

**Taos Integrated School of the Arts**  
**Governing council Bylaws and Operations Guidelines**

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*Creating Creative Citizens of the Future*

*Date Approved: January 29, 2010*

TAOS INTEGRATED SCHOOL OF THE ARTS  
GOVERNING COUNCIL

Resolution No. 2010 -01

At the meeting of the Taos Integrated School of the Arts Governing Council, held on May 19, 2010, the following resolution was proposed and approved by the Governing Council:

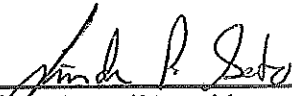
WHEREAS the Governing Council of Taos Integrated School of the Arts seeks to recruit and develop new and/or additional members; and

WHEREAS the Governing Council of Taos Integrated School of the Arts seeks to develop and utilize a procedure for the recruitment and development of new members that complies with the School's charter;

Be it RESOLVED that:

The Governing Council of Taos Integrated School of the Arts accepts and adopts the attached "Governing Council Development" draft as the interim Governing Council recruitment/development procedure for the Governing Council.

Signed:



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Linda Seto, Governing Council President

Attest:

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Suzanne Wollter, Governing Council Secretary

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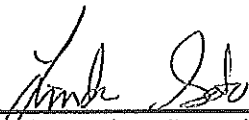
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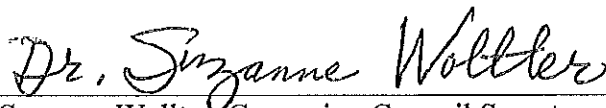
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## **Article 1. Members and Meetings**

Taos Integrated School of the Arts is governed by the Governing Council, who act as a Board of Finance for the state-approved charter school. The Governing Council has a responsibility to ensure that Taos Integrated School of the Arts 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.

### **Section 1. Development and size:**

From the term that begins upon the approval of this charter all members of the Governing Council shall be appointed by the founding members as listed in the charter applications. Positions that become available on the Governing council after this term shall be filled by the remaining majority vote of the Governing Council.

The Governing Council consisting of five (5) members shall govern Taos Integrated School of the Arts. The Administrator will be the sixth non-voting member of this council. The Governing Council may also include other non-voting members: student, parent, and staff member.

A Governing Council member will hold office for three years from the date of their first election. Members may serve no more than two elected terms during an eight-year period. 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 30<sup>th</sup>, 2011 and every three years following
- Seat 2- term expires on June 30<sup>th</sup>, 2011 and every three years following
- Seat 3- term expires on June 30<sup>th</sup>, 2011 and every three years following
- Seat 4- term expires on June 30<sup>th</sup>, 2012 and every three years following
- Seat 5- term expires on June 30<sup>th</sup>, 2012 and every three years following.

### **Section 2. Description of Positions:**

The Governing Council will consist of: President, Vice President, Treasurer, Secretary, and one additional office.

President: The President will act as a liaison between the Governing Council and the Administrator and Business Manager. The President will coordinate all orders and resolutions of the council with the Administrator 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 Governing 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.

### **Section 3. Recruitment and selection, orientation process and professional development:**

The governing body will be selected from the community. Due to the nature of the responsibilities of a Board of Finance, Taos Integrated School of the Arts 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 Governing

Council. If a Governing Council Member resigns, the member's seat will be filled by a majority vote of the remaining Governing Council members until the expiry of the term without penalty against the two-term limit.

Newly elected board members will be expected to participate in trainings, review the charter bylaws and content, and review meeting minutes. The Governing Council will support new members by ensuring he/she feels prepared to participate in the decision-making process.

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

Governing Council members who wish to resign must do so with 30 day notice in writing to the council president. The exiting council member agrees to return all Taos Integrated School of the Arts equipment and materials.

#### **Section 4. Code of Ethics:**

The Taos Integrated School of the Arts Governing Council commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as council members.

- Council members must have loyalty to the founding mission and vision and avoid conflicts caused by loyalties to staff, other organizations, and any personal interests.
- Council members must avoid conflict of interest with respect to their fiduciary responsibility.
  - There will be no self-dealing of business by a member with the organization. Members must disclose any conflict of interest and then refrain from comment and voting.
  - Council members will not use their position to obtain employment in the organization for themselves or family members. Council members must resign 30 days prior to applying for employment.
- Council members will respect the confidentiality appropriate to issues of a sensitive nature.
  - All personnel discussion must only occur in closed session
  - Members must refrain from individual judgments of employees of the school.
  - Council members and designees are authorized to only repeat explicitly stated board decisions to public, press, and other entities.
- Council members will be properly prepared for board meetings, actions, and deliberation.
- Council members, to the best of their ability, will be prompt and consistent to their attendance of meetings.

#### **Section 5. 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 local media and posted throughout the area 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 a modified version of Robert's Rules of Order.

When necessary the Governing 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 Governing Council will be expected to adhere to the Code of Ethics for New Mexico School Board Members. (See Open Meetings Act Policy)

**Section 6. Parental/Community Involvement:**

Taos Integrated School of the Arts Governing 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.

Advisory council is a 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 advisory council brings a forum to share ideas, interests, and concerns with teachers and school officials. Part of the advisory council's duties will be to assign a parent liaison to report to the Governing Council. This will ensure that decision making will be shared among all those associated with the school. The parent liaison has no voting powers.

**Section 7. Decision making:**

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

The Taos Integrated School of the Arts Governing Council will make known and delegate all programs, policies, procedures, fiscal and otherwise, to the Administrator and Business Manager, who will then be responsible for their implementation and administration on a day-to-day basis. The Governing Council will not be responsible for the day-to-day operations of the school other than on an advisory level.

The Governing 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.

Taos Integrated School of the Arts 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.

**Section 8. Description of site-based reporting structure-**

The governing council will have full fiscal responsibility along with other duties listed. The Business Manager along with the Administrator of the school will have direct communications with the Council pertaining to the fiscal and legal operations of the school. In turn, the Administrative Assistant, Counselor, Maintenance, Technology Director, Special Programs Director, and Special Education Director will report directly to the Administrator pertaining to day-to-day operations. The general education teachers will report directly to the Special Programs Director for student issues and report to the Administrator for personnel issues. The educational assistant and ancillary staff will report directly to the Special Education Director for all student issues and report to the Administrator for personnel issues.

### **Section 9. Governing Council Responsibilities and Accountability-**

In accordance with the 1999 Charter Schools Act Taos Integrated School of the Arts will operate with a school-centered Governing Council, site-based and autonomous fiscal management, and an innovative educational program. The Governing Council will be empowered to make decisions in school matters unless otherwise prescribed by the PED or other state and federal regulations. The Taos Integrated School of the Arts Governing Council will manage the general property, business, and affairs of the charter school. The Governing council may exercise powers provided by the New Mexico Public Education Department, the Taos Integrated School of the Arts Charter Application, and the charter bylaws. The Governing Council will assign and reassign as necessary duties and responsibilities to appropriate committees. The Governing Council will not be responsible for the day-to-day operations of the school other than on an advisory level.

The Governing Council will be responsible for:

- Compliance with all local, state, and federal law
- Fiscal oversight
- 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

### **Section 10. Legal Responsibility**

- Ensure the charter school is properly managed. The Governing Council will have a way to validate information from the educational 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.

### **Section 11. Financial Responsibility**

- Held accountable for Taos Integrated School of the Arts' fiscal performance in accordance with the 1999 Charter School Act.
- Acts as board of finance responsible for fiscal soundness.
- Review, approve and monitor implementation of the annual budget
- Review periodic financial reports such as balance sheets, income statements, and changes in financial position.
- Ensure proper internal controls are in place.
- Accept or reject any charitable gift, grant, device or bequest

### **Section 12. Planning Responsibility**

- Reviews strategic plan and progress.
- Assess compliance and progress in achieving educational outcomes.
- Assess program evaluation plan.
- Plan for school facility funding

### **Section 13. Policy Responsibility**

- Develop and adopt written policies.
- Review policies periodically.
- Maintain mission and program direction for the charter school.
- Make policy changes when needed.
- Approve amendments to the Charter

### **Section 14. Personnel Responsibility**

- Sets and reviews personnel policies.
- Hire Charter School Administrator and evaluate his/her performance.
- Delegate to the Administrator the authority to implement the charter, policies and procedures, facilities plans, budget and such other directives and policies adopted by the Governing Council from time to time. To the extent reasonable, the Governing Council shall not be involved in the day-to-day operations of the school
- Approve all personnel based on the recommendation of the Administrator.
- Procurement of insurance: Taos Integrated School of the Arts will participate in the New Mexico Public School Insurance Authority.
- Enter contracts consistent with approved budget for any service or activity that is required to perform in order to carry out the educational program

### **Section 15. Public Relations Responsibility**

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

### **Section 16. School Facility and Property Responsibility**

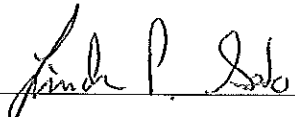


- Acquire, lease and dispose of property, both real and personal to the extent permissible by laws applicable to public schools
- Authorize the repair and maintenance of all property
- Acquire and dispose of property

**Section 17. 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)

Passed by the Taos Integrated School of the Arts Governance Council this day of January 29, 2010

President: 

Date: January 29, 2010