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GOVERNING BYLAWS AND OPERATING POLICIES

2022-2027

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General Provisions

NAME: The name of the charter school is The Walatowa High Charter School. It is hereafter referred to as “WHCS.” The governing body of WHCS is the “WHCS Governing Board” and hereafter referred to as the “WHCS Governing Board” or “WHCS Governing Board.”

MISSION: Through a community-integrated experiential learning program, Walatowa High Charter School will prepare students to be academically successful, while promoting Cultural awareness, Community wellness, and Leadership, College and Career readiness.

AUTHORITY TO OPERATE: WHCS is a New Mexico public charter school that was authorized by the New Mexico Public Education Commission (the “PEC”), in accordance with the Charter Schools Act (NMSA 1978, §§ 22-8B-1, et seq.). WHCS and the PEC executed a charter contract effective July 1, 2022- June 30, 2027, pursuant to which WHCS operates. The charter contract is herein referred to as the “Charter.”

EQUAL OPPORTUNITY STATEMENT: The WHCS Governing Board and WHCS affirm their commitment to treating all students, parents, employees and community members equally. Neither WHCS nor the WHCS Governing Board shall discriminate against any student, parent, employee, or community member based on race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, sexual orientation, or gender identity. This commitment is made specifically, but without limitation, with respect to hiring and other employment practices and regarding all its policies applicable to students and families.

RESPONSIBILITIES: The WHCS Governing Board has a responsibility to ensure that WHCS operates in accordance with all applicable laws and regulations, and meets its commitments to its authorizer, the New Mexico Public Education Commission (“PEC”), and to the New Mexico Public Education Department (“NMPED”) as reflected in its Charter. The GB is responsible for upholding standards of prudence and ethics regarding school direction, matters of finance, legal compliance and commitments to New Mexico Public Education Commission/New Mexico Public Education Department as the authorizer. The GB will serve as WHCS’s Board of Finance and will follow all applicable federal and state laws and guidelines. The WHCS Governing Board will also be familiar with and shall follow the following Acts and other laws affecting or applicable to WHCS, as necessary:

- Open Meetings Act (NMSA 1978, Sections 10-15-1 et seq.).
- Charter Schools Act (NMSA 1978 §§ 22-8B-1 et seq.).
- School Personnel Act (NMSA 1978 §§ 22-10A-1 et seq.).
- Procurement Code (NMSA 1978 §§ 13-1-1 et. seq.).
- Public School Finance Act (NMSA 1978 §§22-8-1 et seq.).
- New Mexico Public School Code, NMSA 1978 §§22-1-1 et seq.
- New Mexico Inspection of Public Records Act, NMSA 1978 §§14-2-1 et seq.
- Every Student Succeeds Act, which reauthorized the Elementary and Secondary Act of 1965 and section 5131(a)(23)
- Title IX of the Civil Rights Act of 1964

- NM House Bill-212
- And all applicable rules and regulations issued by the New Mexico Public Education Department (“PED”) (contained in Title 6 of the New Mexico Administrative Code). The GB will be actively engaged in the preparation of the annual budget and shall assign members to serve on the Finance Committee and the Audit Committee, as described herein. The GB will approve all operational policies of the school. GB members will be required to attend training as defined by 6.80.5 NMAC and as required by New Mexico law.

Authority: In addition to all powers conferred upon the Governing Board by New Mexico law, the GB shall have the power to:

- A. Develop educational and operational policies for the Walatowa High Charter School.
- A. Employ the WHCS Executive Director, who shall be referred to hereafter as the “WHCS Executive Director,” evaluate the WHCS Executive Director annually; and set the salary schedule for certified/licensed employees.
- A. Charge the WHCS Executive Director with the responsibility of implementing the charter; employing, fixing the salaries of, assigning, terminating, and discharging all WHCS employees; carrying out WHCS’ policies and procedures, facilities plan, budget, and such other directives and policies adopted by the WHCS Governing Board as necessary. The WHCS Governing Board shall not be involved in the day-to-day operations of the school.
- A. Review, approve, and monitor implementation of the annual school budget.
- A. Acquire, lease, and dispose of property, both real and personal, to the extent permissible by laws applicable to public state charter schools. (*WHCS resides on Pueblo of Jemez Tribal Land. WHCS does not have authority to acquire property due to the sovereignty of the Tribe).
- A. Initiate lawsuits or take all necessary steps to protect the school’s interests.
- A. Consistent with the school’s budget authority, approve contracts for the repair and maintenance of all property belonging to the school or for which WHCS is contractually responsible for maintenance and repair.
- A. Enter contracts consistent with the school-approved budget for any service or activity that is required for WHCS to perform to carry out the educational program described in the WHCS Negotiated Charter Contract. The WHCS Governing Board may delegate its authority hereunder to the WHCS Executive Director for contracts not exceeding \$20,000. Any contracts that may exceed \$20,000 must have prior WHCS Governing Board notification, adhere to the WHCS Procurement requirements, and approval of the WHCS Governing Board. In addition, except in cases of employment contracts which shall be delegated to the WHCS Executive Director consistent with the school’s budget authority, the WHCS Governing Board adopted a salary schedule.
- A. Develop, adopt, and amend policies and procedures of the administration of all powers or duties of the WHCS Governing Board and WHCS.
- A. Accept or reject any charitable gift, grant, devise, or bequest to the WHCS Governing Board. Each gift, grant, device, or request accepted shall be considered an asset of the school; 11. Approve amendments to the WHCS Negotiated Contract before presentation to the charter authorizer for approval.

- A. Complete application to NMPSFA for capital outlay funds.
- A. Open other locations for the operation of the school as consistent with the WHCS Negotiated Contract Charter.
- A. Address problems through the applicable dispute resolution processes according to policies and procedures.
- A. Review and consider recommendations submitted by the WHCS Executive Director and other advisors to the WHCS Governing Board
- A. Promote a cooperative relationship with its state charter authorizer (NMPEC); to function following the New Mexico Charter School Act and resolve any dispute, which may arise between WHCS or its WHCS Governing Board and state charter authorizer (NMPEC) officials to the mutual benefit of the operation of the school and its authorizer.
- A. Perform all duties imposed on it by State and Federal law, by the WHCS, or these Bylaws.
- A. Payment to WHCS Governing Board Members: There shall be no remuneration or mileage payments made to WHCS Governing Board members for attendance at WHCS Governing Board meetings.

Code of Ethics: The members of the WHCS Governing Board recognize that they hold authority as members of the Governing WHCS Governing Board, not as individuals. WHCS Governing Board adopts the following Code of Ethics. As a member of WHCS Governing WHCS Governing Board, representing all the constituents of WHCS, I recognize that:

- I will uphold and enforce all laws, state rules and regulations, and any court orders pertaining to charter schools. Desired changes should only be brought about through legal and ethical procedures.
- I will make decisions in terms of the educational welfare of children and will seek to develop and maintain a public charter school that meets the needs of all children without discrimination.
- I will confine my WHCS Governing Board action to policy making, planning, and evaluation, and I will help to frame policies and plans only after the WHCS Governing Board has consulted those who will be affected by them.
- I will carry out my responsibility, not to administer the charter school but, together with my fellow WHCS Governing Board members, to see that the school is well run.
- I will recognize that authority rests with the WHCS Governing Board and will make no personal promises nor take any private action that may compromise the WHCS Governing Board.
- I will exercise my judgment independent of special interest or partisan political groups, nor will I use the charter school for personal gain or for the gain of friends or relatives.
- I will hold confidential all matters pertaining to the charter school, that if disclosed, would needlessly injure individuals or the charter school. But in all other matters, I will provide accurate information and in concert with my fellow WHCS Governing Board members, interpret to the staff the aspirations of the community for our charter school.
- I will support and protect school personnel in the proper performance of their duties.
- I will refer all complaints to the WHCS Executive Director and will act on such complaints at public meetings only after failure of an administrative solution.
- I will devote time, thought, and study to the duties and responsibilities of a school WHCS Governing Board member so that I may render effective and credible service.

- I will keep an open mind and carefully consider all available facts in each situation before making a decision; render all decisions in open public meetings, making use of executive sessions as stipulated in the Open Meetings Act; vote my honest conviction in every case, un-swayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the WHCS Governing Board and support the policy to my community.
- I will work with my fellow WHCS Governing Board members in a spirit of harmony, respect their rights and views, and make no critical remarks in or out of meetings about them or their opinions.

Structure and Organization

Membership/Qualifications: The candidates for positions on the Governing Board shall be considered based upon their professional skills, demonstrated collaborative and problem-solving skills and attitudes, their ability and willingness to devote substantial time and energy to serving on the Board (including the requirement that each Board member shall regularly participate in the activities of at least one Board committee), and their commitment to acting in the best interests WHCS as a whole, rather than for the interests of any particular person or group. The Board shall determine, at its Annual Meeting each school year, whether the make-up of the Board shall be increased or otherwise changed.

Limitations on membership: The GB membership is limited by the following:

- No more than two individuals with any familial relation to any enrolled student may be members.
- No member may be employed at WHCS in any capacity, nor contract with WHCS for services. A staff representative may be asked to attend GB meetings and to report on staff-related matters monthly.
- There may be no familial relationships amongst Governing Board members.
- No member shall serve on the GB if he/she was a member of another charter school's governing body that was suspended or failed to receive or maintain their board of finance designation.

Terms of Membership: Members shall serve three-year terms. Upon completing their term, voting members may request another term from the other members of the Board. Such term renewals must be approved by majority vote of the other GB voting members. No member may serve more than two terms, with the exception listed:

- If a member is completing his/her second and final term, and the result of the pending vacancy would result in the Governing Board membership dropping below five members, then the out-going member may serve additional term(s). During this time, the Governing Board will continue to actively search for new members. WHCS Governing Board members may be appointed to serve an unlimited number of consecutive terms in office.

Nominations: Any person who desires to be considered for one of the appointed positions on the WHCS Governing Board shall submit a letter of interest and resume to the WHCS Governing Board-Nomination Committee no later than August 1st of each year. At the August WHCS Governing Board meeting, the WHCS Governing Board shall review all candidates' resumes and letters of interest. If approved, all such candidates shall be placed on the next GB meeting agenda. If the WHCS Governing Board disapproves of all candidates, the WHCS Governing Board shall reconvene the Nominating Committee to develop a new slate of candidates for the uncontested positions.

Appointment of Members: New members will be appointed to vacancies by nomination and a majority vote of the current WHCS Governing Board members. If the number of WHCS Governing Board members in office is less than a quorum, a vacancy on the WHCS Governing Board may be filled by approval of a majority of the remaining WHCS Governing Board members in office.

Quorum: The quorum for any meeting of the current five (5) member WHCS Governing Board shall be three (3) members of the WHCS Governing Board. No formal action can be taken in any meeting at which a quorum is not present.

Member Training and Responsibilities: The WHCS Governing Board has a responsibility to ensure that the Walatowa High Charter School operates in accordance with all applicable laws and regulations, and meets its commitments to its authorizer, and to the New Mexico Public Education Department (“NMPED”) as reflected in its charter contract.

- a. Appointed GB members will be required to participate in all required annual NMPED Governing Board training, review the Charter Negotiated Contract, charter bylaws and content, and review meeting minutes. The GB will attend training in charter school law, budget, policy, procurement code, open meetings act, code of ethics, strategic planning, and other areas relevant to GB duties. GB members shall attend the mandatory annual training sessions prescribed by New Mexico law, NMSA 1978 Section 22-8B-5.1.

Resignations, Vacancies and Removals:

- Resignations: Any member may resign at any time by giving written notice to the President or to the Secretary, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The resignation shall be effective as of the date stated in the written notice.
- Vacancy: A vacancy, other than a vacancy occurring by an expiration of a term, may be filled by the Governing Board by appointment by 60% (3 out of 5) vote of all members. Once the vacancy is filled, the term shall only be for the unexpired portion of the term of the member being replaced. Vacancies do not need to be filled, unless the membership drops below five.
- Any member may be removed by a 60% vote of the Governing Board’s full membership whenever, in its sole and unfettered discretion, the school’s best interests would be served thereby.
- Attendance: The seat of any member of the WHCS Governing Board, if the member misses four consecutive regular* meetings, may be declared vacant by a majority vote of the remaining members of the WHCS Governing Board. The seat of any member of the WHCS Governing Board, if the member misses six consecutive regular* meetings, shall be declared vacant. Any vacancy of a seat on the WHCS Governing Board created by reason of failure to attend meetings shall be filled in the same manner as other vacancies on the WHCS Governing Board are filled. For these purposes, a “regular meeting” is a meeting of the WHCS Governing Board at which a quorum is present, about which notice has been published and at which normal charter school business is conducted. No two consecutive meetings may be counted for determining a WHCS Governing Board member’s absence under this policy if at least seven days have not elapsed between the two meetings. If a Board member cannot be physically present at a meeting due to illness or unavoidable conflict, he/she may and should decide to appear by telephone or virtual meetings in accordance with the provisions of the Open Meetings Act.
- No member may be removed if such removal would result in the total voting membership dropping below quorum (3 out of 5) voting members, until a replacement member has been identified and is ready to assume the seat.

- **Removal for Cause:** Any Governing WHCS Governing Board member may be removed from office, with or without cause determined by the WHCS Governing Board in its sole discretion, by the affirmative vote of 60% (3 out of 5) of the full membership of the Governing WHCS Governing Board at any regular meeting or special meeting called for that purpose. Any member proposed to be removed for cause shall be entitled to at least five (5) business days' notice in writing by mail, and/or email notification of the meeting of the Governing WHCS Governing Board at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Governing WHCS Governing Board at such meeting, which shall be held in open session.
- **Notifications to Authorizers:** The Board President will notify the NMPED/NMPEC within 30 (thirty) days of a member's resignation or removal, or designation of a new member, and shall sign and submit the appropriate forms to ensure that the governing body continues to qualify as a Board of Finance (if authorized by State). The new member must execute the required statements for Board of Finance designation to the NMPED (if authorized by State).
- **Amendments:** Amendments to this section, "WHCS Governing Board Structure and Organization," may only be altered, suspended or revoked only by 60% of majority vote of the WHCS Governing Board.

Officers, Terms and Duties

The WHCS Governing Board shall have a President, Vice-President, and Secretary who will serve two-year terms or co-extensive with their membership on the WHCS Governing Board whichever is shorter. Officers shall be elected by a majority vote of the WHCS Governing Board and may serve unlimited terms. WHCS may, by a majority vote, create different categories of officers without requiring an amendment to these policies. The duties of certain officers are set forth herein.

- **President:** The President of the WHCS Governing Board shall preside at all meetings, shall appoint committees with confirmation of the WHCS Governing Board, and shall have the right, as other members of the WHCS Governing Board, to make or second motions, to discuss questions, and to vote. The President of the WHCS Governing Board may not act for or on behalf of the WHCS Governing Board without prior specific authority from a majority vote of the WHCS Governing Board to do so. All communications addressed to the President shall be considered by him/her for appropriate action, which consideration may include consulting with legal counsel and/or delegating to the Executive Director for appropriate action or be presented to the WHCS Governing Board for consideration.
- **Vice-President.** The Vice-President shall perform the duties of the President in the absence of the President, at the request of the President, or if a vacancy of the President's office occurs.
- **Secretary.** As Secretary to the WHCS Governing Board, this office shall keep the minutes of the Board meetings, subject to the direction of the President, ensure that all notices are given in accordance with the provisions of the Charter, WHCS Governing Board policies and as required by law; shall countersign, when required, all authorized contracts, deeds, leases, or other legal instruments; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the WHCS Governing Board. The WHCS Governing Board may appoint a designee to assist with the responsibilities of the Secretary as described herein, including recording and transcribing the minutes of the meetings, posting notices and agendas and preparing packets for the WHCS Governing Board's review. The Secretary will review the minutes prior to presentation to the WHCS Governing Board for approval. The Secretary or the WHCS Governing Board's shall be responsible for presenting the minutes to the WHCS Governing Board at meetings. The Secretary shall sign legal documents as required by law and perform such other duties as may be prescribed.

- Treasurer: The treasurer will offer guidance to the Executive Director and WHCS Business Manager in ensuring good fiscal planning, decision-making and oversight at a governance level.
- Vacancies: A vacancy occurring in the membership of the WHCS Governing Board shall be filled at an open meeting at which a quorum of the membership is present, by a majority vote of the remaining members appointing a qualified person to fill the vacancy. A qualified person appointed to fill a vacancy shall hold that seat for the duration of the term of the resigning or removed member.

Governing Board Conflict of Interest and Nepotism Policy

The purpose of this policy is to assure and ensure compliance with conflicts of interest and nepotism laws such as those within the Charter Schools Act (NMSA § 22-8B-5.2) and Public-School Code (NMSA § 22-1-1 et. seq.).

Conflict of Interest: The WHCS Executive Director shall not initially employ or approve the initial employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter or daughter-in-law of a member of the Governing or the Executive Director, in accordance with NM State Law 22-8B-10. The governing body may waive the nepotism rule for family members of an Executive Director.

Nepotism Prohibited. According to NMSA 1978, Section 22-8B-10: The WHCS Executive Director of a charter school shall not initially employ or approve the initial employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of a member of the Governing Board or the WHCS Executive Director.

The WHCS Governing Board may waive the nepotism rule for family members of the WHCS Executive Director if they meet all employment qualifications with a 60% (3 out of 5) majority vote.

2. Definitions.

A. “Immediate Family Member”: The spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law or any other relative who is financially supported.

B. “Financial Interest” A person has any financial interest if the person has, directly or indirectly, through business, investment, or family:

- 1) An ownership or investment interest in any entity with which the school has a transaction arrangement, or contract.
- 2) A compensation arrangement with the school or with any entity or individual with which the school has a transaction arrangement or contract.
- 3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the school is negotiating a transaction, arrangement, or contract.

C. “Compensation” includes direct and indirect remuneration, as well as gifts or favors.

Procedures; Conflicts of Interest.

A. Duty to Disclose. In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of a financial interest and be allowed to disclose all material facts to the WHCS Governing Board.

B. Determining Whether a Conflict of Interest Exists.

An impressionable conflict of interest exists for WHCS Governing Board members under the Charter Schools Act when:

1) A person serving as a member of a Governing Board or an immediate family member of the person is an owner, agent of, contractor with or otherwise has any financial interest in a for-profit or nonprofit entity with which the school contracts directly, for professional services, goods, or facilities.

2) A member of a Governing Board or employee, officer, or agent of the school has participated or will participate in selecting, awarding, or administering a contract with the school. A conflict of interest exists when the member, employee, officer or agent or an immediate family member of the member, employee, officer or the agent has any financial interest in the entity with which the school is contracting.

3) Any employee, agent, or board member of the chartering authority who participates in the initial review, approval, ongoing oversight, evaluation or charter renewal process of a charter school is ineligible to serve on the Governing Board of the charter school chartered by the chartering authority.

4. Addressing a Conflict of Interest. Any member of the Governing Board or employee, officer, or agent held to have a conflict of interest as outlined in this Policy is prohibited from participating in selecting, awarding, or administering the transaction, arrangement, or contract with the school and from having or acquiring any financial interest in the transaction, arrangement or contract.

5. Consequences of Violations of this Conflicts of Interest Policy. A violation of NMSA 1978, Section 22-8B-5.2 of the Charter Schools Act as outlined in this Policy renders the contract between the person or the person's immediate family member and the school voidable at the option of the chartering authority, the Public Education Department, or the Governing Board. A person who knowingly violates this subsection may be individually liable to the charter school for any financial damage caused by the violation.

6. Conflict of Interest Disclosure/Annual Statement: Each WHCS Governing Board Member agrees to complete and sign a Disclosure of Conflicts of Interest statement prior to accepting his/her position on the Board. In addition to this statement, WHCS Governing Board Members shall annually update the disclosure statement and shall otherwise immediately notify the President of the WHCS Governing Board when he or she becomes aware that an actual or potential conflict may exist.:

A. Received a copy of the Conflict-of-Interest Policy.

B. Read and understood the Policy; and

C. Agreed to comply with the Policy.

Removal from Voting: In order to avoid conflicts of interest and the appearance of impropriety, WHCS Governing Board members shall not participate in open meeting or closed session deliberations or votes

relating to the discipline of (I) himself or herself; (ii) any relative of the WHCS Governing Board member; or (iii) any transaction between the Walatowa High Charter School and any Related Entity of the Governing WHCS Governing Board member.

Violations: Upon discovery of a possible infraction of the established WHCS conflict of interest policies, the discovering party is required to immediately notify the WHCS Governing Board President, school administration, and all WHCS Governing Board members. A special WHCS Governing Board meeting must be immediately scheduled to consider the matter. In the event the WHCS Governing Board decides that a WHCS employee, WHCS Governing Board member, or volunteer has violated the conflict-of-interest rules or otherwise abused or attempted to abuse his or her position at the WHCS, the WHCS Governing Board shall recommend appropriate action which may be the removal from GB Position.

Insurance, Assets and Debts: The school shall purchase and maintain insurance for WHCS employees, volunteers, and WHCS Governing Board members for their activities while acting on behalf of or in the service of WHCS. No individual WHCS Governing Board member, officer, agent or employee shall have any power or authority to borrow money on the school's behalf, to pledge its credit or to mortgage or pledge its real or personal property.

Access to Legal Counsel: Legal counsel for the Walatowa High Charter School is appointed to serve the WHCS Governing Board. The WHCS Governing Board president and WHCS Executive Director are authorized to consult with the WHCS Governing Board's attorney(s) as needed. In the event of any dispute between the WHCS Executive Director and the WHCS Governing Board, it shall be clearly understood that the WHCS Governing Board's attorney(s) shall represent the WHCS Governing Board's interests. If the Executive Director and/or Designee and WHCS Governing Board president refuse to consult with the WHCS Governing Board's legal counsel on a matter raised by at least two members of the WHCS Governing Board, the attorney(s) shall respond to a request for information made in writing to the firm by the two members. The response from the attorney(s) shall be made available to the Executive Director and/or Designee and WHCS Governing Board president and distributed to all members of the WHCS Governing Board.

Copies of written responses from legal counsel must be provided by the Executive Director's office to WHCS Governing Board members within two weeks of receipt. No charter school employee may consult the WHCS Governing Board's legal counsel without permission of the WHCS Executive Director.

Committees: Committee recommendations that require or involve school-wide policy changes must be submitted to the full GB. All committees shall keep written minutes and shall periodically present written reports to the GB containing recommendations. Committees shall comply with the Open Meetings Act when applicable. At no time shall a GB Committee act on behalf of GB without prior written approval to do so. All WHCS Governing Board members may attend any committee meeting, so long as such committee meetings consisting of a quorum of the full GB are properly noticed pursuant to the Open Meetings Act.

Standing Committees

Finance Committee. Finance Committee: In accordance with NMSA 1978 22-8-12.3 at least two members of the GB sit on the Finance Committee, one of which is the GB Treasurer and chair of the committee, to assist the WHCS Governing Board in carrying out its budget and finance duties. The Finance Committee shall meet at least monthly and make recommendations to the WHCS Governing Board in the following areas: financial planning, including reviews of WHCS's revenue and expenditure; projections; review of financial statements and periodic monitoring of revenues and expenses; annual budget preparation and oversight; and procurement.

The Finance Committee serves as a monitoring committee on the budget and other financial matters. The Finance Committee consults with the Executive Director and Chief Financial Officer on the annual budget process including reviewing and making recommendations on the annual budget, developing and recommending long range financial objectives for WHCS, and reviewing and making recommendations on additional financially related charter school matters.

Audit Committee: In accordance with NMSA 1978 22-8-12.3 the GB will appoint an Audit Committee that consists of two GB members, one volunteer member who is a parent of a student attending the school and one volunteer member who has experience in accounting of financial matters. The Executive Director and the school's Chief Financial Officer shall serve as ex officio.

members of the committee. The Audit Committee shall meet at least quarterly and shall:

- a) attend the entrance and exit conferences for annual and special audits.
- b) be accessible to the external financial auditors as requested to facilitate communication with the WHCS Governing Board and the Executive Director.
- c) track and report progress on the status of the most recent audit findings and advise the WHCS Governing Board on policy changes needed to address audit findings.
- d) provide other advice and assistance as requested by the WHCS Governing Board; and
- e) be subject to the same requirements regarding the confidentiality of audit information as those imposed upon the WHCS Governing Board by the Audit Act, NMSA 1978 12-6-1, et seq.

Ad Hoc Committees: Ad Hoc committees will be formed by the GB as appropriate/as needed. Committees and task forces may be created by the GB for the purpose of advising the GB on relevant issues. The committees and task forces may be composed of any individuals that may contribute time and resources needed to assist the GB in its execution of duties. Members may include both GB and non-GB members.

School Committees: In addition, the Executive Director is empowered to establish committees within the school that report to the Executive Director or, if necessary, report to the GB.

Policy Committee: The Policy Committee shall be composed of at least two Governing Board members and shall not comprise a quorum of the GB. In addition, up to two parents or other community members may be invited to join this committee. The Finance Director and WHCS Executive Director shall serve the Policy Committee in an advisory capacity. This committee may:

- Review drafts of new policies and revisions to current policies, and recommend at the subsequent GB regular or special meeting one of the following:
 - i. A consent agenda item recommending approval of such policies or policies.
 - ii. Further discussion and possible action regarding approval of such policy or policies.
- If the policy committee does not convene in a timely manner to review revisions or drafts of policies, the Governing Board shall consider all such items as discussion and action items at the next regular or special meeting.

Grievance Committee: The Governing WHCS Governing Board shall establish a Grievance Committee including a parent, teacher, school Coordinator and a WHCS Governing Board Member, to make non-binding recommendations to the Governing WHCS Governing Board concerning the disposition of complaints concerning the WHCS Administrator. The Grievance Committee shall have three members who will serve one-year terms with one member designated as President by the other committee members. Committee members shall be appointed each year at the first Governing WHCS Governing Board meeting following the annual meeting.

Federal Program Committees: The Walatowa High Charter School averages an annual 96% American Indian student population enrollment for the past 5 years. WHCS standard operation procedures incorporate all elements of the Federal Program parent committee requirements. WHCS Governing Board represents the tribal communities and surrounding communities. WHCS Governing Board has been established to ensure planning, development, implementation, and evaluation of the operational and supplemental programs for Native American students at the Walatowa High Charter School and may serve as the standing federal program committee.

Executive Director and/or designee's Committees: The WHCS Executive Director and/or designee is empowered to establish committees within the school that report to the WHCS Executive Director and/or designee or his/her designee. The WHCS Executive Director and/or designee shall advise the Board about the purpose of the committees and activities affecting the school. The WHCS Executive Director and/or designee's primary committee will be the School Advisory Committee, which will serve as the following committees required by state law or administrative regulation:

- School Health Advisory Committee,
- Equity Council

The Board may appoint a Board member to attend these school committees and may require a report on their activities either by the WHCS Executive Director and/or designee, Board member attendee or appropriate designee.

The Walatowa High Charter School averages an annual 96% American Indian student population enrollment for the past 5 years. WHCS standard operation procedures incorporate all elements of the Federal Program parent committee requirements. WHCS Governing Board represents the tribal communities and surrounding communities. WHCS Governing Board has been established to ensure planning, development, implementation, and evaluation of the operational and supplemental programs for Native American students at the Walatowa High Charter School and may serve as the standing federal program committee.

Governing Board Meetings

Regular Meetings: The Governing Board shall have scheduled regular meetings once a month, August through June. All meetings of the GB shall be held in accordance with the New Mexico Open Meetings Act (OMA) and in keeping with the GB's annual OMA resolution. In extenuating circumstances, GB members may participate telephonically or electronically in real time (i.e. "virtual attendance") and be able to participate as if they were physically present. Such attendance will count towards establishing a quorum.

Special and Emergency Meetings: Special meetings and Emergency meetings may be called by the President. Only those matters contained in the notice for such special or emergency meetings may be acted upon at that special meeting. Notification will be given in the agenda and/or minutes at least 72

hours prior to all special meetings. Notice is not required to be given for Emergency Meetings under the Open Meetings Act.

Open Meetings Act: All meetings of the GB shall be held in accordance with Open Meetings Act (NMSA 1978, Section 10-15-1 et seq.) Except in the case of an emergency meeting, the meeting agenda shall be available to the public at least seventy-two (72) hours prior to the meeting and will be posted to the WHCS website.

Meeting Agenda: The WHCS Governing Board President or President's designee sets GB agendas in consultation with the WHCS Executive Director. A request to have an item placed on the agenda must be submitted to the President at least twenty-four hours prior to the required time the agenda must be posted. The President or President's designee and the Executive Director shall have the discretion to add agenda items up to the time the agenda must be posted. The President or designee shall provide a copy of the agenda and all documentation to be considered by the GB at the meeting to each GB member at least seventy-two hours prior to the meeting.

Virtual Meeting: A WHCS Governing Board Member, parent, community member who is unable to attend a WHCS Governing Board meeting may participate by means of a conference telephone, computer transmitted service via Goggle Meet or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person. All participants in the meeting must also be able to hear each other at the same time and members of the public attending the meeting must also be able to hear the WHCS Governing Board member who attends the meeting by conference call.

Closed Meeting: The Governing WHCS Governing Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

- If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Governing WHCS Governing Board taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion to close the meeting. The vote to close the meeting shall be taken in an open meeting and the vote of each individual member shall be recorded in the minutes. Only those subjects announced or voted upon prior to closure by the policymaking body may be discussed in a closed meeting.
- Following completion of any closed session, the minutes of the open meeting during which the closed session was held, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
- Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken because of discussions in a closed meeting shall be made by vote of the Governing WHCS Governing Board in an open public meeting.

Notices: Timely public notice of all meetings of the WHCS Governing Board shall be provided as specified in the Open Public Meetings Act (NMSA 1978, §§ 10-15-1 et seq.) Notice requirements shall be met by posting notice of the date, time, place and agenda in the local post office, at the Office of the Pueblo Governors of Jemez and Zia, and at Walatowa High Charter School office for the School's website. The notice shall also include the following language:

"If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting,

please contact the Administrative Office of Walatowa High Charter School at 834-0448 at least one week prior to the meeting or as soon as possible.”

Parliamentary Authority: Roberts’ Rules of Order, newly revised, will govern GB, except when in conflict with applicable laws or regulations, which then prevail. Although most items are handled by appropriate motion procedures, consensus action is also used, where not in conflict with applicable law.

Misuse of Position: No WHCS Governing Board member will use his/her position to attempt to influence the decision of any WHCS employee to grant special treatment to:

- A. the child or ward of such WHCS Governing Board member,
- B. any relative of such Governing WHCS Governing Board member,
- C. any "Related Entity.”

For purposes of these policies, a "Related Entity" is a business enterprise, nonprofit organization or other entity with respect to which such Governing WHCS Governing Board member, or a relative of such Governing WHCS Governing Board member (i) has a direct or indirect financial interest; (ii) is an officer or director; or (iii) is otherwise in a position to control the management or decision-making of such entity.

WHCS Governing Board role in relation to the Administration, Faculty and Staff.

Principles of Communication

- The work of the charter school is best pursued when information is shared among the WHCS Governing Board members and WHCS Executive Director.
- All communications and distribution of information between the WHCS Governing Board and WHCS staff should be through the WHCS Executive Director.
- Administrative priorities are established between the WHCS Governing Board as a whole and the Executive Director and/or designee, who implements the WHCS Governing Board priorities.
- The WHCS Governing Board’s objectives and concerns should be communicated from the WHCS Governing Board to the staff exclusively through the Executive Director and/or designee.
- It is the WHCS Executive Director responsibility to prioritize and implement the WHCS Governing Board’s directions and goals.
- If Executive Director and/or Designee is to pursue the WHCS Governing Board’s priorities efficiently, its attention and resources must not be diverted by individual WHCS Governing Board members without the assent of the entire WHCS Governing Board and the knowledge of the Executive Director and/or designee.
- It is the WHCS Executive Director responsibility to bring administrative problems and concerns to the attention of the WHCS Governing Board.
- Individual members of the WHCS Governing Board will not communicate directly with staff except through the Executive Director.
- Communications from WHCS faculty/staff, if any, to the WHCS Governing Board or to individual members of the WHCS Governing Board should go through the Executive Director.
- Communications by electronic means including email are not confidential or protected by privacy laws or rules. When communicating between WHCS Governing Board members each person should consider that the communication may have to be disclosed as a public document. In addition, care should be taken to ensure phone calls or e-mails do not constitute or create a rolling forum for purposes of decision making.

Individual WHCS Governing Board Members: Individual members of the WHCS Governing Board have no authority to ignore WHCS rules applicable to the public regarding entry upon WHCS premises,

distribution of leaflets or other written materials on WHCS premises, or contacts with WHCS employees or students. Nothing herein should be construed as prohibiting the communication of views at meetings of the WHCS Governing Board by appropriate and non-disruptive means, including through written materials.

Administration: Individual WHCS Governing Board members shall avoid direct involvement in administrative matters and should instead refer them to the WHCS Executive Director or designee. Individual members of the WHCS Governing Board may not divert the attention, the priorities, or the resources of the administration toward the individual member's concerns without the positive vote of the WHCS Governing Board, except for routine requests for information.

Faculty/Staff: Employees of the charter school are subject exclusively to the direction and supervision of the WHCS Executive Director and/or designee. Individual members of the WHCS Governing Board have no authority to direct or influence the actions of any WHCS employee (except Executive Director), directly or indirectly, regarding any matter, and WHCS employees are neither required nor authorized to follow the directions of WHCS Governing Board members. This provision shall not preclude communication between individual WHCS Governing Board members and employees in instances in which a child of the WHCS Governing Board member is a student at WHCS and legitimate concerns about the student's academic performance or conduct arise.

Notice of Members Obligation: Every WHCS Governing Board member and every WHCS employee who is a parent or guardian of an WHCS student shall inform his or her child/guardian that he or she is required to follow all rules, policies and procedures applicable to WHCS students, that individual is not entitled to special treatment by virtue of the relationship with a WHCS Governing Board member or employee, and that any attempt to seek such special treatment may result in disciplinary action. WHCS Governing Board and individual WHCS Governing Board members may and should be open to discussions with parents, and other constituents at any time concerning current or proposed policy matters or actions by the WHCS Governing Board in establishing such policies and overall direction of WHCS. However, the individual WHCS Governing Board member must be diligent and assure that his or her status as a WHCS Governing Board member is not used to gain different treatment or advantages for the students which are not available to other students in similar circumstances.

With respect to parents, employees, or other constituents, who approach an individual, WHCS Governing Board member with issues of their individual concern – including student academic, extra-curricular, or disciplinary matters, and employee performance or disciplinary matters – WHCS Governing Board members are to direct such persons to the WHCS Executive Director or resolution, rather than becoming directly involved in such matters themselves; the WHCS Governing Board member must also exercise precaution in any discussion that the student's privacy is not violated by disclosure of information other than directory information.

WHCS Governing Board Interference Complaints: Any WHCS employee who believes that a member of the Governing WHCS Governing Board has engaged in threatening or coercive comments or conduct toward the employee to influence the employee in the discharge of his or her duties is encouraged to report such instances to the Executive Director and/or Designee Or to the WHCS Governing Board President, and no such employee shall be subject to retaliation or reprisal.

Grievances

If a parent, employee, or other constituent has pursued an issue through the administration, i.e. with the Executive Director, and remains dissatisfied, individual, or an individual WHCS Governing Board member, may request that the matter be placed on the agenda for a meeting of the WHCS Governing

Board, and the WHCS Governing Board, in its discretion, may decide whether it wishes to consider the matter.

WHCS Governing Board members will refer suggestions, problems and complaints about operational matters directly to the Executive Director and/or designee for appropriate consideration and action. Matters requiring WHCS Governing Board decisions may be placed on the WHCS Governing Board meeting agenda for consideration after all appropriate procedures have been exhausted. Whenever a complaint regarding an employee or student is made directly to the WHCS Governing Board as a whole, the complaint shall be referred to the WHCS Executive Director and/or designee for study and solution. Complaints regarding employees made to individual WHCS Governing Board members should be handled by asking the complainant to discuss the problem directly at the appropriate level. The Executive Director and/or designee should be kept informed by the WHCS Governing Board member as needed so that the WHCS Governing Board or WHCS Governing Board member can be apprised of all follow-up activity.

Initial Grievance Process- If the individual feels the issue has not been satisfactory, the issue may be referred to the Executive Director and/or designee. After a meeting between the individual and the Executive Director/ and/or designee will prepare a written summary of the attempt to resolve the individual's concern if the matter is not resolved. A copy will be promptly provided to the individual. If the individual feels the issue has not been satisfactorily resolved at the administrative level the community member may take the issue to the WHCS Governing Board for disposition.

WHCS Governing Board Review - WHCS Governing Board, in its sole discretion, may decide whether any issue submitted to them is appropriate for WHCS Governing Board intervention. Typically, the WHCS Governing Board will NOT review administrative decisions regarding the following: student discipline less than a long-term suspension or expulsion, student placements (in special education or regular education classes), complaints about a staff member's performance (except the Executive Director and/or designee), matters particularly within the expertise of the educational staff and administration. The following procedure shall be followed for a WHCS Governing Board Review:

- The individual may submit his/her grievance in writing to the WHCS Governing Board within five days of receiving the Executive Director statement concerning the good faith effort to resolve the dispute.
- The letter must be in writing, signed by the community members and delivered to the WHCS Governing Board at the Walatowa High Charter School. A copy of the Executive Director statement should be enclosed.
- If the individual does not submit a written grievance within five days from the date the written summary prepared by the administrator is delivered to the community member, the complaint will be deemed "resolved."
- The grievance submitted to the WHCS Governing Board should include specific reasons why the community member is not satisfied with the administrator's decision; any specific Walatowa High Charter School policy that the individual believes has been violated, and any other relevant information and documentation that supports the grievance. The written grievance must be dated and signed by the person who submitted the complaint.
- The WHCS Governing Board will decide at the first meeting immediately following receipt of the written grievance whether it will hear the matter, and if it agrees to hear the matter, it will schedule a time for the meeting, which shall not be unreasonably delayed. Depending on the substance of the complaint, the WHCS Governing Board will also decide whether the grievance shall be heard as an informal meeting of the concerned parties, an informal hearing with each party being allowed to present his/her side of the story or any other procedure the WHCS Governing Board deems appropriate.

- WHCS Governing Board members who are interested parties or who may have an actual or apparent conflict of interest shall disclose such conflict and be excused from the grievance meeting if the WHCS Governing Board deems the excusal necessary to provide the complaining community member a fair consideration of the grievance.
- Any meeting or hearing concerning a matter that relates to personnel issues, that is confidential, or that implicates an individual's privacy rights will be held in a closed meeting in accordance with the Open Meetings Act, unless written permission by the affected individual is obtained prior to the meeting.
- A decision will be made by a majority vote of the members of the WHCS Governing Board hearing the issue. The WHCS Governing Board may designate a committee of the WHCS Governing Board to meet with or conduct the hearing. Any final action required to be taken by the WHCS Governing Board will be made after the committee's recommendation is presented to the full WHCS Governing Board.
- If additional information or investigations are necessary after the initial meeting or hearing, the meeting or hearing may resume as soon as is practical after further information has been gathered or an investigation has been conducted. The WHCS Governing Board will issue a final written decision regarding the grievance. The decision of the WHCS Governing Board is final.

Confidential Matters: The GB recognizes that confidential information will be brought to the attention of individual GB members and/or the GB as a whole pertaining to, but not limited to, the following:

- Matters relating to the evaluation, employment or dismissal of, or charges against specific WHCS personnel.
- Matters relating to litigation or proposed litigation in which the GB is or may become a party, or attorney-client communications.
- Consideration of the acceptance of gifts, requests, or donations where confidentiality has been requested by the donor.
- Consideration of suspension, expulsion, or disciplinary action in connection with a student.
- Such matters that may arise and qualify as being confidential by law.

The GB further recognizes that public disclosure of such information may result in injury to individual or potential harm and possible liability to WHCS, and that the GB members must respect confidentiality of information that is privileged under applicable law.

The WHCS Governing Board further recognizes that public disclosure of such information may result in injury to individuals or potential harm and possible liability to WHCS and that the WHCS Governing Board members must respect confidentiality of information that is privileged under applicable law. It is the policy of the WHCS Governing Board that WHCS Governing Board members should discuss or disclose confidential information only in connection with legitimate charter school business and only with individuals with a legitimate right to know. All information discussed or documents provided to members of the WHCS Governing Board which fall within the categories listed above or which are authorized to be closed by the Open Meetings Act shall be kept confidential unless the WHCS Governing Board authorizes disclosure by majority vote.

Individual WHCS Governing Board members should strictly avoid involvement in any discussions concerning adjudicative matters before them, regardless of whether such discussions are with persons who have a direct interest in the outcome of such matters, and regardless of whether such discussion is sought before, during, or after WHCS Governing Board adjudication.

Excusal: It shall be the duty of each WHCS Governing Board member to voluntarily excuse him/herself from discussions of confidential information and abstain from voting on matters in which the WHCS Governing Board member has a personal or financial interest, including an interest by a member of the WHCS Governing Board's immediate family, or where the WHCS Governing Board member's participation will or may compromise the confidential nature of the discussion. Where a WHCS

Governing Board member fails or refuses to voluntarily excuse him/herself from such discussions and confidential information is disclosed as a result, the WHCS Governing Board may enforce this policy by:

- (a) requiring the WHCS Governing Board member to excuse him/herself from future discussion of the same or similar matters and abstain from voting.
- (b) publicly censuring the WHCS Governing Board member; or
- (c) by such other remedies available under WHCS Governing Board procedure, e.g. removal of the member.

Development/Adoption Process:

New Policy Adoption. Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the WHCS Governing Board. Proposals regarding policies may only originate with a WHCS Governing Board member, WHCS Governing Board advisors, or committees formed by the WHCS Governing Board for the purpose of investigating and developing policy or recommendation of the Executive Director. Staff members, students, civic groups, parents or other interested citizens may request that a WHCS Governing Board member or a member of school administration sponsor a proposed policy. Prior to the WHCS Governing Board's consideration and adoption of a new policy, it shall be posted for public comment.

Policy Procedures. The WHCS Governing Board will adhere to the following procedure in modifying, adopting, or repealing policies to ensure that such proposals are thoroughly examined before final action.

- After review, the WHCS Governing Board will make such proposed policy changes, available for public comment by staff members, students, civic groups, parents or other interested citizens, for a period of at least seven (7) days.
- Notice of such proposed policy changes shall be included in the Walatowa High Charter School the school's website, and/or posted in a prominent location at the WHCS.
- Upon request, the WHCS shall make copies of the proposed policy changes available to interested parties. Comments on the proposed policies or changes must be submitted in writing to the WHCS Governing Board President by the deadline specified by the WHCS Governing Board.
- Following such a public comment period, the WHCS Governing Board shall consider any comments received and determine whether changes to the initial draft policies should be implemented. After such consideration by the WHCS Governing Board, and adoption of any recommended changes, the WHCS Governing Board shall present its final recommended policies or revisions before finally voting on the proposal.

WHCS Governing Board Policy Manual. All policies of the WHCS Governing Board shall be complete, kept in the administration office and online website in the "WHCS Governing Board Policy Manual."

Adoption, Changes and Deletion of Policies. The WHCS Governing Board may from time-to-time revise or repeal existing policies or add new policies to meet the changing needs of the WHCS Governing Board and WHCS. The WHCS Governing Board will follow the procedure for adopting, changing or repealing policies as stated in this section.

Administrative Discretion. In emergency cases where an adopted policy does not provide the needed direction and action must be taken, the Executive Director shall have the power to act, but the decision shall be subject to review by the WHCS Governing Board. It shall be the duty of the Executive Director to inform the WHCS Governing Board of such action and of the need for a policy modification or adoption.

Invalidity of Policy. If any section, paragraph, clause or provision of WHCS Governing Board Policy Manual shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such

section, paragraph, clause or provision shall not affect any of the remaining provisions of this manual or its application to other situations.

Executive Director

Executive Director's Evaluation Policy: The Walatowa High Charter School Governing WHCS Governing Board will be responsible for evaluating the Executive Director annually.

Section 1. Duties. The Executive Director of WHCS shall be responsible for all matters pertaining to the WHCS; s affairs including recruitment and supervision of faculty and staff, discipline of students, establishment of academic standards and curriculum, maintenance of school property, and the relationship among students, parents, and faculty.

Section 2. The Executive Director shall be hired and evaluated by the WHCS Governing Board. The Executive Director may be terminated by the WHCS Governing Board at any time.

Section 3. Membership. The Executive Director shall be a non-voting member of the WHCS Governing Board.

Faculty Section 1. Position and Term.

- (a) The Executive Director shall recruit, supervise, hire, and terminate faculty and staff.
- (b) The Executive Director shall assign compensation based on a WHCS Governing Board-approved salary schedule and shall assign job descriptions for and annually assess the faculty and staff.
- (c) Faculty contracts shall be for one school year or less.

EXECUTIVE DIRECTOR SELECTION PROCESS

This fact sheet summarizes the process for selecting head administration of WHCS, and individuals who are participating in the process.

- A. The WHCS Governing Board President, (1) Instructor, (1) Coordinator/Director will screen external candidates Application packets, including completed applications, resumes, and references.
- B. The WHCS Governing Board President, (1) Instructor, (1) Coordinator/Director will interview all the qualified internal/external candidates and identify the three top candidates.
- C. The WHCS Governing Board President will provide three candidates to the following committee: Committee members include WHCS Governing Board President, (2) Certified Instructors, (1) Coordinator/Director (2) Community Members. If all efforts have been made to meet the committee membership criteria, exceptions may be made.
- D. The Committee will interview the three candidates and each committee member will articulate the strengths and weaknesses of each candidate. Committee will submit recommendations to the WHCS Governing Board President.
- E. The WHCS Governing Board President will recommend the final candidate to the WHCS Governing Board and will articulate his/her reasoning for this recommendation. Resumes of all the candidates and the articulation submitted by the committee members will be available for review by the WHCS Governing Board members.

- F. All business on the committee is STRICTLY CONFIDENTIAL. That includes any information about the three candidates (including their names), the comments of any committee members or candidates, and the conclusions of any committee members.
- G. The reasons for the strict confidentiality policy include the need to respect the privacy of applicants who may be currently employed in the area and the importance of allowing WHCS to notify applicants who are not selected rather than having them hear the news “through the grapevine.”
- H. Because the charter school is interested in the opinions of each individual committee member rather than in a group consensus, it is unnecessary and inappropriate to attempt to influence the opinions of others before, during, or after the interviews.

Committee interviews: The interviews are held in the evening at the charter school office and last approximately four hours. The interviews are very structured and formal.

- A. Before the interviews: The first 45 minutes is for committee members only. The WHCS Governing Board President describes the interview process and interview question(s) are designed prior to interview by Committee. The following time is devoted to interviewing the candidates, one at a time. (Candidates are asked to arrive 10 minutes early in case the committee is ready to interview them early. Individual interview time is one (1) hour)
- B. During the interviews: The WHCS Governing Board President acts as chair to facilitate each interview. Each committee member asks his or her designated question (Must ask the same set of questions to everyone that is interviewed.) Note-taking is permitted during interviews, so be sure to write down your own thoughts, reactions, and observations about each candidate. Each interview lasts approximately 45 minutes.
- C. After each interview: When all questions have been asked, each committee member has 15 minutes to complete a written form detailing their opinion of the candidate’s strengths and weaknesses, as well as their overall comments. You may feel that it is difficult to complete the comment sheets without seeing all the candidates to compare; it is possible to include your final thoughts, comparisons, and conclusions on the last candidate’s sheet. There is no discussion among committee members between interviews.
- D. At the end of the final interview: After all the interviews are completed the written forms for each candidate are collected. While in past years, some committees may have discussed the interviews, shared opinions, or tried to reach a consensus, such efforts are inappropriate and against WHCS policy.

Final selection: The official announcement is made publicly to committee members and the entire community at the following WHCS Governing Board meeting.

WHCS Executive Director Evaluation

An effective working relationship between the WHCS Governing Board and the WHCS Executive Director is essential to the successful operation of the Walatowa High Charter School. The development and maintenance of such a relationship shall be assisted by a periodic review of the WHCS Executive Director’s diverse responsibilities accompanied by an appraisal of the WHCS Executive Director’s performance. The WHCS Governing Board shall annually evaluate the WHCS Executive Director in compliance with state statute and regulation.

Mutually Agreed Upon Goals, Metrics and Forms

The WHCS Governing Board and the WHCS Executive Director shall mutually agree upon the WHCS Executive Director's goals and metrics, upon which she shall be evaluated, prior to the annual evaluation.

The WHCS Executive Director Performance Evaluation Form shall be developed to reflect the agreed upon goals and metrics so it may be used in each formative and summative feedback session.

Formative Feedback to the WHCS Executive Director

The WHCS Executive Director shall be provided formative feedback as requested by the WHCS Executive Director or as set forth by the WHCS Governing Board. The intent of this feedback shall be to assist the WHCS Executive Director in service to the school by providing observations from the WHCS Governing Board on the progress being made by the WHCS Executive Director and to offer the WHCS Executive Director the opportunity to share observations on progress she is making during the contract year. This formative feedback may take place in the School's WHCS Executive Director Support Committee or in closed session at a scheduled WHCS Governing Board meeting.

Summative Feedback to the WHCS Executive Director

The WHCS Executive Director shall be provided summative data on the WHCS Governing Board's observations of her performance by each WHCS Governing Board member annually in closed session at a scheduled WHCS Governing Board meeting. The WHCS Executive Director

Performance Evaluation

Form shall be completed by each WHCS Governing Board member and the WHCS Executive Director independently. The WHCS Executive Director shall be presented the aggregated summary of all WHCS Governing Board member responses along with the individual responses. The Governing Board will identify strengths and areas of the WHCS Executive Director's performance where growth can occur. The WHCS Executive Director has an opportunity during this session to provide feedback regarding her relationship with the WHCS Governing Board. The WHCS Executive Director shall be provided an opportunity to provide her written response to the evaluation and her response along with the aggregated summary shall become a part of the WHCS Executive Director's personnel file.

The evaluation document and procedures to be used shall be reviewed and approved annually by the WHCS Governing Board.