

**WALATOWA HIGH CHARTER SCHOOL**

**GOVERNING BOARD BYLAWS AND OPERATING POLICIES**

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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 “Governing Board of Walatowa High Charter School” and hereafter referred to as the “Governing Board” or “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, 2014 pursuant to which WHCS operates. The charter contract is herein referred to as the “Charter.”

 EQUAL OPPORTUNITY STATEMENT: The Governing Board and WHCS affirm their commitment to treating all students, parents, employees and community members equally. Neither WHCS nor the Governing Board shall discriminate against any student, parent, employee, or community member on the basis of 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 of its policies applicable to students and families.

 RESPONSIBILITIES: The 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. Board members have a responsibility to be familiar with the terms of the Charter and legal responsibilities of public schools. Board members must become educated about public school laws and applicable rules and regulations. All Board members are required to attend annual mandatory training that explains New Mexico Public Education Department rules, policies, and procedures, statutory powers and duties of charter school governing bodies, legal concepts pertaining to public schools, finance and budget and other matters deemed relevant by the NMPED. To the extent WHCS has not specifically requested and been granted a waiver from a particular NMPED policy/regulation, those policies/regulations which have not been waived, shall apply. In particular, the Board recognizes that the following New Mexico statutes and rules are applicable to public charter schools and each member commits to take necessary steps to become familiar with these provisions, as well as other provisions of applicable laws and rules:

* + 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.);
	+ Open Meetings Act (NMSA 1978, §§ 10-15-1 et seq.);
	+ Public Schools Finance Act (NMSA 1978, §§22-8-1 et seq.)
	+ New Mexico Public Education Department regulations, (contained in Title 6 of the New Mexico Administrative Code).

 POWERS AND AUTHORITY:

 Generally. The Governing Board is the governing authority for WHCS and has the power and authority set forth in law. The Board also possesses such implied powers as are reasonably necessary to carry out its duties, functions and responsibilities provided that the policies the Board adopts do not conflict with state or federal laws or applicable regulations.

 Specifically. The Governing Board shall have the following powers and duties:

1. Employ the Executive Director and/or Designee for WHCS and fix his/her salary;
2. Review and approve the WHCS budget;
3. Acquire, lease and dispose of property;
4. Have capacity to sue or be sued;
5. Create standing and ad hoc committees;
6. Provide for the repair and maintenance of all property belonging to WHCS;
7. Except for entering employee contracts, make decisions concerning the expenditure of money according to the provisions of the Procurement Code, unless specifically delegated to the WHCS Principal/Superintendent;
8. Adopt policies and rules pertaining to the administration of all powers and duties of the Governing Board;
9. Accept or reject any charitable gift, grant, devise or bequest. The particular gift, grant, devise or bequest accepted shall be considered an asset of WHCS;
10. Review administrative decisions as required by law, and make final determinations, concerning the rights and obligations of individual students or employees, including disciplinary or employment matters that will or may become the subject of a hearing before the Board.

 GENERAL METHOD OF OPERATION: The Governing Board, in accordance with applicable laws, determines directions, policy and rules in the areas of school business such as, financial budgetary policies, curricular and academic policies, and student discipline policies. The Board delegates executive, supervisory and instructional authority to its employee, the Executive Director and/or designee, and appraises the results achieved by the Executive Director and/or Designee in light of the goals of WHCS and its Charter. The Governing Board shall concern itself primarily with broad questions of policy and with the appraisal of results rather than with administrative detail. The application of policies is an administrative task to be performed by Executive Director and/or Designee and staff, and they shall be held responsible for the effective implementation of Board policies. The Executive Director and/or Designee shall be held responsible for communicating with the Board sufficiently and effectively to enable the Governing Board to fulfill its functions.

 A member of the Governing Board has no power or authority individually. The law vests power in the Board, whole, not in the members thereof either individually or otherwise. These powers must be exercised by the Board as a Board, meeting in lawfully convened meetings, with action duly recorded in its minutes. An individual member may not disburse funds or direct staff or unilaterally represent the Board on any issue without the collective authority of the Board. The Governing Board shall not be bound in any way by any action or statement on the part of any individual Board member except when such statement or action is in pursuance of specific instructions from the Board. The Governing Board recognizes the importance of timely communication among Board members and between the Board and Principal/Superintendent. The Executive Director and/or Designee and Board members are to be given prior notice of matters submitted by members for deliberation at Board meetings whenever possible.

BOARD STRUCTURE AND ORGANIZATION

 MEMBERSHIP: The Governing Board shall be composed of five (5) members. The Board shall consist of no fewer than two (2), but no more than three (3) qualified parents, and no fewer than two (2) and no more than three (3) qualified business or local community members. The parent positions must be filled by parents of a student(s) currently attending WHCS.

 TERM OF MEMBERS: Board members shall hold office for two-year terms. After completion of the two-year terms, Board members may be re-elected by majority vote of the Board. Board members may be elected to serve an unlimited number of consecutive terms in office.

NOMINATING PETITIONS

Any person, who desires to be considered for one of the Elective Positions on the Board, shall submit a letter of interest and resume to the Board no later than August 1st of each year. At the August Board meeting, the Board shall vote to approve or disapprove, as a whole, any candidates for any open position(s) based on the qualifications. If approved, all such candidates shall be placed on the annual meeting election ballot. If the Board as a whole disapproves all candidates, the Board shall reconvene the Nominating Committee to develop a new slate of candidates for the uncontested positions.

ii. Those members whose position is expired shall serve until their positions are filled.

 QUORUM: The quorum for any meeting of the current five (5) member board shall be three (3) members of the Board. No formal action can be taken in any meeting at which a quorum is not present. If there is a vacancy, it shall be a majority of the remaining members.

 ELECTION OF MEMBERS: New members will be appointed to vacancies by nomination and a majority vote of the current Governing Board members. Members will continue to be recruited until all vacancies are filled. Vacancies occur through the premature vacating of a position before the expiration of the position’s term. If the number of Governing Board members then in office is less than a quorum, a vacancy on the Governing Board may be filled by approval of a majority of the Board members then in office. Should a sole Governing Board member remain, that person may appoint up to two (2) additional board members.

 QUALIFICATION OF MEMBERS: The candidates for positions on the Board shall be considered based upon professional skills and areas of expertise including but not limited to legal, financial, real estate, education, business, workforce development. Potential and active Board members must demonstrate collaborative and problem-solving skills and attitudes, an ability and willingness to devote substantial time and energy to serving on the Board (including the requirement that each Board member shall chair and regularly participate in the activities of at least one Board or school committee), and a willingness and ability to devote their time and energy to acting in the best interests of WHCS as a whole, rather than the interests of any particular group. In no event shall a new Board member be an employee of WHCS, (which shall for the purpose of this section, include persons receiving compensation as an independent contractor) an immediate family member of another currently seated member of the Board, or a spouse of WHCS employee.

 OFFICERS, TERMS, 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 Board whichever is shorter. Officers shall be elected by a majority vote of the 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 Governing Board shall preside at all meetings, shall appoint committees with confirmation of the Board, and shall have the right, as other members of the Board, to make or second motions, to discuss questions, and to vote. The President of the Governing Board may not act for or on behalf of the Board without prior specific authority from a majority vote of the 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 /Superintendent for appropriate action, or be presented to the 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 Board, this office shall keep the minutes of the Council meetings, subject to the direction of the President, ensure that all notices are given in accordance with the provisions of the Charter, 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 Board. The 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 Board’s review. The Secretary will review the minutes prior to presentation to the Board for approval. The Secretary or the Board’s designee shall be responsible for presenting the minutes to the Board at meetings. The Secretary shall sign legal documents as required by law and perform such other duties as may be prescribed.

 VACANCIES:   A vacancy occurring in the membership of the 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.

 SIGNATORY AUTHORITY AND DEPOSITS:

 Signatory Authority. Unless revised by a Governing Board resolution, all Executive Director contracts entered into by WHCS shall be signed by the Board President and/or designee and the Executive Director /Superintendent with the consent of a quorum of the Board members. The Board members shall from time to time establish a dollar limit for contracts requiring the signatures of more than one authorized person. The Governing Board may by a majority vote, delegate authority to sign contracts within a certain dollar amount as described by resolution, to the Executive Director /Superintendent.

 Deposits. All funds shall be deposited to the credit of the school in such banks, trust companies or other depositories as the Governing Board may approve or designate, and all such funds shall be withdrawn only in the manner or manners authorized by New Mexico Public School Finance Act, or other applicable law or regulation.

 INSURANCE, ASSETS, AND DEBT: The school shall purchase and maintain insurance for all past or present employees, volunteers, and Board members for their activities while acting on behalf of or in the service of WHCS. No individual 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.

REMOVAL:

 Vacancy Declared. The seat of any member of the Board, if the member misses four consecutive regular\* meetings, may be declared vacant by a majority vote of the remaining members of the Board. The seat of any member of the Board, if the member misses six consecutive regular\* meetings, shall be declared vacant.  Any vacancy of a seat on the Board created by reason of failure to attend meetings shall be filled in the same manner as other vacancies on the Board are filled. For these purposes, a “regular meeting” is a meeting of the 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 Board member’s absence under this policy if at least seven days have not elapsed between the two meetings.

 REMOVAL FOR CAUSE: Any Governing Board member may be removed from office, for cause as determined by the Board in its sole discretion, by the affirmative vote of two-thirds of the full membership of the 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 of the meeting of the Governing Board at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Governing Board at such meeting, which shall be held in open session.

 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.

 AMENDMENTS TO THIS SECTION: Amendments to this section, “Board Structure and Organization,” may only be altered, suspended or revoked only by two-thirds (2/3) majority vote of the Governing Board.

BOARD RESPONSIBILITIES

 TRAINING: It shall be the commitment of every member of the Governing Board to attend all training for Board service required by New Mexico statutes and regulations. The law requires that each member receive annual five (5) hours in the areas of: department rules, policies and procedures, statutory powers and duties of governing boards, legal concepts pertaining to public schools, finance and budget and other relevant matters. The Governing Board recognizes that continued training is necessary for Board members to provide effective service to the community. Board members who participate in WHCS-funded training and learning opportunities shall share with other Board members the essence of what they have learned.

 PREPARATION FOR MEETINGS: By agreeing to serve on the Governing Board of WHCS, members understand and commit to reviewing all documents, and information presented prior to meetings of the Board. Members recognize a duty to be well informed on matters before the Board so that the Board may timely and efficiently conduct the business of WHCS.

 ATTENDANCE AND COMMITMENT: Members of the Governing Board are required to attend all scheduled meetings of the Board unless exigent circumstances arise. If a Board member cannot be physically present at a meeting for unavoidable conflict, he/she may make arrangements to appear by telephone in accordance with the provisions of the Open Meetings Act. A member of the Governing Board who will be unable to attend a Board meeting will notify the President prior to the meeting and if he/she intends to appear by telephone the Board member shall make arrangements with the Executive Director and/or Designee or his/her designee. Members should strive to notify the President by no less than four hours in advance of the meeting. If the President cannot attend the meeting, he/she must notify the Vice-President and forward all information regarding the upcoming meeting to him/her, including notices of non-appearances by other Board members.

MEETINGS OF THE BOARD

 OPEN MEETINGS ACT COMPLIANCE: All meetings of the Board shall be held in accordance with the Open Public Meetings Act (NMSA 1978, §§ 10-15-1 et seq.) Meeting notices will be posted on the WHCS website for community access ten (10) days prior to the meeting for regular meetings, and no less than seventy-two (72) hours for special meetings. Except in the case of an emergency, 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. The Governing Board shall pass resolution each year during its Annual Meeting setting forth what notice is reasonable when applied to the Board.

 ANNUAL MEETINGS: An annual meeting of the Governing Board for the election of members and officers and such other business as may come before the meeting shall be held in September of each year. Written notice shall be given not less than ten (10) days of the annual meeting time, place, and purposes of the meeting. The meeting shall be held at the principal location of the WHCS or such other place as shall be specified in the meeting notice. The meeting notice shall comply with the Open Public Meetings Act (NMSA 1978, §§ 10-15-1 et seq.).

 NOTICES: Timely public notice of all meetings of the 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.”

 REGULAR, SPECIAL AND EMERGENCY:

 Regular Meetings. Regular meetings of the Board will be scheduled for 6:00 p.m. on the third Wednesday of each calendar month and at such other times as the Governing Board may, from time to time, determine in its Approved Resolution or otherwise. The date and time of the regular meeting may be changed by the Board President or by action of the Governing Board, provided notice of the change has been properly published as required by the Open Meetings Act. The meetings shall generally be held at the principal location of WHCS or such other place as shall be specified in the meeting notice. The Finance Committee Meeting is generally held immediately preceding the regular meetings of the Governing Board beginning at 5:30 p.m.

 Special Meetings. A special or emergency Board meeting may be called by the Board President or upon request of any Board Member at the President’s discretion. Advance notice of a special or emergency meeting will be given to all Board members and to the public in accordance with the Open Public Meetings Act (NMSA 1978, §§ 10-15-1 et seq.).

 SETTING AGENDAS: The President or President’s designee sets Board agendas. Members of the Board should notify the Executive Director and/or Designee and/or President of items they desire to be included on the agenda. A request to have an item placed on the agenda must be submitted to the President at least forty-eight hours prior to the required time the agenda must be posted (72 hours in advance of the meeting). A request to have an item placed on the agenda must be made in writing and include all documents and materials the person anticipates presenting. The President shall have the discretion to add agenda items up to the time the agenda must be posted. The President or designee will make every effort to provide a copy of the agenda and all documentation to be considered by the Board at the meeting to each Board member at least seventy-two (72) hours prior to the meeting. Members of the Board desiring to distribute written materials for the board packet must do so at the time the member requests the item be placed on the agenda, but in no event later than seventy-two (72) hours prior to the meeting.

 The agenda for Board meetings will customarily proceed in the order of the agenda. However, the order of business at any meeting may be changed by a majority of the quorum present. Any item in the Consent Agenda will be considered separately at the request of a Board member during the process for approving the agenda.

 CLOSED MEETINGS: The 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.

1. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the 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.
2. 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.
3. Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Governing Board in an open public meeting.

 REMOTE ATTENDANCE: A Governing Board Member who is unable to attend a Board meeting may participate by means of a conference telephone, computer transmitted service via Skype 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 Governing Board member who attends the meeting by conference call.

 PARLIAMENTARY PROCEDURE: The Board desires to use rules of procedure for its meetings which assist in the achievement of the following:

1. Meetings proceed efficiently.
2. The Governing Board acts by the decision of a majority of a quorum of its members, but with equal opportunity for all members to participate fully, whether in the majority on a given issue or not.
3. Decisions are made on the merits as determined by the voted conviction of a majority rather than from a manipulation of the procedural rules.

 Roberts Rules of Order is adopted for use. The Board President is authorized to declare the Board’s approval of the minutes, the agenda and adjournment when it is evident that no change or objection is being proposed. Similarly, the President may declare a recess or rule a motion out of order. After the agenda has been approved by the Board, it must be followed unless a motion to consider something out of order is approved by a majority vote. The maker of a motion shall have the right to withdraw the motion at any time prior to its being voted on.

 MINUTES: The minutes of the meetings of the Board shall include:

1. The date, place and classification of the meeting (regular, special or emergency);
2. The call to order stating the time and the name and office of the person presiding;
3. The record of the roll call of board members;
4. A notation of the presence or absence of the Principal/Superintendent;
5. A record of any change to the published agenda (but no action item may be added);
6. A record of any corrections to the minutes of any previous meetings and the action approving them;
7. A record of any communications, petitions or reports presented to the Governing Board; and
8. A record of each motion placed before the board and:
	1. the member making the motion and the member seconding, if any,
	2. the declaration of the person presiding that the motion passed or failed, and
	3. the name of each person voting aye, or nay, or abstain on other than unanimous votes.

All reports, resolutions, agreements, and other written documents which require Board action may be made part of the minutes by reference only, but shall be kept on file as part of the permanent record. The minutes shall be permanently filed and kept in the administrative office of WHCS after approval by the Board. They shall be for inspection by any citizen at any time when the administrative office of WHCS is open during regular business hours. The minutes shall not be removed from the administrative office of WHCS. If any Board meeting is taped, the tape shall be erased after the Board has approved the minutes for that meeting.

BOARDS’ ROLL IN RELATION TO THE ADMINISTRATOR, STAFF, PARENTS AND COMMUNITY

 COLLECTIVE AUTHORITY: Apart from duties specifically delegated to Governing Board officers by the entire board, the authority of the Governing Board lies with the Board as a whole, and not with individual members of the Board. The publicly-issued views of individual members of the Governing Board should not be taken as representing those of other Board members or of the Board as a whole. Individual members of the Governing Board have no authority to speak on the Board’s behalf in regard to any matter unless so delegated in a public meeting by vote of the Board. Individual members of the Governing Board have no authority to act on the Board’s behalf in regard to any matter and should refrain from any action, comment or suggestion of such authority.

 PRINCIPLES OF COMMUNICATION:

1. The work of the charter school is best pursued when information is shared among the Governing Board members and WHCS Principal/Superintendent;
2. All communications and distribution of information between the Board and WHCS staff should be through the WHCS Principal/Superintendent;
3. Administrative priorities are established between the Board as a whole and the Principal/Superintendent, who implements the Board priorities;
4. The Governing Board’s objectives and concerns should be communicated from the Board to the staff exclusively through the Principal/Superintendent;
5. It is the Principal/Superintendent’s responsibility to prioritize and implement the Governing Board’s directions and goals;
6. If Executive Director and/or Designee is to pursue the Board’s priorities efficiently, its attention and resources must not be diverted by individual Board members without the assent of the entire Board and the knowledge of the Principal/Superintendent;
7. It is the Principal/Superintendent’s responsibility to bring administrative problems and concerns to the attention of the Board;
8. Individual members of the Governing Board should not communicate directly with staff except through the Principal/Superintendent;
9. Communications from subordinate administrators, if any, to the Governing Board or to individual members of the Board should go through the Principal/Superintendent;
10. Communications by electronic means including email are not confidential or protected by privacy laws or rules. When communicating between 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 BOARD MEMBERS: Individual members of the Governing Board have no authority to ignore WHCS rules applicable to the general 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 Governing Board by appropriate and non-disruptive means, including through written materials.

 ADMINISTRATION: Individual Governing Board members shall avoid direct involvement in administrative matters and should instead refer them to the WHCS Executive Director/Superintendent or designee. Individual members of the 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 Board, except for routine requests for information.

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

 PARENTS AND COMMUNITY: The Governing Board and individual 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 Board in establishing such policies and overall direction of WHCS. However, the individual Board member must be diligent and assure that his or her status as a 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 Governing Board member with issues of their individual concern – including student academic, extra-curricular, or disciplinary matters, and employee performance or disciplinary matters – Governing Board members are to direct such persons to the WHCS designated school administrator for resolution, rather than becoming directly involved in such matters themselves; the 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.

 BOARD INTERFERENCE COMPLAINTS: Any WHCS employee who believes that a member of the 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 Designeeor to the 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 /Superintendent, and remains dissatisfied, he or she, or an individual Board member, may request that the matter be placed on the agenda for a meeting of the Board, and the Board, in its discretion, may decide whether it wishes to consider the matter.

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

Initial Grievance Process- If the individual feels the issue has not been satisfactorily, the issue may be referred to the Executive Director/Superintendent. After a meeting between the individual and the Executive Director/Superintendent, the Executive Director/Superintendent will prepare a written summary of attempt to resolve the individual’s concern of 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 Walatowa High Charter School Governing Board for disposition.

Governing Board Review - The Governing Board, in its sole discretion, may decide whether any particular issue submitted to them is appropriate for Governing Board intervention. Typically, the 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/Superintendent), matters particularly within the expertise of the educational staff and administration. The following procedure shall be followed for a Governing Board Review:

1. The individual may submit his/her grievance in writing to the Walatowa High Charter School Governing Board within five days of receiving the Executive Director/Superintendent statement concerning the good faith effort to resolve the dispute.
2. The letter must be in writing, signed by the community member and delivered to the Governing Board at the Walatowa High Charter School. A copy of the Executive Director/Superintendent statement should be enclosed.
3. 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.”
4. The grievance submitted to the 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 submitted the complaint.
5. The 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 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 Governing Board deems appropriate.
6. Walatowa High Charter School 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 Governing Board deems the excusal necessary to provide the complaining community member a fair consideration of the grievance.
7. 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.
8. A decision will be established by a majority vote of the members of the Walatowa High Charter School Governing Board hearing the issue. The Walatowa High Charter School Governing Board may designate a committee of the Governing Board to meet with or conduct the hearing. Any final action required to be taken by the Governing Board will be made after the committee’s recommendation is presented to the full Governing Board.
9. 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 Governing Board will issue a final written decision regarding the grievance. The decision of the Governing Board is final.

CONFIDENTIALITY

 CONFIDENTIAL MATTERS: The Governing Board of WHCS recognizes that confidential information will be brought to the attention of individual Board members and/or the Board as a whole pertaining to, but not limited to, the following:

– matters relating to the employment or dismissal of, or charges against, specific WHCS personnel;

– matters relating to litigation or proposed litigation in which the Board is or may become a party, or attorney-client communications;

– consideration of the acceptance of gifts, bequests, or donations where confidentiality has been requested by the donor;

– consideration of wages and benefits during salary discussions;

– consideration of suspension, expulsion, or disciplinary action in connection with a student or employee;

– matters relating to the security of students, personnel, visitors, and/or school property;

– other issues that may be considered confidential pursuant to law.

 The 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 Board members must respect confidentiality of information that is privileged under applicable law. It is the policy of the Board that Board members shall 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 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 board authorizes disclosure by majority vote.

 Individual 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 Board adjudication.

 EXCUSAL: It shall be the duty of each Governing Board member to voluntarily excuse him/herself from discussions of confidential information and abstain from voting on matters in which the Board member has a personal or financial interest, including an interest by a member of the Board’s immediate family, or where the Board member’s participation will or may compromise the confidential nature of the discussion. Where a Governing Board member fails or refuses to voluntarily excuse him/herself from such discussions and confidential information is disclosed as a result, the Board may enforce this policy by:

(a) requiring the Governing Board member to excuse him/herself from future discussion of the same or similar matters and abstain from voting;

(b) publicly censuring the Governing Board member; or

(c) by such other remedies available under Board procedure, e.g. removal of the member.

POLICY FORMATION

 ROLL OF BOARD AND ADMINISTRATION:

 Board. Control of WHCS by the Governing Board shall be exercised through the formation of policies governing the operation of WHCS and the work of the Board itself. The Governing Board delegates to the Executive Director and/or Designeedevelopment of procedures and rules necessary to operate WHCS. When adopting new policies the Board shall ensure that the policies are consistent with state and federal laws and regulations.

 Administration. The administration shall develop procedures and rules that are consistent with Board policy and implement said policies. The WHCS Executive Director /Superintendent shall also make recommended policy changes, which changes shall be made in the months of July and October, except where circumstances necessitate changing, adding or removing a policy in the best interest of WHCS.

 DEVELOPMENT/ADOPTION PROCESS:

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

 Governing Board Policy Manual. All policies of the Board shall be complete, kept in the administration office in the “Governing Board Policy Manual.”

 Adoption, Changes and Deletion of Policies. The Governing Board may from time to time revise or repeal existing policies or add new policies to meet the changing needs of the Board and WHCS. The 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 /Superintendent shall have the power to act, but the decision shall be subject to review by the Governing Board. It shall be the duty of the Executive Director/Superintendent to inform the 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 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.

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

1. After review, the 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.
2. 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.
3. 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 Board President by the deadline specified by the Board.
4. Following such public comment period, the Board shall consider any comments received and determine whether changes to the initial draft policies should be implemented. After such consideration by the Board, and adoption of any recommended changes, the Board shall present its final recommended policies or revisions before finally voting on the proposal.

COMMITTEES OF THE GOVERNING BOARD

 ESTABLISHMENT OF COMMITTEES: The Board may establish standing committees and/or ad hoc committees as it deems necessary for the effective governing of the school. Such committees may consist of Board members and non-Board members. Committee assignments and chairpersonships will be determined by action of the entire Board, provided that at least one Board member shall serve on each committee. It is the duty of the Governing Board to recognize that the WHCS designated school administrator is solely responsible to make all employment decisions at the charter school. Accordingly, Governing Board members are not to serve on any committee formed for the purpose of screening, evaluating, interviewing and recommending to the WHCS designates school administrator candidates for employment by the charter school.

 The responsibility of each committee shall be reflected in a memorandum approved by the Board and filed with these policies.

 AD HOC COMMITTEES: The Board may appoint ad hoc committees when and as determined to be necessary or advisable by the Board. Ultimate authority to make decisions will continue to reside with the Board.

 PURPOSE OF COMMITTEES IN GENERAL: The function of committees will be fact-finding, deliberative, and advisory, rather than legislative or administrative. Committee recommendations that require school-wide policy changes must be submitted to the Board.

 OPEN MEETINGS ACT COMPLIANCE: All Board members may attend any committee meeting if the meetings are properly noticed pursuant to the Open Meetings Act. Committees shall comply with the Open Meetings Act, when applicable. At no time shall a Committee of the Board act or vote on behalf of the Governing Board without prior written approval to do so. No action taken by a committee shall bind the authority of the Board.

 MINUTES: All committees shall keep written minutes of their meetings, and shall periodically present written reports to the Board containing committee recommendations. Minutes may be informal, but at a minimum should summarize the work of the committee. If the committee meeting is held pursuant to the Open Meetings Act, minutes must comply with the formal requirements of the Act.

FINANCE COMMITTEE: The Finance Committee shall make recommendations to the WHCS Board in the following areas:

1. Financial planning, including reviews of the charter school’s revenue and expenditure; projections; review of financial statements and periodic monitoring of revenues and expenses; annual budget preparation and oversight; and procurement.
2. The Finance Committee shall serve as an external monitoring committee on budget and other financial matters.
3. The Finance Committee shall consult with the WHCS Administrator and WHCS Business Manager 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.
4. The Finance Committee shall review the monthly financial reports received from the WHCS Business Manager and a Board member shall comment on such reports at the regular Board meetings.
5. The Finance Committee will be responsible for presenting documentation for the Board’s approval and submission to the New Mexico Public Education Department regarding state related procedures, including but not limited to, SEG funding and Federal Grants received.
6. Review the annual audit and accompanying management letters, and submit any comments or recommendations to the Board.
7. Advise the Board of any local, state, tribal and/or national policies, legislation or emergent trends which may impact Walatowa High Charter School finances.

Qualifications:

The WHCS Business Manager shall be an ex-officio member of the Finance Committee. Other ad hoc ex-officio members may be appointed by the Governing Board.

The members of the Finance Committee shall be impartial observers of WHCS finances. The members of the Finance Committee, excluding ex-officio members, shall not hold any other office or be an employee of the Walatowa High Charter School. The Governing Board shall appoint a standing Finance Committee made up of no fewer than two Board members, and Board Vice President shall be the Chair of such committee. The Finance Committee members will serve one year terms. Members appointed to the committee shall be eligible for reappointment for additional one-year term.

The WHCS Governing Board will ensure that the members collectively possess the expertise and experience in accounting, auditing, and financial reporting needed to understand and address financial issues within the Walatowa High Charter School.

 AUDIT COMMITTEE: The Governing Board shall appoint a standing Audit Committee made up of no fewer than two Board members, one volunteer member who is a parent of a student attending WHCS, and one volunteer member who has experience in accounting or financial matters. The WHCS Administrator and Business Manager will serve as ex-officio members of the Committee. The Audit Committee members will serve one year terms, with one member designated as president by the other committee members.

The Audit Committee shall:

1. Evaluate the request for proposals for annual financial and audit services;
2. Recommend the selection of the financial auditor;
3. Attend the entrance and exit conference for annual and special audits;
4. Meet with external financial auditors at least monthly after audit field work begins until the conclusion of the audit;
5. Be accessible to the external financial auditors as requested to facilitate communication with the Board and the Superintendent;
6. Track and report progress on the status of the most recent audit findings and advise the WHCS Governing Board on policy changes needed to address audit findings;
7. Provide other advice and assistance as requested by the local school board; and
8. Be subject to the same requirements regarding the confidentiality of audit information as those imposed upon the local school board by the Audit Act and rules of the State.

 GRIEVANCE COMMITTEE (ADMINISTRATOR): The Governing Board shall establish a Grievance Committee including a parent, teacher, school Coordinator and a Board Member, to make non-binding recommendations to the 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 chairperson by the other committee members. Committee members shall be appointed each year at the first Governing Board meeting following the annual meeting.

 IPP COMMITTEE: The Walatowa High Charter School averages an annual 96% American Indian student population enrollment for past 5 years. WHCS standard operation procedures incorporate all elements of the IPP. The governing board represents the tribal communities and surrounding communities. American Indian parent input comprises nearly 100% of parental input of the school. WHCS Governing Board has been established to insure that planning, development, implementation, and evaluation of the operational and supplemental programs for Native American students at the Walatowa High Charter School.

**CONFLICTS OF INTEREST**

 DEFINITIONS: Conflict of Interest - A conflict of interest occurs whenever a Governing Board member permits the prospect of direct or indirect personal gain (or gain to a relative or Related Entity) to influence improperly his or her judgment or actions in the conduct of the WHCS. A conflict of interest also exists when a Board member, school employee, officer or agent or an immediate family member of the Board member, school employee, officer or agent has a financial interest in the entity with which the charter school is contracting.

 IMPROPER ACTIONS: It is not practical to specify every action that might be considered to raise a conflict of interest. Consequently, Board members should immediately disclose to the Board any circumstance that may give rise to the appearance of a conflict of interest. The following situations have the potential for being an actual conflict of interest and must be avoided:

1. Hiring a Governing Board member’s relative as an employee, whether full-time or part-time.
2. When a member of a governing body or employee, officer or agent of a charter participates in selecting, awarding or administering a contract with the charter school if a conflict of interest exists.
3. Acquiring, leasing, selling any property, facilities, materials, or contract services (e.g., financial, legal, public relations, computer) under circumstances in which there is direct or indirect compensation to a Governing Board member, or his/her immediate family member or a Related Entity of the member.

D. Using confidential information acquired by virtue of their associations for their individual or another's private gain.

E. Requesting or receiving and accepting a gift or loan for themselves or another that tends to influence them or appear to influence them in the discharge of their duties as Board members.

Influencing or having the appearance of influencing business with suppliers, which results in the financial benefit to a Governing Board member, his or her relatives or a Related Entity.

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

 REMOVAL FROM VOTING: In order to avoid conflicts of interest and the appearance of impropriety, 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 Board member; or (iii) any transaction between the Walatowa High Charter School and any Related Entity of the Governing Board member.

ACTION WITH INTERESTED MEMBERS: The WHCS Administrator/Executive Director shall not authorize (by approval of a Purchase Order or otherwise) or enter into any proposed transaction where an actual or apparent conflict of interest exists unless and until the transaction has first been evaluated and approved by the Governing Board. Each Board member shall be responsible for disclosing to the Board the existence of any such direct or indirect interest. Failure to make such disclosure shall be grounds for voiding the transaction, at the discretion of the Board.

The Governing Board may, but shall not be obligated to, approve a proposed transaction (including the hiring of a Governing Board member’s relative or any Related Entity, if the Board concludes, after review of all pertinent data, that:

1. The nature of the direct or indirect financial interest is fully disclosed to the Board AND there is a determination that the transaction is financially no less favorable to the school than would be available in an arm's length transaction between unrelated parties;
2. The transaction is expressly approved by a majority of the Board members present at such meeting who have no direct or indirect personal financial interest in the transaction, provided a quorum of the full Board is present at such meeting;
3. A written contract or other written memorandum shall evidence all such interested transactions approved by the Board, and be reflected in Board minutes;
4. No Governing Board member will be in a position to influence decisions relating to the employment of, supervision of, or contract with compensation of a relative;
5. No Governing Board member will be in a position to influence decisions relating to any transaction between the Walatowa High Charter School and any Related Entity; and
6. The benefits to the WHCS outweigh any appearance of a conflict of interest.

 VIOLATIONS BY BOARD MEMBERS: Upon discovery of a possible infraction of the established WHCS conflict of interest policies, the discovering party is required to immediately notify the Governing Board President, school administration, and all Board members. A special Governing Board meeting must be immediately scheduled to consider the matter. In the event the Governing Board decides that a WHCS employee, 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 Board shall recommend appropriate action.

 PAYMENTS TO BOARD MEMBERS: There shall be no remuneration or mileage payments made to governing board members for attendance at Board meetings.

 GIFTS AND GRATUITIES: Members of the Governing Board shall neither solicit nor accept personal gratuities, favors, nor anything of monetary value from contractors or merchants with whom Walatowa High Charter School is doing business or who are attempting to sell goods or services to the charter school. This policy does not preclude acceptance of food or drink of a social nature or participation in a social event.

 NEPOTISM: According to NMSA 1978, §22-8B-10, the Principal/Administrator of WHCS shall not initially employ or approve the initial employment in any capacity of a person whose 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 is a member of the Board or Principal/Administrator. The Board may waive the nepotism rule for family members of the WHCS Principal/Administrator. The Board shall carefully consider the potential impact on the integrity, efficiency, discipline and public perception in the employment of any person who is the parent or family member of a student or school employee.

BOARD ETHICS

 CODE OF ETHICS: The members of the Board recognize that they hold authority as members of the Governing Board, not as individuals. To make a clear public statement of its philosophy of service to the students of WHCS, the Board adopts the following Code of Ethics. As a member of WHCS Governing Board, representing all the constituents of WHCS, I recognize that:

1. 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.
2. 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.
3. I will confine my Governing Board action to policy making, planning, and evaluation, and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the charter school, but, together with my fellow Governing Board members, to see that the school is well run.
5. I will recognize that authority rests with the Governing Board and will make no personal promises nor take any private action that may compromise the Board.
6. 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.
7. 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 Board members, interpret to the staff the aspirations of the community for our charter school.
8. I will support and protect school personnel in the proper performance of their duties.
9. I will refer all complaints to the WHCS designated school administrator and will act on such complaints at public meetings only after failure of an administrative solution.
10. I will devote time, thought, and study to the duties and responsibilities of a school board member so that I may render effective and credible service.
11. 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 Governing Board and support the policy to my community.
12. I will work with my fellow 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.

 MISUSE OF POSITION: No Board member will use his/her position to attempt to influence the decision of any WHCS employee to grant special treatment to:

1. the child or ward of such Board member,
2. any relative of such Governing Board member,
3. 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 Board member, or a relative of such 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.

 NOTICE OF MEMBER’S OBLIGATIONS: Every Board member and every WHCS employee who is a parent or guardian of an WHCS student shall inform his or her child/ward that he or she is required to follow all rules, policies and procedures applicable to WHCS students, that he or she is not entitled to special treatment by virtue of the relationship with a Board member or employee, and that any attempt to seek such special treatment may result in disciplinary action.

ACCESS TO LEGAL COUNSEL

Legal counsel for the Walatowa High Charter School is appointed to serve the Governing Board. The governing board president and WHCS designated school administrator are authorized to consult with the Board’s attorney(s) as needed. In the event of any dispute between the WHCS designated school administrator and the Board, it shall be clearly understood that the Board’s attorney(s) shall represent the Board’s interests. If the Executive Director and/or Designeeand Board president refuse to consult with the Board’s legal counsel on a matter raised by at least two members of the 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 Designeeand/or Board president and distributed to all members of the Board.

Copies of written responses from legal counsel must be provided by the Principal’s/Superintendent’s office to Board members within two weeks of receipt.

No charter school employee may consult the Board’s legal counsel without permission of the WHCS Principal/Superintendent.

SCHOOL CLOSURE

If, at any time and for any reason, the Walatowa High Charter School charter is revoked or the Charter is not renewed, the Governing Board in collaboration with the Public Education Commission and the New Mexico Public Education Department shall devise an appropriate plan for closing the school and transferring assets as required by applicable statutes and regulations.

SAMPLE AGENDA

I. Introduction

A. Call to Order

B. Roll Call

C. Approval of Agenda

D. Approval of Minutes

II. Principal’s Report

III. Other Reports such as Business Manager

IV. Public Comment

V. Unfinished Business

VI. New Business

VII. Closing

A. Advance Planning

B. Adjournment

SAMPLE ADMINISTRATOR SELECTION PROCESS

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

1. The Governing Board President, (1) Instructor, (1) Coordinator/Director will screen external candidates Application packets, including completed applications, resumes, and references.
2. The Governing Board President, (1) Instructor, (1) Coordinator/Director will interview all the qualified internal/external candidates and identify the three top candidates.
3. The Governing Board President will provide three candidates to the following committee:  Committee members include; 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.
4. 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 Governing Board President.
5. The Governing Board President will recommend the final candidate to the 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 Board members.
6. All business of 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.
7. 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.”
8. 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.

1. Before the interviews:  The first 45 minutes is for committee members only.  The 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)
2. During the interviews:  The 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 each individual that is interviewed.)  Note-taking is permitted during the interviews, so be sure to write down your own thoughts, reactions, and observations about each candidate.  Each interview lasts approximately 45 minutes.
3. 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.
4. 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 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 Governing Board meeting.

Sample Attributes of a Successful Principal

Approachable

Flexible

Morally sound, ethical

Visible on campus

Visionary