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SECTION B SCHOOL BOARD GOVERNANCE AND OPERATIONS

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SCHOOL BOARD OPERATIONAL GOALS

The state legislature has granted to the people the power to form school districts and boards of education, which, under the law, are empowered to exercise legislative authority over the public schools within their respective districts pursuant to applicable laws.

As representatives of the people, the Board accepts the responsibility to identify community attitudes and opinions and District needs and to require short- and long-range strategies that are responsive within the budgetary limitations of the District.

Adopted: September 24, 2009

LEGAL REF.: 22-5-4 NMSA



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EVALUATION OF SCHOOL BOARD /
BOARD SELF-EVALUATION

BAA

The Board shall meet as necessary for the purpose of appraising its functioning as a Board and to evaluate Board performance. The appraisal plan approved by the Board will be facilitated by the Board President working with the Superintendent.

Evaluation instruments for Board operation may be used in the process.

The Superintendent and others who regularly work with the Board may be asked to participate in all or a portion of the appraisal.

Areas of Board operations and relationships that may be appropriate to consider during the evaluation of Board procedures may include, but are not limited to:

- Board meetings/decision-making process.
- Policy development/implementation.
- Board/District goal setting.
- Curriculum and instruction management/program.
- Fiscal management/resource allocation.
- School plant planning/management.
- Board member orientation.
- Board member development.
- Board officer performance.
- Board member relationships.
- Board-Superintendent relationship.
- Board-community relationship.
- Legislative and governmental relationships.

Adopted: September 24, 2009

LEGAL REF.: 22-5-4 NMSA



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Superintendent Relationship

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BAA-E

EXHIBIT

EXHIBIT

EVALUATION OF SCHOOL BOARD / BOARD SELF-EVALUATION

(Annual Self-Appraisal of the Board)

The following list of items pertaining to the operation of the Board is the basis for an annual self-evaluation. This may be carried out in conjunction with the annual evaluation of the Superintendent.

Please check the appropriate box for each item (S = satisfactory, N = needs improvement, U = unsatisfactory).

A. Board Relationship with the Superintendent:

S N U

- (1) The Board imparts information on issues, needs, and complaints in a manner allowing the Superintendent the opportunity to solve related problems in a professional manner.
- (2) The Board clearly interprets its position on controversial matters pertaining to the District, thereby enabling the Superintendent to properly carry out the wishes of the Board.
- (3) The Board disregards personalities and considers the recommendations of the Superintendent in an unbiased and objective manner.
- (4) The Board communicates views of personnel effectiveness, including views related to the Superintendent, in a confidential and professional manner.

B. Board Relationship with the Community:

S N U

gnizes that the citizens have entrusted them
onal development of the children and youth of
this community.

- (2) The Board recognizes that the community expects their first and greatest concern to be in the best interest of each and every one of the young people without distinction as to who they are or what their background may be.
- (3) The Board enacts policies supporting the efforts of the administration in helping the people of this community to have the facts about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.

C. Board Relationships Between Members During Meetings:

S N U

- (1) Individual members of the Board treat other members of the Board and professional staff with respect during Board meetings.
- (2) Differences of opinion influencing Board member votes are based on the issues at hand and not on a personality basis.
- (3) All members of the Board conduct themselves in such a manner as to emphasize that individual Board members have authority only when convened in a legally conducted Board meeting with at least a quorum present.

D. Board Relationships with Staff and Personnel:

S N U

- (1) The Board members make every effort to become acquainted with the personnel of the District.
- (2) The Board members' personal friendships with District personnel are maintained without allowing them to affect overall Board decisions and/or policies.

E. Board Relationship to the Instructional Program:

S N U

... makes an effort to keep informed about the
... program by providing for periodic reports as
... deemed necessary and by periodic visitation in the schools.

- (2) The Board attempts to gain information from the community pertaining to instructional program needs.
- (3) The Board maintains policies necessary to enable the educational staff to develop the educational program required to meet the needs of the community.

F. Board Relationship to the Financial Management of the Schools:

S N U

- (1) The Board establishes the policies and provides the necessary resources to properly manage the finances of the District.
- (2) The Board requires the proper accountability for the expenditure of funds in the District.
- (3) The Board provides justified funding to maintain a high quality educational program in this District.
- (4) The Board keeps the community informed about the financial needs of the District.

G. General Statements:

- (1) List in order of priority the four (4) major problems the Board faces:
 - (a)
 - (b)
 - (c)
 - (d)
- (2) List any weaknesses you have observed in the operation of the school system:



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icant accomplishments made by the school
e past year:



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SCHOOL BOARD LEGAL STATUS

BB

The New Mexico Constitution places the responsibility of establishing and maintaining public schools on the New Mexico Legislature and directs the establishment of a Public Education Department and Public Education Commission with powers and duties as provided by law. The Department shall be a cabinet department headed by the Secretary of Public Education who shall have administrative and regulatory powers and duties, including all functions relating to the distribution of school funds and financial accounting for the public schools to be performed as provided by law. It is further provided that school districts under the general supervision of the Secretary of Public Education shall be maintained, developed, and operated by locally elected boards. A school district is a political subdivision of the State for the administration of public schools and derives authority from the New Mexico Constitution, New Mexico statutes, and the rules of the Secretary of Public Education.

Adopted: September 24, 2009

LEGAL REF.: New Mexico Constitution Article XII
22-1-2 NMSA

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BOARD POWERS AND
RESPONSIBILITIES

BBA

The Board shall have the following powers or duties in accord with statutes:

- subject to the rules of the Secretary of Public Education, develop educational policies for the School District;
- employ a superintendent for the School District and fix the salary;
- review and approve the School District budget;
- acquire, lease and dispose of property;
- have the capacity to sue and be sued;
- acquire property by eminent domain pursuant to the procedures provided in the Eminent Domain Code [42A-1-1 to 42A-1-33 NMSA 1978];
- issue general obligation bonds of the School District;
- provide for the repair and maintain all property belonging to the School District;
- for good cause and upon order of the district court, subpoena witnesses and documents in connection with a hearing concerning any powers or duties of the local school boards;
- except for expenditures for salaries, contract for the expenditure of money according to the provisions of the Procurement Code [13-1-28 NMSA 1978];
- adopt rules pertaining to the administration of all powers or duties of the Local School Board;
- accept or reject any charitable gift, grant, devise or bequest. The particular gift, grant, devise or bequest accepted shall be considered an asset of the School District or the public school to which it is given;
- offer and, upon compliance with the conditions of such offer, pay rewards for information leading to the arrest and conviction or other appropriate disciplinary disposition by the courts or juvenile authorities

ft, defacement or destruction of School District
ds shall be paid from School District funds in
accordance with rules promulgated by the Secretary of Public
Education; and

- give prior approval for any educational program in a public school in the school district that is to be conducted, sponsored, carried on or caused to be carried on by a private organization or agency.

The Board shall, in accord with the Administrative Code of the Secretary of Education:

- approve and support the District's Educational Plan for Student Success (EPSS) and each school site-level EPSS action plan;
- employ and evaluate the Local Superintendent on an annual basis in accordance with Section 22-10-3.1 NMSA 1978;
- ensure that each member of the Board participates in a planned program of training which will assist in the performance of specified duties. All Local School Board members must receive a total of five (5) hours of annual training.
 - For newly elected or appointed Local School Board members who are in office for less than a year, they shall receive three (3) of the five (5) hours from attending a training course developed by the State Public Education Department (PED) and sponsored by the New Mexico School Boards Association (NMSBA). This course shall be offered no later than three (3) months after a local school board election. The PED will periodically announce the dates of these courses which will cover numerous topics including PED policies and procedures, statutory powers and duties of local boards, legal concepts pertaining to public schools, finance and budget. For the additional two (2) hours of annual training for these new board members, these board members shall attend sessions sponsored by the NMSBA, approved by the PED.
 - For all existing local school board members, they shall attend five (5) hours of annual training sponsored by the NMSBA, approved by the PED.
 - In order to be credited with attendance at these courses, each attendee must comply with written attendance procedures established by the PED. Prior to September 1st, the NMSBA

local superintendent with a list of training
ully by each local school board member.

- delegate administrative and supervisory functions to the Local Superintendent;
- refrain from involvement in delegated administrative functions;
- review, revise as needed, and submit policies to PED on an annual basis;
- award diplomas to students who have successfully completed graduation requirements;
- ensure the alignment of District curricula with Content Standards with Benchmarks;
- ensure that District funds are appropriately managed and disbursed;
- be responsible for oversight of revenue and expenditures within the District budget;
- accept responsibility for ensuring the success of each school in the District.

The Board performs the following basic functions necessary to the discharging of its responsibilities: legislative, executive, and appraisal.

- The legislative function is the policy-making aspect of the school system. It is the policy of the Board to retain and exercise full legislative authority and control over the schools by adopting general policies or by acting directly in matters not covered by its policies.
- The executive function of the Board is concerned with placing in operation existing Board policy. Most of this function is delegated by the Board to its executive and administrative officer, the Superintendent.
- The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the District based on the policies as outlined in the policy manual.

Adopted: September 24, 2009

LEGAL REF.: 22-5-4 NMSA (1978)
6.30.2.10 NMAC



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BOARD MEMBER AUTHORITY
AND RESPONSIBILITIES

BBAA

All powers of the Board lie in its action as a public body. A member of a board of education is a public officer, but has no authority or power individually. Individual Board members exercise authority over District affairs only by way of votes taken at a legal meeting of the Board. An individual Board member has authority only when and to the extent that the Board, by vote, has so delegated such authority.

A board shall not be bound in anyway by an action or statement made on the part of an individual board member except when such action or statement is pursuant to specific instructions from the respective board.

Adopted: September 24, 2009

LEGAL REF.: 22-5-4 NMSA (1978)

CROSS REF.: AA - School District Legal Status
BBA - Board Powers and Responsibilities



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BOARD MEMBER QUALIFICATIONS

BBBA

(Board Membership)

A person who is a qualified elector of this state, physically resides in the District and physically resided in the District on the date of the school board's proclamation calling a regular school district election.

A convicted felon shall not be qualified to be appointed or elected to public office unless pardoned or restored to political rights.

Adopted: September 24, 2009

LEGAL REF.: 1-22-3 NMSA
 10-1-2 NMSA



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BOARD MEMBER OATH OF OFFICE

BBBB

Oath of Office

All elected or appointed members of local school boards shall take the oath of office prescribed by Article 20, Section 1 of the constitution of New Mexico.

Adopted: September 24, 2009

LEGAL REF.: 22-5-9.1 NMSA



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BBBB-E

EXHIBIT **EXHIBIT**

BOARD MEMBER OATH OF OFFICE

Oath of Office

State of New Mexico, County of Dona Ana, I, [type or print name], do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of New Mexico; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of School Board Member according to the best of my ability, so help me God (or so I do affirm).

(Signature of officer or employee)

(Date)



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BOARD MEMBER RESIGNATION

BBBC

Any Board member who desires to resign from the Board shall send a letter of resignation to the Board in care of the office of the Superintendent giving the effective date of resignation. The resigning Board member should furnish a copy of such letter to each other member of the Board and the Secretary of Public Education prior to the date on which the resignation is to become effective.

Adopted: September 24, 2009

LEGAL REF.: 22-5-12 NMSA



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BOARD MEMBER REMOVAL
FROM OFFICE

BBBD

If a Board member misses four (4) consecutive regular meetings, the office of such a member may be declared vacant by a majority vote of the remaining members. If a member misses six (6) consecutive regular meetings the office of such member shall be automatically vacated. Board members may also be recalled through the procedures set forth in state law.

Adopted: September 24, 2009

LEGAL REF.: 22-5-12 NMSA
 22-7-1 NMSA
 22-7-16 NMSA



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UNEXPIRED TERM FULFILLMENT

BBBE

The Board shall have the power to fill a vacancy in their membership through an appointment by a majority vote of the remaining members. An appointee will hold the office until the next succeeding election for members of the Board.

If a qualified person is not appointed to fill the vacancy or a special election is not called by the Board within forty-five (45) days from the date the vacancy occurred, the Secretary of Public Education shall appoint a qualified person to fill the vacancy until the next succeeding regular Board election.

In the event of the resignation of a majority of the members of the Board, the Secretary of Public Education shall appoint qualified persons to fill the vacancies. Those persons appointed shall hold office until the next regular or special school district election when an election shall be held to fill the vacancies for the unexpired terms.

Adopted: September 24, 2009

LEGAL REF.: 22-5-9 NMSA



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BOARD MEMBER CONDUCT

BC

A Board member or candidate for Board member, or that person's family, shall not knowingly accept from a restricted donor a gift of a market value greater than two hundred fifty dollars (\$250). A restricted donor is a person or agent of a person:

- seeking a transaction with the donee's agency.
- who will be directly and substantially affected financially by performance of the donee's duties or the effect will be greater on a class of persons to whom the donor belongs than to the general public.
- with a matter pending before a regulatory agency in which the donee has discretionary authority.
- who is a lobbyist or a client of a lobbyist with respect to matters within the donee's jurisdiction.

A Board member shall not solicit gifts or donations for a charity in such a manner that it appears that the purpose of the donor in making the gift is to influence the Board member in the performance of an official duty.

Definitions for the terms gift, family and restricted donor can be found in the Gift Act cited below for purposes of interpreting this policy.

Adopted: September 24, 2009

LEGAL REF.: 10-16B-1 NMSA - Gift Act
6.60.9.9 NMAC



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BOARD MEMBER ETHICS

BCA

The Board endorses the Code of Ethics of the National School Boards Association:

- As a member of the Board of Education, representing all the citizens of my District, I recognize:
 - That my fellow citizens have entrusted me with the educational development of the children and youth of the community;
 - That the public expects my first and greatest concern to be in the best interests of each and every one of these young people without distinction as to who they are or what their background may be;
 - That the future welfare of this community, of this state, and of this nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner;
 - That my fellow Board members and I must take the initiative in helping all the people of this community to have all the facts, all the time, about their schools, to the end that they will readily provide the finest possible school program, staff and facilities;
 - That legally the authority of the Board is derived from the state which ultimately controls the organization and operation of the school system and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy; and
 - That I must never neglect my personal obligations to the community and my legal obligation to the State, nor surrender these responsibilities to any other person, group or organization, but that beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States are kept free and strong.
- In view of the foregoing consideration, it shall be my constant endeavor:

thought and study to the duties and responsibilities of a school board member so that I may render effective and creditable service;

- To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue;
- To base my personal decisions upon all available facts in each situation; to vote my honest conviction in every case not swayed by partisan bias of any kind; and therefore abide by and uphold the final majority decision of the Board;
- To remember at all times, that as an individual, I have no legal authority outside the meetings of the Board, and to conduct my relationships with the school staff, local citizenry and all media of communication on the basis of this fact;
- To resist every temptation and outside pressure to use my position as a Board member to benefit either myself or any other individual or agency apart from the total interest in the school system;
- To contribute to, and maintain the professional atmosphere of, personal relations in the District by voicing concerns regarding school employees only to the Superintendent;
- To bear in mind under all circumstances, that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed Superintendent and the professional and support staff;
- To welcome and encourage active cooperation by citizens organizations and the communications media in the system with respect to establishing policy on current school operations and proposed future developments;
- To support my State and National School Board Associations, and
- To strive, step by step, toward ideal conditions for most effective Board service to my community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.



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BOARD MEMBER CONFLICT
OF INTEREST

BCB

A Board member shall not have any direct pecuniary interest in a contract with the School District, nor shall a Board member furnish directly any labor, equipment, or supplies to the District.

Voting Restriction

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods and services to the District, the Board member shall declare the interest and refrain from debating and voting upon the question of contracting with the company.

Nepotism

A person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-law, sister, sister in law of a member of the Board may not be initially employed or approved for employment in any capacity in the District. Nothing in this section of this policy shall prohibit the continued employment of such a person employed on or before March 1, 2003.

Prohibited Acts

It is unlawful for a public officer or licensed employee to take an official act for the primary purpose of directly enhancing a personal financial interest or position.

A Board member or licensed employee shall not, directly or indirectly, solicit, sell or be a party to a transaction to solicit or sell a product or service to the school or district with which they are associated. This does not apply to a person making a sale in the regular course of business while complying with the procurement laws and rules of the State of New Mexico.

No person shall sell or use a student, faculty or staff list with personal identifying information obtained from the District for the purpose of direct



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except for legitimate educational purposes or
each individual on the list(s).

Adopted: September 24, 2009

LEGAL REF.: 10-16-3 NMSA
10-16-4 NMSA
22-5-6 NMSA
6.10.6.8 NMAC

CROSS REF.: BBBA - Board Member Qualifications



B-0831

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BCB-E

EXHIBIT

**BOARD MEMBER CONFLICT
OF INTEREST**

I, _____, do hereby indicate:

1. That I am presently an officer/employee of the Gadsden Independent School District;

2. That I (or my relative[s]: _____) have a substantial interest in the contract, sale, purchase, or service to or decision by the Gadsden Independent School District Board as described below.

3. That I shall refrain from participating in any manner in my capacity as an employee or officer of Gadsden Independent School District in such contract, sale, purchase, service to, or decision by the Board unless specifically permitted to do so by law.

_____ Date _____ Signature

Description of Conflict:



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BOARD ORGANIZATIONAL MEETING

BDA

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

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

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

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

At any other time as determined by a quorum of the School Board, the President will open the meeting, announce the reorganization, and call for motions and nominations. A vote will be taken to elect a new president followed by any other changes in offices.

Adopted: September 24, 2009

LEGAL REF.: 22-5-7 NMSA
 22-5-8 NMSA
 22-5-9 NMSA
 22-5-9.1 NMSA

CROSS REF.: BDB - Board Officers
 BE - School Board Meetings
 BEC - Executive Sessions/Open Meetings
 BEDA - Notification of Board Meetings



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BOARD OFFICERS

BDB

President:

- Preside over all meetings and conduct meetings in accordance with New Mexico law, Secretary of Public Education rules and policies of the District.
- Call special or emergency meetings.
- Consult with the Superintendent on the agenda for each meeting.
- Encourage and maintain orderly and democratic participation.
- Keep all discussions factual and on the subject at hand.
- Allow for full and complete exploration of each item of business.
- The President may not act for, or on behalf of the Board, without prior specific authority from a majority of the Board, and
- The President shall perform other duties as assigned by the Board or required by law.

Vice President:

The Vice-President shall perform the duties of the President in the absence of the President and shall perform other duties as assigned by the Board.

Secretary:

The Secretary shall perform all duties as required by law and perform other duties assigned by the Board. The secretary shall be responsible for all records of Board meetings and shall assist the Superintendent, custodian of public records for the District, in providing access to these documents as required by law.

Surety Bonds

A surety bond shall be obtained by the District for all officers prior to their taking office.

Adopted: September 24, 2009



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CROSS REF .. BEDB - Agenda

BEDBA - Agenda Preparation and Dissemination



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BDD

BOARD - SUPERINTENDENT RELATIONSHIP

The establishment of policies is the responsibility of the Board, and the execution of those policies is a function of the Superintendent.

The Superintendent is the chief executive officer of the School District and is responsible for the professional leadership and skill necessary to translate the policies of the Board into administrative action.

The Superintendent is responsible for the administration of the District. The Superintendent may delegate the necessary authority to other employees and develop such procedures and regulations as the Superintendent considers necessary to ensure efficient operation of the District.

Adopted: September 24, 2009



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BOARD COMMITTEES

BDE

Committee work of the Board shall usually be done by members of the Board sitting as a committee of the whole. The Board shall not establish standing or permanent committees, and there shall be no standing or permanent committees composed of the Board members. If a temporary committee is appointed, it shall serve only for the time needed for its designated purpose. Committee recommendations shall be advisory only.

Adopted: September 24, 2009

CROSS REF.: BDF - Advisory Committees



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ADVISOR □ COMMITTEES

BDF

The Board may, by majority vote, appoint ad hoc committees when deemed advisable. Recommendations of such committees cannot be binding on the Board; they may be advisory only. These committees will be responsible for presenting to the Board recommendations for action based on research and facts. Any such committee shall automatically be dissolved upon completion of its assignment.

The Board President shall develop guidelines for each committee. These guidelines shall be approved by the Board prior to the first meeting of each committee and will include, but not necessarily be limited to, the following:

- A written, specific statement of the purpose of the committee.
- The dates on which interim and final reports of the committee are to be rendered.
- The date or event upon which the committee will be terminated.
- The extent to which facilities, supplies, equipment, and clerical support will be provided to each committee.

The Superintendent will ensure that the following actions are taken for each committee established by the Board:

- Each committee member will be briefed on the requirements of the New Mexico Open Meeting Law as it applies to committees of the Board.
- Notices and agendas of all meetings of the committee will be posted.
- Minutes will be kept of each meeting.

A representative of the Board and the Superintendent will serve as ex-officio members of all advisory committees.

Adopted: September 24, 2009



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SCHOOL ATTORNE □

BDG

The Board recognizes the need for quality legal counsel in light of the increasing complexity of the statutes, regulations and policies under which the District operates.

Board attorneys are retained by the Board as counsel for the Board to provide legal service on any matter related to the operation of the District. The attorneys may be asked to provide legal advice, render legal opinions, prepare resolutions, review proposed Board actions, represent the Board in a court of law, or provide other legal service the Board or Superintendent may request on behalf of the District.

The Board designates the Superintendent as the sole administrative access to the Board's attorney for legal information regarding the day to day operations of the District. The Superintendent may, on a needs basis, delegate the responsibility for contact with the attorneys to a member of the staff.

With consensus of the Board, the School Board President shall have access to the attorneys and may request legal advice about school business. Such requests for advice may be in writing, in person, or by telephone. The attorneys shall provide the advice in writing and provide a memorandum of the advice given orally. Such communication from the attorneys shall specify the person requesting the advice, the question presented, any background facts provided in connection with the question, and detail the legal analysis or advice provided. Copies of each letter or memorandum of advice shall be sent to each Board member and to the Superintendent of Schools.

Copies of all written requests for opinions shall be furnished by the Superintendent to all Board members. Requests for opinions requiring research or substantial amounts of work on the part of private counsel shall be in writing when practicable.

All advice received from the attorneys is privileged under the attorney-client privilege and all recipients of such advice and the written letters/memoranda thereof shall keep such advice strictly confidential.

Adopted: September 24, 2009

LEGAL REF.: 22-5-4 NMSA



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BOARD CONSULTANTS

BDH

The District may employ consultants when appropriate to carry out tasks or projects that enhance the effectiveness of District operations (1) when the District does not have the specialized competency on its staff or (2) when such assignments would be burdensome to the school staff when added to their full-time assignments. The kinds of assistance sought from consultants may include, but will not necessarily be limited to (1) conducting fact-finding studies, surveys, and research; (2) providing counsel or services requiring special expertise; and (3) assisting the Board in developing policy and program recommendations. The employment of specific consultants, within the budgeted funds of the District, will be the responsibility of the Superintendent.

All consultants shall be engaged pursuant to appropriate rules of procurement.

Adopted: September 24, 2009

LEGAL REF.: 22-5-4 NMSA



B-1400 ©
SCHOOL BOARD MEETINGS

BE

The Board shall determine at least annually in a public meeting what notice for a public meeting is reasonable when applied to the School District.

The Board shall transact all business at official meetings of the Board. These may be either regular or special meetings, defined as follows:

- Regular meeting - A meeting of the members of a local school board at which at least a quorum is present, about which notice has been published and at which normal school district business is transacted.
- Special meeting - an official legal-action meeting called between scheduled regular meetings to consider only specifically identified topics.

A local school board shall hold at least one (1) regular meeting each month of the calendar year.

Every meeting of the Board, regular or special, shall be open to the public except for an executive session that is held in accordance with state law. A "meeting" is defined as the gathering of a quorum of members of a public body to propose or take legal action, including any deliberations with respect to such action, that has been properly noticed, pursuant to law.

Regular Board Meetings

The second (2nd) and fourth (4th) Thursdays of each calendar month are designated as the regular Board meeting dates.

A regular meeting may be rescheduled by agreement of a majority of the Board.

Written notice of the date, hour, place, and subject (agenda) of each regular meeting of the Board shall be given as follows:

- Notice shall be posted at least ten (10) days preceding the scheduled time of the meeting, with the exception of an actual emergency, in which case such notice as is appropriate to the circumstances shall be given.

in prominent places, convenient to the public,
at all time during the posting.

- The notice shall include an agenda or information as to when and where an agenda can be obtained at least twenty-four (24) hours prior to the meeting.

Every regular meeting of the Board shall be open to the public to listen and observe the actions of the Board.

Special Board Meetings

Special meetings may be called whenever deemed necessary by the Board President or when requested by a majority of the Board. Written or telephoned notice of all special meetings shall be given to the members of the Board, and written notice shall be posted, at least three (3) days prior to the time stated for the meeting to convene. The notice shall include an agenda or information as to when and where an agenda can be obtained. The agenda shall be made available to the public at least twenty-four (24) hours prior to the special meeting. The Superintendent's office shall transmit copies of the written notice to those broadcast stations licensed by the federal communications commission (FCC) and newspapers of general circulation that have made written request for notice of public meetings. No business other than the matters specified in the notice shall be transacted at such meeting.

Special meetings shall be open to the public to listen and observe the actions of the Board.

Adopted: September 24, 2009

LEGAL REF.: 10-15-1 NMSA et seq.
22-5-12 NMSA

CROSS REF.: BEC - Executive Sessions/Open Meetings
BEDA - Notification of Board Meetings
BEDB - Agenda
BEDC - Quorum

B-1550 © EXECUTIVE SESSIONS / OPEN MEETINGS

BEC

The Board may enter into executive session after the following requirements have been met:

- The Board has first been convened in open meeting, for which notice, stating the specific provision of law authorizing the executive session, has been given.
- The Board President has identified the section or sections of 10-15-1 NMSA 1978 that authorize the holding of the executive session and has stated the language of the section(s) and with reasonable specificity the subject to be discussed.
- The executive session is authorized by a majority vote of a quorum in open session. The vote of each member shall be recorded in the minutes.

No final action, decision, or vote shall be taken while the Board is in executive session, except as provided by law.

The Board shall provide a statement in the minutes of the open meeting in which the executive session was held or at the next meeting following the executive session meeting, if it is a separate meeting, that the matters discussed in the executive session were limited only to those specified in the motion for closure or in the notice of the separate executive session meeting.

Adopted: September 24, 2009

LEGAL REF.: 10-15-1 NMSA

CROSS REF.: BEDG - Minutes
BHDA - Confidential Communications
JKD - Student Suspension/Expulsion



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MEETING PROCEDURES / B□LAWS

BED

The President of the Board is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation. All such rulings shall be consistent as to length of time allowed for discussion and viewpoint neutral. These rulings are subject to review by the Board at a subsequent meeting, properly noticed, as long as the matter is included on the agenda.

Adopted: September 24, 2009

LEGAL REF.: O.A.G. 90-26.



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NOTIFICATION OF BOARD MEETINGS

BEDA

The posting place for all notices of meetings shall be in an area available to the public twenty-four (24) hours per day, well lighted and with at least one (1) of the locations reasonably close to the District office.

Notice of regular meetings shall be posted throughout the community at the following locations:

- District office;
- All District schools; and
- Other locations as appropriate.

At least ten (10) days notice shall be given for any regular meeting and three (3) days for any special meeting time and place with the exception of an actual emergency, in which case such notice as is appropriate to the circumstances shall be given. Notice shall be provided to Board members at least ten (10) days prior to the regular meeting and three (3) days prior to the special meeting of time and place so that they may make plans to be present.

Adopted: September 24, 2009

LEGAL REF.: 10-15-1 NMSA (1978)

CROSS REF.: BE - School Board Meetings
BEC - Executive Sessions/Open Meetings



B-1700 ©
AGENDA

BEDB

Only those items on the agenda will be discussed and deliberated by the Board at a meeting. The order of business should be as follows unless reordered by the President:

Regular meetings:

- Call to order and roll call
- Pledge of Allegiance and Mission Statement
- Program, reports and correspondence
- Modification and adoption of agenda
- Consent agenda
- Open forum
- Action Items
- Discussion Items
- Items suggested for future meetings
- Adjournment

Special meetings:

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

Executive sessions:

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

Adopted: September 24, 2009

LEGAL REF.: 10-15-1 NMSA (1978)

CROSS REF.: BEC - Executive Sessions/Open Meetings



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B-1711

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BEDB-R

REGULATION **REGULATION**

AGENDA

(Consent Agenda Items)

The agenda of each regular Board meeting may contain a consent agenda.

Consent agenda items will be determined by the Superintendent following discussion with the Board President at the time agendas are prepared for the regular meetings of the Board. Consent agenda items are acted upon as a group with one motion and second for all identified items. Items to be included on the consent agenda will be listed on the agenda in the normal manner. All backup material relating to any consent agenda items will be included in the Board's agenda packet.

Consent agenda items may be removed from consent status by any member of the Board before the regular Board meeting or at the time of modification and adoption of the agenda. When so removed they are to be acted upon just as other agenda items.



B-1750 ©
AGENDA PREPARATION AND DISSEMINATION

BEDBA

Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The agenda format will include time allotments for each item as recommended by the Superintendent.

Any staff member, student, or citizen of the district may suggest items of business. The inclusion of items suggested by staff members, students, or citizens will be at the discretion of the Board President or Superintendent. The Superintendent or Board members may place items on the agenda. Any Board member desiring to place an item on the agenda will notify the Superintendent of the particular item of business at least five (5) central office working days before the meeting agenda is finalized (at least six [6] days prior to the meeting). Inclusion on the next agenda will depend upon the amount of time necessary to provide information to the Board for deliberation and decision making. The Superintendent will make this decision in consultation with the Board President.

The agenda and supporting materials shall be distributed to the Board members not less than twenty-four (24) hours prior to the meeting.

Meeting notices shall include the date, time and place of the meeting and an agenda containing a list of specific items of business to be discussed or transacted at the meeting or information on how the public may obtain a copy of such an agenda. Except in the case of an emergency, the agenda shall be available to the public at least twenty-four (24) hours prior to the meeting. Reasonable public notice of a meeting shall be by a notice given at least ten (10) days before a scheduled meeting and distributed to broadcast stations licensed by the federal communications commission (FCC) and newspapers of general circulation that have provided a written request for such notice.

Special Meetings

Whenever possible, the procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.



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ed by the Superintendent during an emergency
e impractical. However, the Superintendent
shall comply with all legal requirements in scheduling special meetings.

Adopted: September 24, 2009

LEGAL REF.: 10-15-1 NMSA (1978)



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QUORUM

BEDC

A quorum consisting of a majority of the Board membership shall be necessary to conduct any business.

The Board may allow a member to participate in the business of the Board using a device configured in a manner that conversations from all participants can be heard on both ends of the deliberations, when it is otherwise difficult or impossible for the member to attend the meeting in person.

Adopted: September 24, 2009

iB-1850
RULES OF ORDER

BEDD

The Board prescribes rules for its meetings as follows:

Action by the Board

The Board shall proceed by motion. Any member, including the president, may make a motion.

Second not required

A motion need not be seconded.

One Motion at a Time

A member may make only one motion at a time.

Substantive Motion

A substantive motion is out of order while another substantive motion is pending.

Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of New Mexico. The president is permitted to vote on all motions.

Debate

The president shall state the motion and then open the floor to debate on it. The president shall preside over the debate according to the following general principles:

1. The introducer (the member who makes the motion) is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
3. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

Procedural Motions

In addition to substantive proposals, the following procedural motions and no others shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption. In order of priority (if applicable), the procedural motions are as follows:

1. To adjourn. The motion to adjourn may be made only when action on a pending matter concludes; it may not interrupt deliberation of a pending matter.
2. To take a recess. The motion is in order at any time. Under these rules, the board president also has the power to call a brief recess, without board action.

- by the agenda. The motion must be made at the opportunity or it is waived.
4. To suspend the rules. For adoption, the motion requires a vote equal to the number required for a quorum.
 5. To divide a complex motion and consider it by paragraph. This motion is the same as the motion to divide a question and consider it by paragraph and is debatable.
 6. To defer consideration. The board may vote to defer action or consideration of a pending matter indefinitely. A substantive motion consideration of which has been deferred, expires 100 days thereafter unless a motion to revive consideration is adopted.
 7. Call of the previous question. The motion is not in order until there has been debate and every member has had an opportunity to speak.
 8. To postpone to a certain time or day. Allows the board to defer consideration to a specified time or day and is appropriate when more information is needed or deliberations are likely to be lengthy.
 9. To refer to a committee. Sixty days after a motion has been deferred to a committee, the introducer may compel consideration of the measure by the entire board, regardless of whether the committee has reported the matter back to the board.
 10. To amend. An amendment to a motion must be pertinent to the subject matter of the motion, but it may achieve the opposite of the motion's intent. The motion may be amended, and an amendment may be amended, but no further amendments may be made.
 11. To revive consideration. The motion is in order anytime for 100 days after a vote to defer consideration.
 12. To reconsider. The motion must be made by a member who voted with the prevailing side. It must be made at the same meeting as the vote was taken, it cannot interrupt deliberation on a pending matter but is in order at anytime before actual adjournment.
 13. To rescind or repeal. Only for those measures adopted by the board that may legally be repealed or rescinded.
 14. To ratify. This motion appears on the principle that a board may later ratify that which it could have authorized.
 15. To prevent reconsideration for six months. The motion is in order immediately following the defeat of a substantive motion and at no other time. For adoption, the motion must receive a vote equal to the number required for a quorum. It is valid for

When a new board member is appointed, whichever

Renewal of Motion

A motion that is defeated may be renewed at any subsequent meeting unless a motion to prevent reconsideration has been adopted.

Withdrawal of Motion

A motion may be withdrawn by the introducer at anytime before a vote.

Duty to Vote

Every member must vote unless excused by the remaining members. A member who wishes to be excused from voting shall so inform the president, who shall take a vote of the remaining members present. No member shall be excused from voting except on matters involving his own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present or has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

Public Hearings

Public hearings required by law or deemed advisable by the board shall be organized by a special order, which is adopted by a majority vote, that sets forth the subject, date, place and time of the hearing as well as any rules regarding the length of time of each speaker, etc. At the appointed time, the president or his designee shall call the hearing to order and then preside over it, unless a hearing officer is chosen to preside. When the allotted time expires, or when one wishes to speak who has not already done so, the president or his designee shall declare the hearing ended.

Minutes

Pursuant to the New Mexico Open Meetings Act, written minutes shall be kept of all public school board meetings and all minutes shall be open to public inspection.

Appointments

The board shall use the following procedure to make appointments to various subordinate offices:

The president shall open the floor to nominations. At this time, the names of possible appointees shall be put forward by the members and debated. When the debate ends, the president shall call the roll of the members, and each member shall cast his vote. The votes shall not be tallied until all members have voted.

Reference to Robert's Rules of Order (RRO)

To the extent not provided for in these rules and to the extent that the reference does not conflict with the spirit of these rules, the board may refer to Robert's Rules of Order, Revised for unresolved procedural questions.

Adopted: September 24, 2009

LEGAL REF.: 22-5-4 NMSA



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Procedures/Bylaws
ation of Board Meetings

BEDB - Agenda

BEDBA - Agenda Preparation and Dissemination

BEDC - Quorum

BEDF - Voting Method

BEDG - Minutes

BEDH - Public Participation at Board Meetings

BGF - Suspension/Repeal of Policy



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VOTING METHOD

BEDF

Votes on all motions and resolutions shall be by a voice or roll-call vote and the vote of members shall be recorded. No secret ballots shall be used.

Each member of the Board shall have one (1) vote and a proposal shall pass by the affirmative vote of a majority of the members present at the meeting.

Adopted: September 24, 2009

LEGAL REF.: 10-15-1 NMSA

CROSS REF.: BEDC - Quorum
 BEDD - Rules of Order
 BEDG - Minutes



B-2100 ©
MINUTES

BEDG

Minutes shall be kept of all regular and special Board meetings. Draft copies of minutes of each Board meeting will be available for public review in the District administrative office ten (10) working days after the date of the meeting. The Board will take action at a subsequent meeting to amend and/or approve these minutes.

The minutes of the Board of Education shall include:

- The date, place and classification of the meeting (regular, special, etc.).
- Record of the roll call of Board members.
- A notation of the presence or absence of the Superintendent.
- A record of any modification of the published agenda.
- A record of any corrections to the minutes of any previous meeting and the action approving them.
- A record of any communications, petitions, or reports presented to the Board.
- A record of each motion placed before the Board, the member making the motion and the member seconding it (if any), the declaration of the person presiding as to whether the motion passed or failed and the name of each person voting "aye" or "nay," or abstaining 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.

A "draft" copy of the minutes will be made available for public inspection within ten (10) working days of the meeting and should clearly indicate that they are "not official". Minutes become official when approved by the Board.



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filed and kept in the Superintendent's office. They shall be kept for inspection by any citizen at any time the Superintendent's office is open during regular business hours. The minutes shall not be removed from the Superintendent's office.

Summary of the Minutes

On or before the tenth (10th) day of each month the Superintendent shall prepare a summary of the minutes of all meetings held by the Board during the preceding calendar month, such summary shall contain a full and correct account of all business transacted, showing all matters presented, the action taken thereon, or other disposition thereof. A statement of all moneys received during the preceding calendar month shall be prepared showing the source and the amount received from each source with a detailed statement of all expenditures made during such preceding calendar month, including a list of all warrants issued, to whom issued, the amount of each warrant and the purpose for which the warrant was issued.

The summary of minutes shall be filed with the Board Secretary and shall be a public record open to inspection of the public and a copy thereof shall be mailed to each and every legal newspaper published in the county for such use as such newspaper may see fit.

Adopted: September 24, 2009

LEGAL REF.: 10-15-1 NMSA
10-17-1 NMSA
10-17-2 NMSA

B-2150 ©
PUBLIC PARTICIPATION AT
BOARD MEETINGS

BEDH

All regular and special meetings of the Board shall be open to the public.

The Board invites the viewpoints of citizens throughout the District, and considers the responsible presentation of these viewpoints vital to the efficient operation of the District. The Board also recognizes its responsibility for the proper governance of the schools and therefore the need to conduct its business in an orderly and efficient manner. The Board therefore establishes the following procedures to receive input from citizens of the District:

- Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the Superintendent prior to the start of the Board meeting.
- The Board President shall be responsible for recognizing speakers, maintaining proper order, and adhering to a time limit of thirty (30) minutes for all presentations and a maximum of five (5) minutes per speaker. In order to ensure that each individual has an opportunity to address the Board, the President may also set a time limit of less than five (5) minutes for individual speakers based upon the length of the comment period and number of requests received.
- Questions of fact asked by the public shall, when appropriate, be answered by the President or referred to the Superintendent for reply. No action or discussion shall transpire among Board members regarding such questions or comments. Questions requiring investigation shall be referred to the Superintendent for later report to the Board. Questions or comments on matters that are currently under legal review will not receive a response.
- Members of the public or invited guests may be recognized by the President to assist the Board with information for the conduct of its official business.
- Personal attacks upon Board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Presenters are cautioned that statements or representations concerning others that convey an unjustly unfavorable impression may subject the presenter to civil action for defamation. Policies KE, KEB, KEC, and KED are provided by the Board for



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te complaints, including those involving

Adopted: September 24, 2009

LEGAL REF.: 10-15-1 NMSA

CROSS REF.: BDB - Board Officers
BHC - Board Communications with Staff Members
BHD - Board Communications with the Public
KEB - Public Concerns/Complaints about Personnel



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B-2181

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BEDH-E

EXHIBIT

EXHIBIT

PUBLIC PARTICIPATION AT BOARD MEETINGS

REQUEST TO ADDRESS BOARD

The Board President shall be responsible for recognizing speakers, maintaining proper order, and adhering to a time limit of thirty (30) minutes for all presentations and a maximum of five (5) minutes per speaker. In order to ensure that each individual has an opportunity to address the Board, the President may also set a time limit of less than five (5) minutes for individual speakers based upon the length of the comment period and number of requests received.

Questions of fact asked by the public shall, when appropriate, be answered by the President or referred to the Superintendent for reply. No action or discussion shall transpire among Board members regarding such questions or comments. Questions requiring investigation shall be referred to the Superintendent for later report to the Board. Questions or comments on matters that are currently under legal review will not receive a response.

Personal attacks upon Board members, staff personnel, or other persons in attendance or absent by individuals who address the Board are discouraged. Presenters are cautioned that statements or representations concerning others that convey an unjustly unfavorable impression may subject the presenter to civil action for defamation. Policies KE, KEB, KEC, and KED are provided by the Board for disposition of legitimate complaints, including those involving individuals.

I request permission to address the Board on the following topic:

(Date)

(Name and Telephone Number)



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(Street Address)

(City)

(State)

(Zip)

(E-mail Address)

(Representing)



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NEWS MEDIA SERVICES AT
BOARD MEETINGS

BEDI

Local news media representatives shall be welcome to attend all regular or special meetings of the Board with the exception of executive sessions. In the event that representatives of the news media are unable to attend a regular or special meeting, the Superintendent may provide a periodic summary of Board actions.

Adopted: September 24, 2009



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SCHOOL BOARD POLICY PROCESS

BG

It is the intent of the Board to adopt policies so that they may serve as guidelines for its own operations and for the successful and efficient functioning of the District.

Policy adoption is one of the Board's chief responsibilities. Suggestions regarding the content of policies may originate with a member of the Board, the Superintendent, a staff member, a parent, a student, a consultant, a civic group, or any resident of the District. A careful and orderly process shall be used in examining such proposals. The policy proposals shall be referred to the administration for detailed study prior to recommendation(s) being provided to the Board. The Board may take action in accordance with Policy BGB after hearing the Superintendent's recommendations.

The policies of the Board are framed and intended to be interpreted within the context of applicable laws and regulations.

Changes in needs, conditions, purposes, and objectives may require revisions, deletions, and additions to the policies. The District will welcome suggestions for ongoing policy review and revision.

Adopted: September 24, 2009

LEGAL REF.: 22-5-4 NMSA



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POLIC ADOPTION

BGB

Adoption of new policies or the revision or repeal of existing policies is the responsibility of the Board. The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they are fully studied before final action:

- First meeting - the proposal shall be presented for review.
- Second meeting - the proposal shall be presented for discussion and action.

During discussion of a policy proposal, the views of the public, staff members, and the Board may result in changes. A change shall not require that the policy go through an additional review except as the Board determines that the change requires further study and that an additional review would be desirable.

Policies may be adopted or amended at a single meeting of the Board in a Board-declared emergency.

Adopted: September 24, 2009



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POLIC □ REVISION AND REVIEW

BGC

In an effort to keep its written policies up to date so they may be used consistently as a basis for Board action and administrative decision, the Board authorizes the Superintendent to seek consulting assistance from a source that provides such services. The District shall rely on the consulting service in conjunction with the functioning of the District as indicated by reactions of the school staff, the students, and the community to provide insight into the effect of the policies it has adopted. The Superintendent shall develop procedures to permit the District to utilize the policy consulting service in a manner that assures maximization of the District's return on its investment in the service.

The Superintendent is responsible for calling to the Board's attention policies that are out of date or in need of revision.

Adopted: September 24, 2009

CROSS REF.: BGE - Policy Communication/Feedback



B-2661

©

BGC-R

REGULATION

REGULATION

POLIC REVISION AND REVIEW

The District is a subscriber to the Policy Services Program of the New Mexico School Boards Association (NMSBA). This service will assist the District in the amendment of District policies or in the adoption of new policies originated by the District.

The procedure listed below will be followed to ensure the expeditious review and consideration of policy updates received from the NMSBA Policy Services Program and all newly proposed policies:

- A master file of policy updates (Policy Services Advisories) will be kept by the Superintendent.
- Upon receipt, a copy of each update will be forwarded to the appropriate member(s) of the Superintendent's staff.
- The designated staff member may review and evaluate the update and recommend action to the Superintendent, including any proposed changes needed to adapt the update to specific circumstances within the District.
- If changes or new policies are recommended, the Superintendent will send a copy of the update to NMSBA Policy Services for review or contact NMSBA Policy Services by phone to discuss the proposed changes.
- Following review by NMSBA Policy Services, the updated policy or any newly proposed policies will be placed on the Board agenda for a first review by the Board.
- Following the first review, if any proposals are made for further changes, such changes will be sent to NMSBA Policy Services for review or discussed with them by phone.
- If no changes are proposed, or after any such proposed changes have been reviewed by NMSBA Policy Services, the updated policy will be placed on the Board agenda a second time for action by the Board.
- Following adoption by the Board, the Superintendent will send a copy of the adopted policy and the date of adoption to NMSBA Policy Services.



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will produce the final adopted copy of the policy to the District.

- The Superintendent will reproduce sufficient copies of the new policy, as received from NMSBA Policy Services, and forward a copy to each person who is assigned a printed policy manual, with instructions as to how it is to be incorporated into the print copy of the policy manual.



B-2800 ©
POLIC □ COMMUNICATION / FEEDBACK

BGE

The Superintendent shall develop procedures to ensure that employees, patrons, and Board members shall have access to a current policy manual that contains the policies and administrative regulations of the District.

The manual is intended both as a tool for District management and as a source of information to patrons, staff members, and others about how the District operates. To that end, each Board member and administrator shall have ready access to the manual either through print copy or electronic media at the discretion of the Board. In addition, a print copy of the manual shall be available at such places as the Superintendent may determine for use by staff members, students, and patrons.

Each administrative regulation shall be so designated and included in the manual on a separate sheet(s) accompanying the policy with which it is associated.

All print copies of the policy manual shall remain the property of the District and shall be subject to recall at any time.

The Board's policy manual shall be considered a public record and shall be open for inspection during regular business hours at the District administration office and at places designated by the Superintendent.

The master copy of the manual will be securely maintained in the Superintendent's office. It is this copy that will be used to resolve any discrepancies in language existing in other copies.

Adopted: September 24, 2009

LEGAL REF.: 22-5-4 NMSA



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BGE-R

REGULATION

REGULATION

POLIC COMMUNICATION / FEEDBACK

Each person to whom a printed copy of the policy manual is issued will be responsible for the maintenance, control, and updating of the manual.

All changes to the policy manual will be issued by the Superintendent, with a change memorandum listing codes, pages to be removed, and pages to be inserted. After making the changes, a copy of the change memorandum shall be filed by the Superintendent. After the updated pages have been placed into a policy manual, the outdated pages that have been superseded must be removed and destroyed. All policy manuals are subject to recall and/or inspection at any time to ensure that they are properly updated.

The master print copy of the policy manual shall be maintained by the Superintendent. It is this copy that shall be used to resolve any discrepancies in language existing in other copies.

The Superintendent will maintain one (1) copy of all outdated pages for historical and reference purposes.



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As soon as the changes to your copy of the manual are accomplished, please
date, sign, and return this memorandum.



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SUSPENSION / REPEAL OF POLIC

BGF

The operation of any section or sections of Board policies not established and required by law or vested by contract may be temporarily or permanently suspended by a majority vote of Board members present at a regular or special meeting. An action under this policy would not require the two (2) presentations indicated in Policy BGB (Policy Adoption) to reinstate a suspended policy.

Adopted: September 24, 2009

LEGAL REF.: 22-5-4 NMSA



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BOARD COMMUNICATIONS
WITH STAFF MEMBERS

BHC

Official communication between the Board and employees will occur as follows:

- An employee will first communicate on school- or employment-related matters at the administrative level. Any employee who exhausts the opportunity of discussing a matter at the various administrative levels may then communicate in writing with the Board on the matter. No anonymous communication will be considered by the Board.
- Official communications, policies, directives, Board concerns, and Board action(s), as appropriate, will be communicated to employees by the Superintendent.

The Board requires all employees to follow the proper channels of authority in reporting or attempting to resolve problems. It is considered to be insubordination whenever an employee knowingly circumvents the proper "chain of command".

Whenever an employee has a complaint, knowledge of wrongdoing in the workplace, a problem which requires administrative attention or information pertaining to their job assignment or location, they must follow the chain of command in reporting to their supervisor.

No supervisor is to retaliate against any employee who follows this policy and is acting in "good faith".

Adopted: September 24, 2009

LEGAL REF.: 22-5-4 NMSA

CROSS REF.: BEDH - Public Participation at Board Meetings



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BOARD COMMUNICATIONS
WITH THE PUBLIC

BHD

Official communication between the Board and the community is subject to the following:

- Any community member who exhausts the opportunity of discussing a matter at the administrative level may communicate with the Board in writing. No anonymous communication will be considered by the Board.
- A member of the community who wishes to address the Board in person may do so by following the procedures in Policy BEDH.
- Official communications, policies, Board concerns, and Board action, as appropriate, will be imparted to the community by the Superintendent.

Adopted: September 24, 2009

CROSS REF.: BEDH - Public Participation at Board Meetings



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BOARD MEMBER CONFIDENTIAL
COMMUNICATIONS

BHDA

Confidential Communications

The Board recognizes that confidential information will be brought to the attention of individual Board members and/or the Board that includes, but is not limited to, the following:

- Matters relating to the employment or dismissal of, or charges against, specific District personnel.
- Matters relating to litigation or proposed litigation in which the Board is or may become a party, or attorney-client communications.
- Matters of consideration regarding the acceptance of gifts, bequests, or donations where confidentiality has been requested by the donor.
- Consideration of wages and benefits during salary discussions.
- Considerations of the suspension, expulsion or disciplinary action related to a student(s).
- Matters relating to discussions of bargaining strategy preliminary to collective bargaining and information relating to actual collective bargaining sessions.

The Board further recognizes that public disclosure of such information may result in injury to individuals or potential harm and possible liability to the District and that Board members are honor-bound by the Board's Code of Ethics to respect the confidentiality of information that is privileged under applicable law. Thus, Board members shall discuss or disclose confidential information only in connection with legitimate District business and only with individuals having a legitimate right to know.

All information discussed or documents provided to Board members which fall within the parameters of confidential information, or which are presented in an executive session authorized to be closed by the Open Meetings Act, shall be kept confidential unless otherwise authorized by a majority vote of the Board.



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CROSS REF... BEDIA - PUBLIC Participation at Board Meetings



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NEW BOARD MEMBER ORIENTATION /
HANDBOOK

BIA

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

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

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

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

Board members-elect will be encouraged to attend meetings or workshops specifically designed for Board members-elect. Their expenses at these meetings may be reimbursed by the District in accordance with law.

Adopted: September 24, 2009

LEGAL REF.: 22-5-12 NMSA
22-5-13 NMSA



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BOARD MEMBER DEVELOPMENT
OPPORTUNITIES

BIB

Board members are encouraged to attend workshops presented by the county, state, and school boards associations. Professional journals and books in the school libraries shall be available to every Board member.

Adopted: September 24, 2009

LEGAL REF.: 22-5-13 NMSA

B-3300 ©
BOARD MEMBER CONFERENCES,
CONVENTIONS, AND
WORKSHOPS

BIBA

In keeping with the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate Board training, conferences, workshops, and conventions. However, in order to control the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- The Board will provide funds for members to participate in State Public Education Department mandatory training, State Association and National Association training each year.
- Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting. With the prior approval of the Board, Board members may participate in meetings other than those authorized in the budget.
- When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and material acquired at the meeting.

Adopted: September 24, 2009

LEGAL REF.: 22-5-13 NMSA

CROSS REF.: DKC - Expense Authorization/Reimbursement



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BOARD MEMBER COMPENSATION
AND EXPENSES

BID

Elected and appointed members of the local Board of Education shall be entitled to receive per diem in the amount of seventy-five (\$75.00) for full attendance at regularly scheduled school board meetings that are approved for each fiscal year. Per diem shall not be paid for committee meetings, special meetings or emergency meetings.

Elected and appointed members of the local Board of Education shall be entitled to claim mileage reimbursement for attendance at committee meetings, Board workshops, Board emergency meetings, and Board special meetings.

Elected and appointed members of the local Board of Education shall be entitled to usage of a district supplied cellular phone or reimbursement for the cost of a base plan not to exceed sixty dollars (\$60.00) per month and must follow guidelines for procurement as established by the district.

Board members may be reimbursed for expenses incurred in connection with any school business authorized by the Board.

Reimbursement amounts shall not exceed the maximum amounts established pursuant to 6.20.2.19 NMAC.

The Board may grant approval for a Board member to be reimbursed actual expenses in lieu of per diem. Reimbursement for meals is limited to a maximum of thirty dollars (\$30) per day in-state and forty-five dollars (\$45) per day out-of-state provided that the Board member submits receipts for the actual expenses incurred. Reimbursement for lodging is limited to actual lodging costs provided the Board member submits receipts for the actual expenses incurred.

The Superintendent or the Superintendent's designee may grant travel advances. The traveler must submit required forms to receive advancement. The advancement will be processed at eighty percent (80%) of the total reimbursable trip cost. If a trip is not taken following advancement for such trip, all legal means will be employed to ensure proper reimbursement to the District.

Adopted: September 24, 2009



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et seq.

6.20.2.19 NMAC

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SCHOOL BOARD LEGISLATIVE PROGRAM

BJ

The Board will participate in legislative programs through conferences with the state and national school boards associations.

The Board authorizes the Superintendent to actively participate in the development of legislation that has a positive effect on educational programs of the District.

Adopted: September 24, 2009



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SCHOOL BOARD MEMBERSHIPS

BK

The Board may choose to be a member of and participate in school boards associations at the state, county, regional, and national levels. The Superintendent will ensure that the subject of school boards association membership is addressed during budget preparation.

Adopted: September 24, 2009



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LIAISON WITH SCHOOL
BOARDS ASSOCIATIONS

BKA

In addition to informational liaison between itself and the various school boards associations, the Board shall be officially represented in the associations' affairs through the election and appointment of delegates and/or observers to the governing bodies of these organizations.

Adopted: September 24, 2009