling for our students how one can respectfully disagree with others' views. Speakers will address their comments to the entire Board and will not address comments to one individual Board member, the Superintendent, a staff member, or the audience. Disorderly conduct is not allowed. Speakers will not engage in personal attacks. The presiding officer may:

- interrupt, warn, or terminate a person's statement when the statement exceeds the allotted time, is a personal attack, abusive, obscene, disruptive, repetitive or irrelevant; and,
- request any individual to leave the meeting when that person does not observe reasonable decorum.

Signing up to Speak - Speakers may sign up at a regular Board meeting by completing the sign-in sheet with the speaker's name, any group or organization affiliation, and the topic of the comment. Speakers are called in the order in which they sign up. Speakers may not speak more than once on a specific topic. Speakers who wish to speak on more than one topic must submit a separate request for each topic.

An individual with a disability who is in need of a reader, amplifier, a qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, may contact the Superintendent at 575-821-6000 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Superintendent at 575-812-6000 if a summary or other type of format is needed.

Views expressed by persons participating in public comment are not views that are adopted, endorsed, or in any way representative of the Board or APS.

The Board President shall use parliamentary procedure, Robert's Rules of Order, as a guide for conduct of Board business. The Board will not tolerate any disruption of meetings by members of the audience. If after one warning, a person continues to disrupt a meeting, the presiding officer may request assistance from law enforcement to have the person removed from the meeting.

6.7.3 Sanctions

If, during a meeting, a Board member violates parliamentary procedure after attempted remediation from the Board President, the Board President will:

- Ask for a recess and either the Board President or Vice-President will talk privately with that Board member and ask the conduct to cease.
- If the President or Vice-President is the perpetrator of the offending conduct, any two Board members may ask for a recess and either one will talk with that officer and ask the conduct to cease.
- If the offending conduct continues after the private conference, a public warning will be issued by the Board President or by the Vice-President if the President is the perpetrator of the offending conduct.
- If the offending conduct continues despite the public warning, any member of the Board may call for public censure and removal of the member from the meeting after a majority vote in accordance with Robert's Rules of Order for disruption of meetings.

The Board may also discuss a violation of the rules governing Board members, Board/Superintendent Covenants and Promises, Board Operating Procedures, or Board Policies, so long as the deliberation is confined to the duties, discipline, or complaint against a Board member. As a consequence of these deliberations, the Board may elect to do nothing, or may vote to:

- Publicly reprimand the Board member; and/or
- Recommend additional training for the Board member; and/or
- Authorize the Board President to remove the Board member from leadership positions including Board officer positions and membership on any District or campus level committee.

The Board may utilize any or all of these sanctions as allowed by this section.

7. Communications with General Counsel

The Board President shall be authorized to contact and seek legal advice from general counsel. In addition, the Board authorizes the Superintendent to contact general counsel on behalf of the Board. In the event the Superintendent and Board President refuse to contact general counsel on a matter requested by the Board, two or more Board members may seek, in writing, advice from counsel on the matter. All members of the Board shall receive copies of general counsel's response to the written request. General counsel shall represent the Board's interest in all cases and general counsel shall keep the Superintendent informed of legal matters that have come to the attention of general counsel. General counsel shall keep the Board informed through written monthly status reports. General counsel may also be available to the Board at meetings upon the direction of the Board President or Superintendent.

8. Evaluation of Superintendent

The Board and Superintendent shall function as a "Team of Six." The Holloman ex-officio member may be included in discussions regarding the evaluation of the Superintendent only if invited by the Board President.

8.1 Purpose of the Evaluation

The Superintendent and the Board of Education recognize the need to review the Superintendent's performance annually. This review will consist of the completion of a written appraisal instrument and the discussion of this instrument with the Superintendent in executive session. The intent of the evaluation is to:

- Continuously improve the functioning of the District
- Provide feedback to the Superintendent regarding performance expectations in key areas
- Strengthen the relationship between the Superintendent and the Board
- Clarify the expectations and authority of the Superintendent
- Provide the groundwork for establishing future goals
- Provide documentation of the Superintendent's performance

8.2 Evaluation Procedures

Time: Formal evaluations shall be conducted in January. Informal discussions will be held in executive session between the Board and the Superintendent twice annually.

Methodology:

- Evaluation forms shall be given to Board members the month prior to the evaluation, which will include a self-evaluation by the Superintendent.
- Board members will complete the instrument as individuals.
- The Board of Education shall meet as a whole to review and discuss individual input. The Board shall reach a consensus, and the Board President will complete a summary document.
- The Board of Education shall meet with the Superintendent in executive session to discuss the summary document and modify as appropriate.
- The Superintendent and the Board President will sign the modified document as an indication that the document has been reviewed. The Superintendent may provide written comments to be included in the final document. A copy will be provided to the Superintendent and a copy will be placed in the Superintendent's permanent personnel file.

9. Evaluation of In House General Counsel

The Board and in house General Counsel shall function as a "Team of Six." The Holloman ex-officio member may be included in discussion regarding the evaluation of the General Counsel only if invited by the Board President.

9.1 Evaluation Procedures

Time: Formal evaluations shall be conducted in January. Informal discussions will be held in executive session between the Board and the General Counsel twice annually.

10. Evaluation/Self-Assessment of the Board

The Superintendent and Board, including its Holloman ex-officio member, shall function as a "Team of Seven."

10.1 Purpose of the Evaluation

The Board of Education recognizes the need to review its performance annually. This review will consist of the completion of a written appraisal instrument and the discussion of this instrument in an open meeting. The intent of the evaluation is to:

- Arrive at certain conclusions as to the "effectiveness" of the Board in achieving the objectives of the District;
- Enhance the working relationship amongst the Board;
- Promote the professional development and growth of the Board;
- Determine whether the Board is following Board Operating Procedures; and
- Provide information for possible future goals.

10.2 Self-Assessment Procedures

Time: Board members shall complete their annual evaluation in July of every year in conjunction with the planning session. Semi-annual, informal discussions regarding Board self-assessment will occur in January and July.

Methodology:

- Prior to April of each year, the Board will conduct a self-assessment using the NSBA questionnaire.
- In April of each year, a questionnaire(s) will be sent to staff, parents and community on "How are we doing?" The results of the questionnaires will be discussed in the May meeting for potential actions. Any action will be decided by a majority vote.
- The Board shall meet as a whole to review and discuss individual inputs. The Board shall by majority vote decide whether or not any additional action needs to be taken.
- The Board shall meet with the Superintendent to discuss the summary document and modify as appropriate.
- The Board President will sign the modified document as an indication that the document has been reviewed. A copy will be provided to the Superintendent.

11. Rules Applicable to Individual Board Members

11.1 Board Members as Parents and Community Members

Board members with children attending the Alamogordo Public Schools are not required to forfeit their rights and responsibilities as parents or members of the community. However, when interacting and communicating with staff as a parent or member of the community, Board members should address issues at the lowest level in the chain of command and are required to make it clear they are acting as a parent or community member. If a staff member raises the issue of the Board member's status, the Board member must assure the staff member that he or she is communicating with the staff member as a parent or community member in accordance with the proper chain of command. Board members recognize that they have no authority over individual staff members except the Superintendent when the Board is acting in its official capacity.

11.2 Requests for Information

When acting in an official capacity, an individual Board member has the right of access to all documents and records of the District, subject to FERPA and subject to the responsibility to comply with confidentiality requirements. This right does not extend to confidential student records. Board members will request records and information through the Superintendent. Reports prepared in response to a request from a Board member will be distributed to all members in accordance with established procedure.

11.3 Requests and Complaints

A Board member who is presented with a request or complaint outside the Board meeting shall receive enough information in order to be able to understand the nature of the request or complaint. The Board member shall then refer the person to the Superintendent so that he/she may be contacted by the appropriate person in the chain of command. The Board member shall not become individually or personally involved in the request or complaint. The Board member must remind the person making the request or complaint that as a Board member, the member must remain impartial in the event the situation comes before the Board. The Board member shall notify the Superintendent as soon as possible of the request or complaint. Board members will be notified of the disposition of the request or complaint by the Superintendent.

11.4 Visitation of Campuses

All board members are encouraged to visit schools and attend school events. All Board members must sign in with the principal's office upon arrival at the building. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purposes of "evaluating" an employee's performance.

11.5 Media Inquiries

Board members should direct media calls to the Board President and District spokesperson and notify the Board President and Superintendent of the call. Individual statements and responses by Board members are only individual statements and not representative of the entire Board. Any individual Board member making statements to the press will emphasize they are not speaking for the Board.

11.6 Expense Reimbursement

Board members shall be reimbursed for reasonable expenses as approved by the Board for carrying out the business of the Board, such as attending meetings and conventions as official representatives of the Board. Reimbursement will be issued for mileage, commercial transportation, parking, lodging, meals, and other approved incidental expenses, not including alcoholic beverages. Board members shall not be reimbursed for expenses of family members.

11.7 Campaigning for Re-Election

Board incumbents running for re-election shall not request or accept support from District employees during work time. Board members shall not utilize District equipment or materials for campaign purposes.

12. Finance Subcommittee

The Board shall appoint at least two members of the Board to the Finance Subcommittee to assist the Board in carrying out its budget and finance duties. The Superintendent may recommend two Board members for appointment on the Audit Committee. The Finance Subcommittee shall make recommendations to the Board in the following areas:

- (1) financial planning, including reviews of the District's revenue and expenditure projections;
- (2) review of financial statements and periodic monitoring of revenues and expenses;
- (3) annual budget preparation and oversight; and
- (4) procurement; and
- (5) serve as an external monitoring committee on budget and other financial matters.

The Chair of the Finance Subcommittee will be the Director of Business and Finance Department. The Finance Subcommittee shall include: two Board members; one parent chosen by APS Parent Teacher Organizations each for elementary, middle; and high schools (three parent representatives); one staff member chosen from the high schools, one staff member chosen from middle schools, and one staff member chosen from elementary schools (three staff representatives); two business persons chosen by the Superintendent and/or Board; and, the District Comptroller.

The Finance Subcommittee shall be appointed in August and shall serve a one (1) calendar year term.

13. Audit Committee

The Board shall appoint an Audit Committee that consists of two Board members, one volunteer member who is a parent of a student attending school in the District and one volunteer member who has experience in accounting or financial matters. The Superintendent may recommend two Board members for appointment on the Audit Committee. The Superintendent and the Business and Finance Director shall serve as ex-officio members of the Audit Committee.

The Audit Committee shall:

- 1) evaluate the request for proposal for annual financial audit services;
- 2) recommend the selection of the financial auditor;
- 3) attend the entrance and exit conferences for annual and special audits;
- 4) meet with external financial auditors at least monthly after audit field work begins until the conclusion of the audit;
- 5) be accessible to the external financial auditors as requested to facilitate communication with the Board and the Superintendent;
- 6) track and report progress on the status of the most recent audit findings and advise the Board on policy changes needed to address audit findings;
- 7) provide other advice and assistance as requested by the Board; and
- 8) be subject to the same requirements regarding the confidentiality of audit information as those imposed upon the Board by the Audit Act (Section 12-6-1 NMSA 1978) and rules of the state auditor.

The Audit Committee shall evaluate the competitive sealed proposals for financial audit services considering the following criteria:

Auditor Qualifications

Capability

Does the auditor have the capability to perform the type and size of audit?

What were the results of the auditor's most recent peer review?

Was the proposal complete and well organized?

Work Requirements and Approach

Independent Public Accountant's knowledge of District's need and product required

Proposal contains sound technical plan and realistic time line

Technical Experience

Governmental audit experience

Continuing professional education on audits for public schools

The Audit Committee members shall be appointed in March and shall serve a one (1) calendar year term.

14. Curriculum & Instruction

Book adoption, major concepts changes: any new purchases (adoption) or major changes require a formal presentation to the Board before purchase or implementation.