

# Alamogordo Public Schools Board of Education Handbook



---

2019-2020

## Table of Contents

APS Mission and Vision Statements . . . . .	5
APS Nondiscrimination Policy . . . . .	7
APS Governance Philosophy . . . . .	8
APS Values and Beliefs . . . . .	9
Promises – Superintendent to Board . . . . .	10
Promises – Board to Superintendent . . . . .	11
Communications Covenants . . . . .	12
Communications with Associations & Staff . . . . .	13
Effective Teamwork . . . . .	14
Operating Procedures for BOE . . . . .	15
Purpose . . . . .	16
Board Member Oath of Office . . . . .	16
Board Member Ethics . . . . .	16
Board Member Conduct . . . . .	17
Roles of Parties . . . . .	17
Board of Education . . . . .	17
Advisory Board of NMSU . . . . .	17
Duties of Advisory Board . . . . .	17
Individual Board Members . . . . .	18
Ex-Officio Members . . . . .	18
Holloman Ex-Officio Member . . . . .	18
Student Ex-Officio Member . . . . .	18
Student Ex-Officio Board Member Appointment. . . . .	18
Superintendent . . . . .	19
Board Officers . . . . .	20
President . . . . .	20
Vice President . . . . .	20
Secretary . . . . .	20
Procedures Applicable to the Board . . . . .	20
Selection of Officers-Board Organizational Meeting . . . . .	20
Officer Vacancies . . . . .	21
Orientation of New Members . . . . .	21
Review of Operation Procedures for BOE . . . . .	21
Communications . . . . .	21
Agenda Development . . . . .	22
Regular meetings . . . . .	22
Special meetings . . . . .	23
Executive sessions . . . . .	23
Board Meetings . . . . .	23
General Procedures . . . . .	23
Types of Board Meetings and Hearings . . . . .	23
Sanctions . . . . .	25
Communications with General Counsel. . . . .	25
Evaluation of Superintendent . . . . .	26
Purpose of the Evaluation . . . . .	26
Evaluation Procedures . . . . .	26

Evaluation/Self-Assessment of the Board . . . . .	27
Purpose of the Evaluation . . . . .	27
Self-Assessment Procedures . . . . .	27
Rules Applicable to Individual Board Members . . . . .	27
Board Members as Parents and Community Members . . . . .	27
Requests for Information . . . . .	28
Requests and Complaints . . . . .	28
Visitation of Campuses . . . . .	28
Media Inquiries . . . . .	28
Expense Reimbursement . . . . .	28
Campaigning for Re-Election . . . . .	28
Finance Subcommittee . . . . .	29
Audit Committee . . . . .	29
Curriculum & Instruction . . . . .	30

**Alamogordo Public Schools  
Board of Education  
2019-2020**

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

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

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

**Antonio Torres, Member**  
District 5  
First appointed August 2019  
Term expires December 2019

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

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

**Megan Steeby, Student Ex-Officio Member**  
Appointed May 15, 2019

**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 August 21, 2019***  
Timothy C. Wolfe, President  
Angela M. Cadwallader, Vice-President  
David Borunda, Secretary  
David W. Weaver, Member  
Antonio Torres, Member  
Jerrett Perry, 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 August 21, 2019*

## **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 nominate 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 twelfth (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**

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 installed. For the purpose of organization of the Board, the Board shall at its first regular meeting in January administer the oath of office to any 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.

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.

## **6.2 Officer Vacancies**

Whenever there is a vacancy in a Board office, the Board shall elect a new officer at the next regular meeting to fill the vacancy for the unexpired term of office.

Vacancies among officers of the Board shall be filled by a majority action of the Board.

## **6.3 Orientation of New Members**

The Superintendent will conduct new Board Member and ex-officio orientations, within 30 days of election or appointment 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. The President will allow each Member 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 relating to any issue that is not on the meeting agenda, in accordance with the Open Meetings Act.

**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 President 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 for 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 President may:

- interrupt, warn, or terminate a person's statement when the statement exceeds the allotted time, the statement 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 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 President 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 may also be available to the Board at meetings upon the direction of the Board President or Superintendent.

## **8. Evaluation of Superintendent**

### **8.1 Purpose**

The Alamogordo Public Schools Board of Education affirms that the Superintendent shall be evaluated annually using the process described in this section. The intent of the evaluation is to provide the Superintendent

- feedback from the Board on the Board's perceptions of the Superintendent's performance as the Chief Executive Officer of the district,
- direction by the Board in the form of annual goals, and
- an opportunity to be a full participant in this process.

The Superintendent evaluation also serves as the basis for contract renewal decisions for the upcoming contract period(s).

### **8.2 Process: (Superintendent Evaluation Timeline)**

**April/May** - Board and Superintendent agree on district goals for the upcoming year.

**June** - Superintendent creates Superintendent goals which support district goals, including indicators of success. Board approves these Superintendent goals. The Board and Superintendent agree on any additional expectations for which the Superintendent will be held accountable.

**October** - The Board and Superintendent conduct an informal, mid-term evaluation to monitor progress to date and make needed redirection for the remaining evaluation period.

**January** - Superintendent provides the Board with a self-assessment of performance on each of the evaluation components and goals and expectations that had been agreed to. Individual Board Members complete evaluation forms. The forms are collected by the Board President, and results compiled.

**January/February** - Board meets to discuss and come to consensus regarding Superintendent performance. The Board meets with Superintendent so that he or she has the opportunity to hear all points of view. Board provides a written summary of the evaluation to the Superintendent. The Superintendent may make written comments, as desired, to the evaluation and the Board President and Superintendent will sign the final evaluation. The Board President will provide a copy to the Superintendent and place a copy in a confidential “Superintendent’s personnel file.” The Board will make modifications to the process or evaluation form if needed.

**February/March** – The Board will take action regarding Superintendent’s contract renewal and adjustments to compensation and benefits.

### **8.3 Evaluation Components**

The Superintendent will be evaluated based on the five categories below:

**Category 1: Board/Superintendent Relations** - One of the major responsibilities of the Superintendent is to support the Board in doing its work. This may include assisting the Board in building its own capacity as a governing Board — through providing professional development opportunities, keeping the Board abreast of developments at the local, state, or national level that may impact its work, and most significantly, ensuring the Board has the best information possible to make informed decisions.

**Category 2: Implementation of The District’s Strategic Initiatives** - The Board sets the district’s direction and articulates that direction in its mission, vision, and goals statements for the Superintendent to ensure fidelity.

**Category 3: District Leadership and Management** - In addition to implementing the Board’s strategic goals and objectives, the Superintendent is charged with operating the district efficiently and effectively. The Superintendent gathers and analyzes data for decision making and for making recommendations to the Board on the operations of the district. The Superintendent demonstrates the skills necessary to meet internal and external customer expectations and to effectively allocate resources to maintain a clean, safe, and healthy working environment for staff and students.

**Category 4: Community (External) Relations** - The Board expects its Superintendent to positively represent the district within the community, to carry the district’s message, and advocate on its behalf.

**Category 5: Values and Ethics** - The Superintendent is an educational leader who promotes the success of all students by acting consistently with integrity and fairness. The Superintendent understands and models an appropriate value system, ethical behavior, and moral leadership. The Superintendent exhibits multicultural and ethnic understanding and coordinates with social agencies and human services to help all students grow and develop as caring, informed citizens.

Each Board Member will complete an evaluation form, Appendix A, and submit it to the President for consolidating into a summary report for the Superintendent.

## **9. Board Self-Evaluation/Assessment**

### **9.1 Purpose of the Self-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 and discuss corrective actions where needed;
- Enhance the working relationship amongst the Board;
- Review Member professional development attained and promote professional growth of Members;
- Determine whether the Board is following Board Operating Procedures; and
- Provide information for possible future goals.

### **9.2 Self-Assessment Procedures**

**Time:** Board Members shall complete their annual evaluation in time to review results at the July planning session. The Board will also conduct a mid-year informal self-assessment in January.

**Methodology:**

- 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.
- In June of each year, the Board will conduct a self-assessment using the NSBA questionnaire.
- The Board and Superintendent will review and discuss individual inputs at the July planning session. The Board will determine if any actions need to be taken at the next regular Board meeting.
- The Board President will sign the self-evaluation summary and provide it to the Superintendent to be filed.

## **10. Rules Applicable to Individual Board Members**

### **10.1 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.

## **10.2 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.

## **10.3 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 for resolution of the issue. The Board Member shall not become 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. The Superintendent will notify Board Members of the disposition of the request or complaint.

## **10.4 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.

## **10.5 Media Inquiries**

Board Members should direct media calls to the Superintendent and notify the Board President and Superintendent of the call. Any Board Member making a statement must clearly inform the media that they are not speaking for the Board, and that their response is personal and unofficial and not to be interpreted as a Board position. The Board President shall act as the spokesperson for the Board unless the Board acts to limit the President's duties in this regard.

## **10.6 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.

## **10.7 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.

## **11. 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 Finance Subcommittee. 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 shall be one of the appointed Board Members. The Superintendent and the Director of Business and Finance Department will be ex-officio members.

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

## **12. 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 once audit field work begins and 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.

**13. 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.

**ALAMOGORDO PUBLIC SCHOOLS**  
**SUPERINTENDENT EVALUATION FORM**

**Job Responsibilities**

The job responsibilities are the broad, general categories which the Alamogordo Board of Education expects of the Superintendent.

Please review the competencies listed below and rank them according to the scale provided below. Please provide specific comments related to your knowledge and assessment. LEAVE BLANK IF YOU HAVE NO BASIS OR OPINION.

**Blank-** Do Not Know

**1** = Ineffective

**2** = Effective

**3** = Exemplary



**Category 1: Board/Superintendent Relations**

The Superintendent provides leadership to accomplish the Board's goals and actively communicates progress on those goals to all members of the Board. The Superintendent works effectively with the Board to formulate district policy, defining mutual expectations of performance with the Board and demonstrates good school governance to the Board. The Superintendent works effectively with the Board to administer all policies established by the Board.

Performance indicators:

\_\_\_\_ 1.1 Effectively communicates with all members of the Board

\_\_\_\_ 1.2 Anticipates events which may require Board awareness and attention

\_\_\_\_ 1.3 Effectively works with the Board at all Board meetings

\_\_\_\_ 1.4 Recommends appropriate policy issues to the Board for their consideration

\_\_\_\_ **OVERALL CATEGORY 1 SCORE**

Supporting Evidence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Category 2: Implementation of The District’s Strategic Initiatives**

The Board and Superintendent set the district’s direction and articulates that direction in its mission, vision, and goals statements. The Superintendent implements the direction and goals. The Board then monitors progress. Performance indicators:

- \_\_\_\_ 2.1 Development of Vision and Mission Statements
- \_\_\_\_ 2.2 Connects mission to the vision
- \_\_\_\_ 2.3 Identifies Goals
- \_\_\_\_ 2.4 Developed Strategies for each Goal
- \_\_\_\_ 2.5 Designed specific action plans for each strategy
- \_\_\_\_ 2.6 Effectively monitors and updates the strategic plan as needed

**OVERALL CATEGORY 2 SCORE**

Supporting Evidence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Category 3: District Leadership and Management**

In addition to implementing the Board’s strategic goals and objectives, the Superintendent is charged with operating the district efficiently and effectively. The Superintendent gathers and analyzes data for decision making and for making recommendations to the Board on the operations of the district. The Superintendent demonstrates the skills necessary to meet internal and external customer expectations and to effectively allocate resources to maintain a clean, safe, and healthy working environment for staff and students.

Performance indicators:

- \_\_\_3.1 Provides leadership for improving parent/student/community involvement in the schools
- \_\_\_3.2 Formulates and implements plans for external communication, including communication of the school district priorities to the community and media.
- \_\_\_3.3 Demonstrates respect for the diversity in the district student body.
- \_\_\_3.4 Sets priorities in the context of improving student achievement
- \_\_\_3.5 Articulates and promotes high expectations for teaching and student learning
- \_\_\_3.6 Demonstrates budget management including financial forecasting, planning, cash flow management, account auditing and monitoring, purchasing, and budget development
- \_\_\_3.7 Develops and monitors long range plans for school and district technology and information systems making informed decisions about computer hardware and software and staff development and training needs
- \_\_\_3.8 Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs, including bond issues

**\_\_\_ OVERALL CATEGORY 3 SCORE**

Supporting Evidence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Category 4: Community (External) Relations**

The Superintendent demonstrates and utilizes the skills necessary to establish effective two-way communications not only with students, staff and parents, but the community as a whole, including beneficial relationships with the media. The Superintendent responds appropriately to community feedback and builds community support for the district.

Performance indicators:

\_\_\_ 4.1 Develops formal and informal techniques to gain external perceptions of district

\_\_\_ 4.2 Demonstrates effective communication skills (written, verbal and non-verbal contexts, formal and informal settings, large and small group and one-on-one environments)

\_\_\_ 4.3 Provides community service and leadership for developing a positive rapport between the school and the community.

\_\_\_ 4.4 Promotes and invites involvement of all stakeholders to fully participate in the process of schooling

\_\_\_ 4.5 Leverages the role of media in shaping and forming opinions

\_\_\_ 4.6 Seeks and values input from a wide range of sources including the district’s military community

\_\_\_ **OVERALL CATEGORY 4 SCORE**

Supporting Evidence: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**Category 5: Values and Ethics**

The Superintendent is an educational leader who promotes the success of all students by acting consistently with integrity and fairness. The Superintendent understands and models an appropriate value system, ethical behavior, and moral leadership. The Superintendent exhibits multicultural and ethnic understanding and coordinates with social agencies and human services to help all students grow and develop as caring, informed citizens.

Performance indicators:

\_\_\_5.1 Models a high standard of moral and ethical behavior in all interactions

\_\_\_5.2 Demonstrates integrity in all actions

\_\_\_5.3 Manifests a professional code of ethics

\_\_\_5.4 Explores and develops ways to find common ground in dealing with difficult and divisive issues

\_\_\_5.5 Promotes the practice of moral and ethical values in every classroom and throughout the district

\_\_\_ **OVERALL CATEGORY 5 SCORE**

Supporting Evidence:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---