

Governance/Management Plan

Approval date October 16, 2018

The purpose of the governance/management plan is to state the various roles and responsibilities pertaining to the governance and management of Roots and Wings Community School ("RWCS"). This plan is intended to supplement, but not replace any state and federal laws applicable to charter school governing boards, and school directors/administrators.

A. GOVERNANCE/ MANAGEMENT STRUCTURE

A.1 Brief description of school Governance responsibilities.

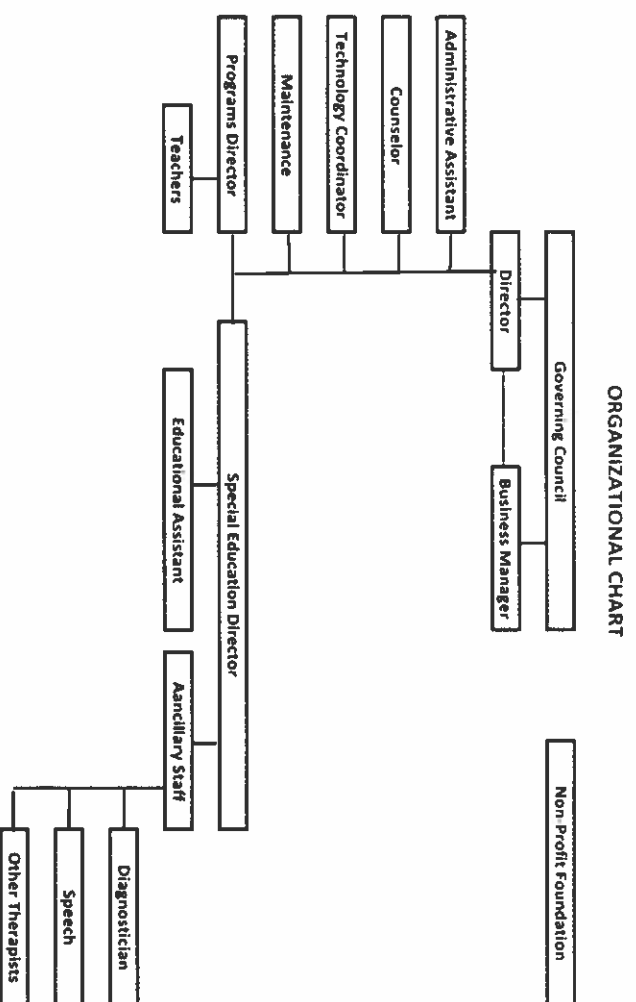
RWCS will be governed by the Governing Council ("Council"), who will act as a Board of Finance for the state-approved charter school. The Council has a responsibility to ensure that RWCS operates in accordance with all applicable laws and regulations, complies with the Open Meetings Act (NMSA 1978.10.15), and meets its commitments to the PED authorizer as reflected in its charter. In accordance to the 1999 Charter School Act, the Council will be held responsible for its fiscal performance. Additionally, the Council will be accountable for:

- Fiscal oversight
- Compliance with all local, state, and federal law
- Progress towards achievement of school's goals
- Strategic planning
- Policy development and review
- Community partnerships
- Hire and evaluate school's administration
- Charter compliance
- School facility funding
- Public Relations

The RWCS Educational Director/Administrator ("Director") will be directly accountable to the Council for all school operations. The Director along with other leadership team members will be responsible for:

Financial operations and academic reporting (Fiscal reports include: revenues, expenditures, and balance sheet for the quarter)
 State student reporting for STARS
 Hiring, supervising, and evaluating all employees
 School-wide inventory
 Student and staff recruitment
 Compliance with all state and federal laws and regulations pertaining to public schools
 Developing and implementing strategic planning
 Ensuring student success and progress monitoring
 Ensuring compliance to educational goals and objectives
 Public relations

A.2 An organizational chart for RWCS with proposed personnel reporting structure



Description of site-based reporting structure-

The Council will have full fiscal responsibility along with other duties listed in A.1 of this section. The Business Manager and Educational Director of the school will have direct communications with the Council pertaining to the fiscal and legal operations of the school. In turn, Counselor, Maintenance, Technology Director, and Special Education Director will report directly to the Educational Director pertaining day-to-day operations. The general education teachers will report directly to the Director for student issues and personnel issues.

A.3 Roles and responsibilities for key school leadership positions.

A.3.a. Governing Council Responsibilities-

In accordance with the 1999 Charter Schools Act, RWCS will operate with a school-centered Governing Council, site-based and autonomous fiscal management, and an innovative educational program. The Council will not be responsible for the day-to-day operations of the school other than on an advisory level. The Council will be empowered to make decisions in school governance matters unless otherwise prescribed by the PED or other state and federal regulations.

Legal

Ensure the charter school is properly managed. The Governing Council will have a way to validate information from the Director
Maintain legal status; ensures proper paperwork is submitted to governmental agencies in compliance with all state and federal law
Review financial and business dealings and exercises proper judgment in self-dealing transactions to avoid conflicts of interest
Adopt and comply with all provisions of the Open Meetings Act. The Governing Council will advertise all meetings in the local media and post notices throughout the area in a timely manner and according to the provisions of the Open Meetings Act (NMSA 1978.10.15). Agendas will be made public and contain items of business to be discussed. Public participation will be made available at a specific time in each agenda. Personnel issues will be discussed in closed session and reported thereafter

Financial

Held accountable for RWCS's fiscal performance in accordance with the 1999 Charter School Act
Acts as Board of Finance responsible for fiscal soundness
Approve annual budget
Review periodic financial reports such as balance sheets, income statements, and changes in financial position
Ensure proper internal controls are in place

Planning

Maintain mission and program direction for the charter school
Review strategic plan and progress.
Assess compliance and progress in achieving educational outcomes
Assess program evaluation plan
Plan for school facility funding

Policy

Develop and adopt written policies
Review policies periodically
Make policy changes when needed

Personnel

- Sets and reviews personnel policies
- Hire Charter School Director and evaluate his/her performance
- Approve all personnel based on the recommendation of the Educational Director
- Procurement of insurance: RWCS will participate in the New Mexico Public School Insurance Authority

Public Relations

- Develop Community/Parent partnerships
- Review satisfaction surveys and make changes if necessary

A.3.b. Director Responsibilities

The Educational Director will be a leader for the community of learners, parents, and teachers. The Director, teachers, staff, and students will be part of a leadership team that will collaborate to solve school issues and keep the school aligned to its mission and vision.

Legal

- Ensure compliance with all state and federal laws and regulations pertaining to public schools
- Adhere to state and federal laws, regulations and guidelines
- Must provide information to the Council to demonstrate that the charter is well managed
- Compile information for annual state and federal filing requirements
- Report any legal conflicts

Financial

- Prepare annual budget with input from staff and business manager
- Work with and support the Business Manager and Council to ensure financial stability for the school
- Oversee preparation of periodic financial reports
- Implement proper financial controls
- Obtain additional funding through outside sources
- Ensure all state and federal paperwork is correct and submitted on time

Planning

- Ensure mission and program direction are followed according to charter expectations
- Develop strategic plan with staff input and record progress
- Develop specific programming to meet goals and objectives specific to the charter mission
- Oversee the physical plant maintenance
- Implement growth plan
- Student and staff recruitment

Policy

- Ensure compliance with RWCS Mission and Vision along with the educational goals and objectives
- Develop student and parent handbook
- Identify need for new policy
- Enforce policy and procedures to ensure a safe and positive learning environment
- Ensure the implementation of policy and assist the Council in analyzing policy options
- School-wide inventory

Personnel

- Recommend changes in personnel policies to the Council
- Recommend all personnel hires and dismissals with the consultation of the governing council
- Annually evaluate performance of staff members
- Align teacher assignments to meet the educational objectives of RWCS
- Facilitate the implementation of Professional Development
- Provide periodic observations and annual evaluations of teaching staff and other personnel, as appropriate

Student Accountability

- Ensure progress for Adequate Yearly Progress standards
- State student reporting for STARS
- Ensure student success and progress monitoring
- Ensure compliance with educational goals and objectives

Public Relations

- Develop productive relationships with parents and community members to further ensure educational excellence
- Review satisfaction surveys and make changes if necessary
- Facilitate outreach to community resources

A.4 Policies and procedures by which the Council will operate, including board powers and duties; budgeting and operation of the school; and how decisions will be made.

In accordance with the 1999 Charter Schools Act, RWCS will operate with a school-centered Governing Council, site-based and autonomous fiscal management, and an innovative educational program. The Council will not be responsible for the day-to-day operations of the school other than on an advisory level. The Council will be empowered to make decisions in school governance matters unless otherwise prescribed by the PED or other state and federal regulations.

A.4.a Board Power and Duties

The primary powers and duties of the Governing Council will be to:
Develop educational and operational policies

Employ Director and evaluate the Director annually
Review, approve and monitor implementation of the annual budget
Acquire, lease and dispose of property, both real and personal to the extent permissible by laws applicable to public schools
Initiate lawsuits or take all necessary steps to protect interests
Authorize the repair and maintenance of all property
Enter contracts consistent with approved budget for any service or activity that is required to perform in order to carry out the educational program
Adopt rules and policies pertaining to the administration of all powers or duties of the Council
Accept or reject any charitable gift, grant, device or bequest
Approve amendments to the Charter
Amend procedures provided for in the Bylaws
Delegate to the Director the authority to implement the charter, policies and procedures, facilities plans, budget and such other directives and policies adopted by the Council from time to time. To the extent that is reasonable, as communicated between the Director and the Council, the Council shall not be involved in the day-to-day operations of the school
The Council will have primary responsibility for the development and review of all major policies; be a resource for problem resolution escalated by the Director to the Council according to policies, procedures and appropriate protocol; and review recommendations submitted by the Director and other Council Advisors. Examples would include, but not be limited to, curriculum, budget development, and final approval of contracts
Promote a cooperative relationship with its charter authorizer; to function in accordance with the New Mexico Charter School Act and resolve any dispute, that may arise between the School and its charter authorizer
Such other powers and authorities as provided for by law.
Charter School 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, Sections 10-15-1 et seq.);
Public School Finance Act (NMSA 1978 §§22-8-1 et seq.); and
applicable rules and regulations issued by the New Mexico Public Education Department ("PED") (contained in Title 6 of the New Mexico Administrative Code)

A.4.b. Development and size of Governing Council

The Council consisting of five to seven members shall govern RWCS. RWCS's Director will be an adjunct member of this council and will have voting rights only to break a tie vote. The Governing Council may also include other non-voting members: student, parent, and staff member. This aligns with our advisory required participation.

A Governing Council member will hold office for three years from the date of their first election. Members may serve an unlimited number of terms. Terms will be staggered so that approximately one third of the terms expire each year. The seats on the Governing Council shall be assigned as follows:

Seat 1 - term expires on June 30th, 2019 and every three years following
Seat 2 - term expires on June 30th, 2019 and every three years following
Seat 3 - term expires on June 30th, 2020 and every three years following
Seat 4 - term expires on June 30th, 2020 and every three years following
Seat 5 - term expires on June 30th, 2021 and every three years following
Seat 6 - term expires on June 30th, 2021 and every three years following
Seat 7 - term expires on June 30th, 2022 and every three years following

Positions that become available on the Council shall be filled by the remaining majority vote of the Council. The governing body will be selected from the community. Due to the nature of the responsibilities of a Board of Finance, RWCS will recruit community members who have finance, business, law, and/or school leadership experience.

Individuals wishing to serve on the Governing Council need to submit their names, brief resumes, and a short statement outlining their interests, goals, and objectives in serving on the Council. If a Council member resigns, the member's seat will be filled by a majority vote of the remaining Council members until the expiry of the term without penalty against the two-term limit.

The Council will manage the general property, business, and affairs of the charter school. The Council may exercise powers provided by the State Board of Education, the RWCS Charter Application, and the charter bylaws. The Council will assign and reassign as necessary duties and responsibilities to appropriate committees.

A.4.c. Governing Council Meetings

The Governing Council will meet at regularly advertised monthly meetings. All meetings will be open to the public and the Council will provide notices to comply with all provisions of the Open Meetings Act. All meetings will be advertised in the school media and posted throughout the school site in a timely manner and according to the provisions of the Open Meetings Act (NMSA 1978.10.15). An agenda will be made public and contain items of business to be discussed. Public participation will be made available at a specific time in each agenda. Personnel issues will be discussed in closed session and reported thereafter. A majority vote will be required to pass a vote on school matters. The general rules of procedures will be governed by the latest version of Robert's Rules of Order.

When necessary the Council may proceed into Executive Session as provided by The Open Meetings Act to discuss personnel matters, litigation, and acquisitions or sales of real property. Final actions taken in Executive Session shall be taken into open session if required by the Act. Members of the Council will be expected to adhere to the Code of Ethics for New Mexico School Board Members.

A.4.d. Role of Governing Council in Policy Making, Personnel Decisions, etc.

The decisions and role of the Council in areas such as policy, personnel, budgeting, curriculum, contracts, and facility rests in the voting members of the Council. The State Board of Education requires the Council to be accountable for content standards, benchmarks, performance standards, state accreditation, standardized testing, and the school report card. The Council will uphold all those state requirements.

The RWCS Council will make known and delegate all programs, policies, procedures, fiscal and otherwise, to the Director and Business Manager, who will then be responsible for their implementation and administration on a day-to-day basis. The Council will review and discuss annually the appropriate methods of implementing the school's program, policies, and procedures with all educators, staff, parents, and students. The Council will review the policies at least annually for compliance with all state and federal Acts and regulations.

RWCS will operate in compliance with all local, state or federal laws, acts, rules and regulations including constitutional provisions prohibiting discrimination on the basis of race, color, national and ethnic origin, disability, age, creed, gender, religion, or ancestry.

A.4.e. Parental/Community Involvement

The RWCS Council is committed to parental and community involvement to further utilize resources needed to maximize student potential for success. Our parent cooperative model forms partnerships for parents to be actively involved in their child's educational growth through advisory roles, emotional intelligence training, volunteering, etc.

The Parent Advisory Council (PAC) and the School Leadership Team (SLT) are representative structure for students and parents, through which they can become involved in the affairs of the school, working in partnership with school management and staff for the benefit of the school and its students. The PAC/SLT bring a forum to share ideas, interests, and concerns with teachers and school officials. Part of their duties will be to assign a parent liaison to report to the Council. This will ensure that decision making will be shared among all those associated with the school. The parent liaison has no voting powers.

Community members will be asked to participate in RWCS by volunteering in time for special projects, student support, and/or expertise of any kind. RWCS will look to the community at large for ideas in developing community awareness, social responsibility, cultural enrichment, craftsmanship, sustainability, and civic leadership. The Council will actively recruit this community involvement.

A.5 Criteria and process that will be used to select the school's leader and the process by which the school leader will be evaluated. (See Appendix C for Administrator Evaluation Criteria)

The RWCS Governing Council will hire and evaluate the Director. The Council will advertise the Directors position. The Governing Council will follow [6.69.3(1-9) NMAC], PERFORMANCE EVALUATION REQUIREMENTS FOR ADMINISTRATORS, as criteria for a Director. The Council will appoint a selection committee consisting of no less than one Council member, one staff member, and one parent to interview possible candidates and select finalists for the position. The Council will then select from the finalists, by majority vote, a leader for RWCS.

The Council will gather feedback on the Director's performance from the Director, school staff, parents, students, and the community. Using performance evaluation requirements for administrators, the Council will develop an evaluative tool to

allow the educational community to fill out once per year. After considering the information from all sources the Council will provide a formal evaluation to the Director. The Council has the right to terminate the Educational Director at any time with a majority vote.

A.6 Manner in which the annual audit of the administrative operations of the charter school is to be conducted.

RWCS will be audited annually by an independent state auditor. The audit will be performed on the school's financial records as required by Section 12.6.3, NMSA 1978. The audit will be conducted in accordance with the Officer of the State Auditor Rule (93-2), generally accepted auditing standards and the Manual Governance Audits of Entities of the State of New Mexico. A criterion and timeline will be developed by the Council in accordance to state requirements. Cost of the audit is budgeted through a specific line item in the RWCS operational budget.

To ensure long-term financial stability, RWCS will conduct an internal audit. The Governing Council will develop a realistic timetable for these audits. The Chief Financial Officer or Governing Council designate will oversee the internal audit process. This council member shall identify areas for audit, develop a timetable for review, and review and report recommendations made in the audit.

A designated internal auditor will independently review, evaluate, and report through audits and management studies the status of the following: financial condition and/or soundness of practice of a function or program; accuracy of financial and property record keeping; compliance with applicable laws, policies, guidelines, and procedures; and effectiveness and economy of operations. All RWCS staff members will furnish any an all requested RWCS information and records within their custody including property, equipment, and facility for audit purposes.

B. DESCRIPTION OF GOVERNING BODY

For brief and full descriptions of the Governing Council roles and responsibilities, please see sections A.1 Brief description of school Governance responsibilities and A.3 Roles and responsibilities for key school leadership positions.

B.1 Responsibilities and obligations of the Governing Board, individual members and officers.

The Governing Council will consist of: President, Vice President, Secretary, and such other officers and assistant officers as the needs of RWCS requires.

President: The President will act as a liaison between the Governing Council and the Director and Business Manager. The President will coordinate all orders and resolutions of the council with the Educational Director and Business Manager and will review progress with these individuals at the Governing Council Meetings.

Vice President: The Vice President will have all powers and perform all duties of the President in the absence, resignation, or incapacity of the President.

Secretary: The Secretary will keep full minutes of all meetings of the Council.

Treasurer: The Treasurer will oversee the maintenance of records for all revenues and expenditures of the Charter School, maintain accurate and up-to-date records of the school budget, and oversee the monthly status of these records.

B.2 List of each Governing Council member and a description of their qualifications.

Michael Rael – Questa Judge

Formal Education:

Professional Experience:

Stephanie Owens – Educational Consultant

Formal Education:

Professional Experience:

Erica Lannon – Massage and Manual Therapist

Formal Education:

Professional Experience:

Robin Mayo -

Formal Education:

Professional Experience:

Jenny Lewis – Educational Instructor

Formal Education:

Professional Experience:

B.3 Plans for board recruitment and selection, including the orientation process for new members and ongoing professional development.

Positions that become available on the Council shall be filled by the remaining majority vote of the Council. The governing body will be selected from the community. Due to the nature of the responsibilities of a Board of Finance, RWCS will recruit community members who have finance, business, law, and/or school leadership experience.

Individuals wishing to serve on the Council need to submit their names, brief resumes, and a short statement outlining their interests, goals, and objectives in serving on the Council. If a Council member resigns, the member's seat will be filled by a majority vote of the remaining Council members until the expiry of the term without penalty against the two-term limit. For specific details please see section A.4.b. Development and size of Governing Council. Newly elected board members will be expected to participate in training, review the charter bylaws and content, and review meeting minutes. The Council will support new member by ensuring he/she feels prepared to participate in the decision-making process.

The Council will attend training in charter school law, budget, policy, procurement code, open meetings act, code of ethics, and strategic planning and will support the New Mexico Coalition for Charter Schools as appropriate. RWCS will provide each Council member travel and training expenses as deemed appropriated by the Council.

B.4 How staff, families, and the community will be notified of the opportunity to be involved in the governance of the school.

The RWCS Governing Council is committed to parental and community involvement to further utilize resources needed to maximize student potential for success. The Council, Director and staff will be responsible for communicating school-related news to parents and the community in a timely manner using newspaper, radio, e-mail, and web-site postings.

Staff, parents, and community members will be welcome to be involved in the governance of the school. For individuals wanting to serve on the Council, vacancies will be posted as stated above, and prospective applicants will need to submit their names, brief resumes, and a short statement outlining their interests, goals, and objectives in serving on the Council. The Advisory Councils (PAC/SLT) will be established for staff, students, and parents to participate in the decision-making process for the school. This program is spelled out in section IV, "Educational Plan," of this proposal.



Roots and Wings Community School

Governing Council Contact Information and Terms

Name	Designation	Contact	Term
Michael Rael	President	(575) 779-1169 cell (575) 586-2078 home rael870@gmail.com	2008 - 2020
Stephanie Owens	Member	(575) 779-9778 steph.lamantn@gmail.com	2015 - 2019
Erica Lannon	Vice-president	(575) 779-0268 homesweetaum@gmail.com	2017 - 2020
Robin Mayo	Member	(575) 758-1536 home (505) 692-7418 cell niboroyam@yahoo.com	2018 - 2021
Jenny Lewis	Secretary	jennyjolewis@gmail.com	2018 - 2021