

**CAPITAN MUNICIPAL SCHOOLS
BOARD OF EDUCATION**

<p>SECTION C GENERAL SCHOOL ADMINISTRATION</p>

Table of Contents	Page Number
C.1 Administration Goals and Priority Objectives	3
C.2.0 Superintendent.....	3
C.2.1 Superintendent’s Contract.....	4
C.2.1-A Vacation	4
C.2.1-B Leave.....	5
C.2.1-C Outside Employment.....	5
C.3.0 Qualifications and Duties of the Superintendent	5
C.4 Evaluation of the Superintendent.....	7
C.5 Dismissal/Non-renewal of Superintendent	7
C.5-A Reasons.....	8
C.5-B Hearing Procedure	9
C.5-C Appeals.....	9
C.6 Delegation of Duties	9
C.7 Administrative Councils and Committees	9
C.8 .0 School Principals.....	10
C.8.1 Principal Contract	11
C.8.1-A Leave.....	11
C.8.1-B Outside Employment.....	11
C.9 Evaluation of School Principals.....	12
C.10 Dismissal/Non-renewal of School Principals	12
C.10-A Reasons.....	13
C.10-B Hearing Procedure	13
C.10-C Appeals.....	14
C.11.0 School Based Management/School Advisory Councils.....	14
C.11-A Membership.....	14
C.11-B Role and Responsibility.....	15
C.11.1 School Based Management/Effective Schools	15
C.12 Policy Implementation	16

C.13	Handbooks and Directives	16
C.14	Administration in the Absence of Policy	16
C.15	Administrative Consultants	16
C.16	School District Annual Accountability Report	17

C.1 Administration Goals and Priority Objectives

The District administration is responsible, with the guidelines established by Board policy, for the directing and coordination of students and staff members in their effort to reach educational goals adopted by the Board.

The Board expects the administration to specialize in:

- the processes of decision making and communication;
- planning, organization, implementing, and evaluating educational programs;
- the demonstration of educational leadership;
- the development and maintenance of close working relationships and channels of communication within the District and the community;
- the development of cooperation toward attaining the educational goals adopted by the Board.

Adopted: December 2009

C.2.0 Superintendent

The Board shall employ a Superintendent, who shall enforce the statutes of the state of New Mexico, the rules of the Secretary of Public Education, and the policies of the Capitan Municipal Schools Board of Education.

The Superintendent shall:

- carry out the educational policies and rules of the State Board and the Capitan Municipal School Board;
- administer and supervise the Capitan Municipal School District;
- prepare the District budget based on public schools' recommendations for review and approval by the Capitan Municipal Schools Board and the Public Education Department;
- perform other duties as required by law, the Public Education Department, or the Capitan Municipal School Board;
- administer local Board policies and state and federal regulations including the Public School Code;
- be accountable for student achievement, budget management, expenditure of funds, dissemination of information, District communications, and the development, implementation and evaluation of the Educational Plan for Student Success (EPSS), and all other District business;
- attend all Board meetings or, when necessary, designate a licensed administrator to attend;
- ensure that school patrons and the public are informed and involved in the acquisition, planning, and development of school facilities, and that students are provided with adequate facilities which conform to state and federal mandates;
- ensure that all students are supervised; and
- administer and implement the District's approved staff accountability plan and procedures.

The administration of the school system in all aspects is the responsibility of the Superintendent, whose functions shall be carried out in accordance with the policies of the Board.

The Superintendent may establish regulations for the administration of the District that are in compliance with applicable statutes or regulations of the Secretary of Public Education and the policies of the Capitan Municipal Schools Board of Education.

Adopted: December 2009

C.2.1 Superintendent's Contract

The Board, upon the selection of a candidate or upon reappointment of the incumbent Superintendent, will endeavor to secure the dignity of the position and ensure the freedom of leadership appropriate for its responsibilities through an explicit contractual agreement.

The contract will meet the requirements of state law and will protect the rights of both the Board of Education and the Superintendent.

The terms of the contract will cover general responsibilities, professional activities, evaluations, salary, vacation, leave arrangements, and other benefits. These and other terms of the contract will be mutually acceptable to the Board and the Superintendent.

The contract of the Superintendent shall be considered at the regular January meeting of the Board. The Superintendent shall be elected for a term designated by the Board of Education, not to exceed two years. Such period may be extended by the Board at any time during the term covered by the contract, provided the extended term does not exceed two years. The Superintendent's term of office shall be for twelve (12) months (1762.5 hours/188 days @ 9.375 hours/day) beginning on July 1 and ending on June 30. Office staff working in the district administration office shall follow the same contractual calendar as the superintendent)

The salary shall be set by the Board.

The Board may also issue a contract addendum outlining any specific conditions or requirements negotiated by the Board and the Superintendent that extend beyond the regular contractual provisions.

The Superintendent may relinquish the position and leave the employment of the District at the end of any school year without penalty, provided a written letter of retirement or resignation is submitted to the Board either hand-delivered or delivered by certified or registered mail to the Board President prior to the first day of June of the school year in which the retirement or resignation takes place.

The Superintendent may retire or resign with the consent of the Board at any time mutually agreeable.

C.2.1-A Vacation

The Superintendent shall have 75 vacation hours (2 weeks) for the first year and 112.5 vacation hours (3 weeks) per year thereafter. Vacation time does not accumulate from year to year.

C.2.1-B Leave

The Superintendent shall be credited with hours equivalent to 15 days (140.6 hours) of leave annually to be accrued as stated in Board Policy G.3.6-A and accumulated as stated in Board Policy G.3.6-D. Conditions applying to all other employees for use of leave shall also apply to the Superintendent.

C.2.1-C Outside Employment

Should the Superintendent contract for or perform, without prior Board approval, any other employment or service which will result in absence from duty required under the contract, the Board may declare the contract terminated after a hearing as provided by law, and file a written complaint with the Public Education Department.

Adopted: December 2009; Revised June 2014

C.3.0 Qualifications and Duties of the Superintendent

The Superintendent shall have appropriate certification. Further, the Superintendent shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of New Mexico, rules of the New Mexico Secretary of Public Education, and adopted policies of the CMS Board of Education. The Superintendent shall employ, fix the salaries of, assign, terminate, or discharge all employees of the District.

The Superintendent is the District's executive office and the administrative head of all divisions and departments of the school system. It is the Superintendent's duty to administer the policies of the CMS Board of Education and to provide leadership for the entire school system. The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent provides the initiative and the technical guidance for the improvement of the total program of the school system. The delegation of authority for the operation of the various functions of the school system is one of the Superintendent's duties. The Superintendent is, however, responsible to the Board for all functions of the District, including those listed below.

Education:

- Administers the development, coordination, maintenance, and evaluation of the education program, including the special education program.
- Supervises methods of teaching, supervision, and administration in the schools.
- Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.
- Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

Management:

- Ensures that all activities of the District are conducted in accordance with the laws of the state of New Mexico, the regulations of the New Mexico Secretary of Education, and the policies of the CMS Board of Education.

- Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and submits it to the Board for review and approval.
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the CMS Board of Education.
- Provides suitable instructions and regulations to govern the maintenance of District properties.
- Provides suitable instructions and regulations to govern the safety and transportation of students.
- Assumes responsibility for the use of buildings and grounds.
- Recommends the locations and sizes of new school sites and additions to existing sites, the locations and sizes of new buildings, the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.
- Oversees the processing and submission of required reports.
- Interprets the budget and finances to the community.
- Remains current on new legislation and implements laws to the best advantage of the District.

Board:

- Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
- Takes prompt action to implement all directives of the Board.
- Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.
- Informs and advises the Board about programs, practices, and problem of the schools, and keeps the Board informed of the activities operating under the Board's authority.
- Prepares and submits to the board recommendations relative to all matters requiring Board action, placing before the Board such facts, objectives information, and reports as are needed to ensure the making of informed decisions.
- Develops and implements rules and regulations in keeping with Board policy.
- Acts as chief public relations agent for the District.
- Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

Personnel:

- Ensures that all employees are evaluated in accordance with the schedule established by the Board.
- Determines assignments, defines the duties, and coordinates and directs the work of all employees of the District.
- Communicates to all employees all actions of the Board relating to personnel mater, and receives from employees all communication to be made to the Board.

The specific duties of the Superintendent as detailed above will not act to limit the Board's authority and responsibility of the office.

Adopted: December 2009

C.4 Evaluation of the Superintendent

The Board shall evaluate the Superintendent at least once each year. Evaluations are confidential. The Board may request full time employees of the District to submit an evaluation of the Superintendent to the Board for inclusion in the Board's evaluation process.

The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals.

To enable the re-employment decision to be made in a timely manner, the completed written evaluation shall be presented and discussed with the Superintendent in an executive session with the Board prior to any re-employment decision by the Board.

The Superintendent shall provide each member of the Board a copy of the evaluation instrument no later than August 1 and this instrument shall be included in the Appendix section of the CMS Board of Education Policy (Appendix C-1). The Board President shall schedule a meeting not later than October 15, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract with the Superintendent present. Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board fails to achieve consensus. The final conference shall be held prior to the January Board meeting.

A copy of the written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Board.

Upon the conclusion of the evaluation, the Board may determine whether any changes in the compensation, benefits or contract terms of the Superintendent are warranted.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's confidential personnel file.

Adopted: December 2009

C.5 Dismissal or Non-Renewal of Superintendent

The Superintendent may be dismissed for good cause before the completion of the term fixed in the contract.

Before the Superintendent is dismissed, the Superintendent shall be given reasonable notice in writing of the proposed action and the grounds, set out in sufficient detail to fairly enable him/her to show any error that may exist. The Superintendent shall be advised of the names of adverse witnesses and the nature of their testimony.

If, upon written notification, the Superintendent desires to be heard and contest the proposed action of the Board, the Superintendent shall give the Board written notice. The hearing shall be set on a date that affords the Superintendent reasonable time to prepare an adequate defense.

The Superintendent may be suspended with pay pending the outcome of the dismissal hearing.

If a majority of the Board of Education determines that the Superintendent's contract should not be considered for renewal, the Board Secretary shall be directed to deliver to the Superintendent by hand or certified mail, return receipt requested, written notice of the proposed consideration for non-renewal on or before February 1 preceding the end of the employment term fixed in the contract. The notice of proposed non-renewal shall contain a statement of all the reasons for the proposed action and the procedures for conducting a hearing.

C.5-A Reasons

The Board's decision to dismiss or not renew the Superintendent's contract shall not be based on the Superintendent's exercise of rights guaranteed by the Constitution, or based unlawfully on race, color, religion, sex, national origin, handicap, or age. Reasons for the non-renewal of the Superintendent's contract shall be:

- Deficiencies pointed out in evaluations, supplemental memoranda, or other communications that the Superintendent has failed to correct or address.
- Failure to fulfill duties or responsibilities.
- Incompetency or inefficiency in the performance of required or assigned duties.
- Insubordination or failure to comply with Board directives.
- Failure to comply with Board policies or administrative regulations.
- Neglect of duties.
- Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances.
- The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics while on school property.
- Conviction of a felony or any crime involving moral turpitude.
- Failure to meet the District's standards of professional conduct.
- Failure to comply with reasonable district professional requirements regarding advanced course work or professional improvement and growth.
- Disability, not otherwise protected by law, which impairs performance of required duties.
- Immorality.
- Reasons specified in the individual employment contract reflecting special conditions of employment.
- Failure to maintain an effective working relationship or maintain good rapport, with parents, staff, or the Board.
- Assault on an employee or student.
- Falsification of records or other documents related to the District's activities.
- Misrepresentation of facts to the Board or other district official in the conduct of the District business.
- Reasons constituting good cause for dismissing the Superintendent during the contract term.

C.5-B Hearing Procedure

The hearing shall be conducted in closed session with only the members of the Board, the Superintendent, their representatives, and such witnesses as may be called in attendance unless the Superintendent requests that it be open. Witnesses may be excluded from the hearing until it is their turn to present evidence. The Superintendent and the Board may each be represented by a person designated in writing to act for them. The Superintendent may employ legal counsel. Notice, at least five working days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the Board President's control and shall begin with the Board's presentation, supported by such proof as it desires to offer. The Superintendent may cross-examine any witness for the Board. The Superintendent may then present such testimonials or documentary proofs, as desired, to offer in rebuttal or general support of the contention that the contract be renewed. The Board may cross examine any witnesses for the Superintendent and offer rebuttal to the testimony of the Superintendent's witnesses. Closing arguments may be made by each party.

The Board may consider only such evidence as is presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to dismiss or to not renew the Superintendent's contract are lawful, supported by substantial evidence, and not arbitrary or capricious, it shall so notify the Superintendent by a written notice. This notice shall also include the Board's decision concerning dismissal or renewal. The decision shall be final.

C.5-C Appeals

Any appeal from the Board's decision shall be in accordance with New Mexico State law and Public Education Department regulations.

Adopted: December 2009

C.6 Delegation of Duties

Unless otherwise specifically limited by statute or Board action, any of the powers and duties specifically assigned to the Superintendent may be delegated to others serving under the Superintendent. However, the Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.

Adopted: December 2009

C.7 Administrative Councils and Committees

The Board authorizes the Superintendent to establish advisory councils and committees when deemed necessary for proper administration of Board policies and for the improvement of the total educational program. All councils and committees created by the Superintendent shall be for the purpose of obtaining advice and counsel of the personnel, clients, and patrons of the District.

The number, composition, and work to be done by such councils and committees will be defined by the Superintendent.

Adopted: December 2009

C.8.0 School Principals

The Principal shall be qualified for his/her position in accordance with certification requirements of the New Mexico Public Education Department. The Principal shall be hired by the Superintendent. The Superintendent may ask a committee with membership to be determined by the Superintendent to participate in the interview process for Principal candidates. Should a committee be convened, there is nothing to prevent a Board member from serving as a member of the committee.

The primary duty of a Principal is to administer and supervise the instructional program. A Principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.

A Principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. Duties, authority, and responsibilities of the Principal will be delegated only by the Superintendent. These duties include, but are not limited to, the following:

- A Principal is responsible for the operation of the educational program of the school.
- A Principal is responsible for the supervision and evaluation of the building staff members and the development of professional development plans or growth plans to assist school employees to improve.
- A Principal will recommend employment, promotion, transfer, discharge, and termination of school employees in the assigned school.
- A Principal will maintain discipline on the part of personnel and students.
- A Principal will care for and protect the building, the equipment, the grounds, and other school property.
- A Principal will maintain school records and prepare reports.
- A Principal will present budget requests for the school, with input from the School Advisory Council (SAC) to the Superintendent prior to the development of the district budget.
- A Principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and provide written records of such drills.
- A Principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.
- A Principal will remain well informed relative to current educational thought and practice.
- A Principal will perform other duties assigned to him/her by the Superintendent to implement the policies of the Board.

Adopted: December 2009; Revised June 2014

C.8.1 Principal Contract

The contract of the Principal shall be presented at the regular February meeting of the CMS Board of Education.

The contract for principal(s) at the secondary level shall be established to commence approximately 3 weeks prior to the return of certified staff members in the fall and continue for approximately 2 weeks after the last day of school for certified staff members. (174 days @ 9 hours/day for a total annual hourly contract of 1566 hours. Office staff working at the secondary level shall follow the same contractual calendar as the administrator.)

The elementary school Principal's contract shall be established to commence approximately 2 week prior to the return of certified staff members in the fall and continue for approximately 1 week after the last day of school for certified staff members. (166 days @ 9 hours/day for a total annual hourly contract of 1494 hours. Office staff working at the elementary level shall follow the same contractual calendar as the administrator)

The length of the contract for school Principals shall be in accordance with statute but shall not exceed two (2) years in length at any time.

The Principal may retire or resign with the consent of the Superintendent at any time mutually agreeable.

The salaries for all Principals shall at least follow state regulations for administrator salaries and shall be approved by the CMS Board of Education.

C.8.1-A Leave

The elementary school Principal shall be credited with hours equivalent to 12 days (108 hours) of leave per year to be accrued as stated in Board Policy G.3.6-A and accumulated as stated in Board Policy G.3.6-D.

Principals serving at the secondary level shall be credited with hours equivalent to 13 days (117 hours) of leave to be accrued as stated in Board Policy G.3.6-A and accumulated as stated in Board Policy G.3.6-D.

Conditions applying to all other employees for use of Sick/Family leave shall also apply to Principals.

C.8.1-B Outside Employment

Should a Principal contract for or perform, without prior Superintendent approval, any other employment or service which will result in absence from duty required under the contract, the Superintendent may declare the contract terminated after a hearing as provided by law, and file a written complaint with the Public Education Department.

The Principal may relinquish the position and leave the employment of the District at the end of any school year without penalty, provided a written letter of retirement or resignation is submitted to the Superintendent at least thirty (30) days prior to the end of the contract.

Adopted: December 2009; Revised June 2014

C.9 Evaluation of School Principal

The Principal shall be evaluated annually by the Superintendent. In evaluating the Principal, the Superintendent will follow procedures established by the Highly Objective Uniform Statewide Standard of Evaluations (HOUSSE) for Principals and Assistant Principals utilizing guidelines and implementation procedures established by the NMPED.

The Principal's respective staff shall be requested to evaluate the Principal's performance and these evaluations will be supplied to the Superintendent for consideration in the final evaluation of the Principal.

Adopted: December 2009; Revised June 2014

C.10 Dismissal or Non-renewal of Principal

The Principal may be dismissed for good cause before the completion of the term fixed in the contract.

Before the Principal is dismissed, the Principal shall be given reasonable notice in writing of the proposed action and the grounds, set out in sufficient detail to fairly enable him/her to show any error that may exist. The Principal shall be advised of the names of adverse witnesses and the nature of their testimony.

If, upon written notification, the Principal desires to be heard and contest the proposed action of the Superintendent, the Principal may appeal to the Board for a hearing. It shall be the duty of the Superintendent to inform the Board of Education promptly of appeal made through him/her for their consideration.

The hearing shall be set on a date that affords the Principal reasonable time to prepare an adequate defense.

The Principal may be suspended with pay pending the outcome of the dismissal hearing.

If the Superintendent determines the Principal's contract should not be considered for renewal, the Superintendent shall deliver by hand or certified mail, return receipt requested, written notice of the proposed consideration for non-renewal on or before March 1 preceding the end of the employment term fixed in the contract. The notice of proposed non-renewal shall contain a statement of all the reasons for the proposed action and the procedures for conducting a hearing.

C.10-A Reasons

The Superintendent's decision to dismiss or not renew the Principal's contract shall not be based on the Principal's exercise of rights guaranteed by the Constitution, or based unlawfully on race, color, religion, sex, national origin, handicap, or age. Reasons for the non-renewal of the Principal's contract shall be:

- Failure to correct deficiencies pointed out in evaluations, supplemental memoranda, or other communications.
- Failure to fulfill duties or responsibilities.
- Incompetency or inefficiency in the performance of required or assigned duties.
- Insubordination or failure to comply with directives.
- Failure to comply with Board policies or administrative regulations.
- Neglect of duties.
- Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances.
- The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics while on school property.
- Conviction of a felony or any crime involving moral turpitude.
- Failure to meet the district's standards of professional conduct.
- Failure to comply with reasonable district professional requirements regarding advanced course work or professional improvement and growth.
- Disability, not otherwise protected by law, which impairs performance of required duties.
- Immorality.
- Reasons specified in the individual employment contract reflecting special conditions of employment.
- Failure to maintain an effective working relationship or maintain good rapport, with parents, staff, or the Board.
- Assault on an employee or student.
- Falsification of records or other documents related to the District's activities.
- Misrepresentation of facts to the Superintendent, the Board or other district official in the conduct of the school/district business.
- Reasons constituting good cause for dismissing the Principal during the contract term.

C.10-B Hearing Procedure

The hearing shall be conducted in closed session with only the members of the Board, the Superintendent, their representatives, and such witnesses as may be called in attendance unless the Principal requests that it be open. Witnesses may be excluded from the hearing until it is their turn to present evidence. The Superintendent and the Board may each be represented by a person designated in writing to act for them. The Principal may employ legal counsel. Notice, at least five working days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the Board President's control and shall begin with the Superintendent's presentation, supported by such proof as it desires to offer. The Principal may cross-examine any witness. The Principal may then present such testimonials or documentary proofs, as desired, to offer in rebuttal or general support of the contention that the contract be renewed. The Board may cross examine any witnesses for the Principal and offer rebuttal to the testimony of the Principal's witnesses. Closing arguments may be made by each party.

The Board may consider only such evidence as is presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to dismiss or to not renew the Principal's contract are lawful, supported by substantial evidence, and not arbitrary or capricious, it shall so notify the Principal by a written notice. This notice shall also include the Board's decision concerning dismissal or renewal. The decision shall be final.

C.10-C Appeals

Any appeal from the Board's decision shall be in accordance with New Mexico State law and Public Education Department regulations.

Adopted: December 2009

C.11.0 School Based Management/School Advisory Councils

The Board authorizes the establishment of a School Advisory Council (SAC) at each school site. The SAC shall work with the school Principal and give advice, consistent with state and school district rules and policies, on instructional issues and curricula and on the school's proposed and actual budgets.

The SAC shall develop creative ways to involve parents in the schools, champion for students, build community support, and encourage community participation in the public schools. The SAC may also develop strategies that may coordinate with any existing work force development or Career Tech advisory councils to connect students and school academic programs to business resources and opportunities.

This shared decision making shall not supersede the CMS Board of Education, the Superintendent, or Principal decision-making responsibilities.

C.11-A Membership

The SAC at each school shall reflect an equitable balance between school employees and community members and shall be composed of, but not limited to:

- Principal
- At least 2 school employees
- At least 2 parents of students in the school
- If possible, a community member to represent community interests
- The high school SAC will also have a student representative selected by the Student Senate

The names of the representatives shall be posted on the CMS web site and at least three (3) sites throughout the District. The representatives of the SAC at each school will be approved by those present at a public SAC meeting. Schools shall give notice of the public meeting where the representatives of the groups shall be approved, clearly stating its purpose, time and place.

Should a council member resign or move the Principal may appoint an interim member of the group for the remainder of the school year.

The SAC shall meet a minimum of three (3) times during the school year. The Principal will call SAC meetings and maintain minutes, post the agenda, and provide necessary resources for their functions in accord with Statutes, Secretary of Public Education regulations and District policy and regulations.

C.11-B Role and Responsibility

The School Advisory Council:

- Is advisory to the school administrator.
- Is a representative group that solicits input from parents, community, and staff members.
- Reviews literature and data.
- Makes recommendations for school improvement.
- Monitors implementation for new instructional designs.
- Provides local leadership and representation in the school decision-making structure.

The purpose of the creation of School Advisory Councils is not to create a new local bureaucracy, but rather a movement to involve all constituencies in fulfilling the mission and beliefs of the Capitan Municipal Schools.

Adopted: December 2009

C.11.1 School Based Management/Effective Schools

Research has identified characteristics of effective school. Such Research makes it clear that the most influential unit of effective school change or improvement is the individual school demonstrating the following characteristics:

- Consensus on explicit instructional goals and beliefs (mission statement)
- District-level support for school improvement; Board, administration, and staff commitment to current research and the District-adopted mission statement.
- Ongoing staff development and training.
- High level of parental involvement and support.
- Collaborative, collegial instructional planning.
- A focus on basic skills acquisition.
- An emphasis upon higher-order cognitive skills.
- Teacher responsibility for effective instructional and classroom management decisions and practices.
- Teacher/parent accountability and acceptance of responsibility for student performances.
- A safe, orderly, and disciplined school climate.

- Strong instructional leadership.
- Frequent monitoring of student progress.
- Measurable student performance outcomes.

Adopted: December 2009

C.12 Policy Implementation

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the CMS Board of Education. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

The policies adopted by the CMS Board of Education and the administrative regulations developed to implement policy are designed to promote an effective and efficient school system. All employees and students shall comply with Board policies and administrative regulations.

Principals, directors, and others designated by the Superintendent shall establish procedures for conducting activities within their individual units that are consistent with administrative regulations and Board policies.

Adopted: December 2009

C.13 Handbooks and Directives

All curriculum guides/course descriptions books, manuals, student/parent handbooks, pamphlets, and similar publications will be reviewed by the Superintendent for presentation to the Board for approval prior to publication and distribution. The Superintendent shall ensure that all such publications are consistent with Board policies and administrative regulations.

Adopted: December 2009

C.14 Administration in the Absence of Policy

The Superintendent shall have the authority to implement action if a situation should develop that is not covered by established Board policy. It is the Superintendent's duty to inform the Board of any such action and of the need to develop an official policy.

Adopted: December 2009

C.15 Administrative Consultants

Professional consultants from the New Mexico School Boards Association, Region IX Educational Cooperative, the New Mexico Public Education department, universities, and

colleges, as well as other resource persons, may be used when such services will be helpful in the improvement of the instructional program. All consultants shall be approved by the Superintendent prior to the invitation and arrangement for such visitation.

Adopted: December 2009

C.16 School District Annual Accountability Report

The Board shall make an annual accountability report as determined by the Public Education Department containing such information and surveys as may be required by state statute or administrative code. Preparation of the report shall be in accord with the relevant statutes.

The District's annual accountability report shall be adopted by the Board. The report, titled "The School District Report Card" shall be disseminated in accordance with guidelines established by the Secretary of Public Education.

Adopted: December 2009