

PART C – THE RENEWAL CHARTER

PART C

THE RENEWAL CHARTER

I. TABLE OF CONTENTS

Sections and Subsections	Page Number(s)
I. TABLE OF CONTENTS	
II. RENEWAL CHARTER COVER SHEET/ABSTRACT	C-3
III. STATEMENT OF ASSURANCES	C- 4
IV. CHARTER SCHOOL MISSION AND STATEMENT OF NEED	C-4
V. EDUCATIONAL PLAN	C-6
A. CURRICULUM FRAMEWORK	C-6
B. EDUCATIONAL PROGRAM	C-9
C. STUDENT PERFORMANCE EXPECTATIONS	C-10
D. PLAN FOR EVALUATING STUDENT PERFORMANCE	C-12
E. SPECIAL POPULATIONS	C-14

PART C – THE RENEWAL CHARTER

VI. FINANCIAL PLAN	C-16
FISCAL MANAGEMENT	C-16
VII. GOVERNANCE/MANAGEMENT PLAN	C-23
A. GOVERNANCE STRUCTURE	C-24
B. DESCRIPTION OF THE GOVERNING BODY	C-26
C. RELATIONSHIP WITH SOCORRO CONSOLIDATED SCHOOLS BOARD OF EDUCATION	C-27
D. SCHOOL ORGANIZATIONAL STRUCTURE	C-29
E. EMPLOYEE RELATIONS	C-33
F. STUDENT ENROLLMENT PROCEDURES AND DISCIPLINE POLICY	C-35
G. FACILITIES	C-36
H. OTHER STUDENT SERVICES	C-38
VIII. REQUIREMENTS	C-39
A. LEGAL LIABILITY AND INSURANCE COVERAGE	C-40
B. WAIVERS	C-55

PART C – THE RENEWAL CHARTER

II. RENEWAL CHARTER COVER SHEET/ABSTRACT

School Information:

Name of Charter School: Cottonwood Valley Charter School

Name of Principal: Karin Williams

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Name of Governing Council President: Frances Deters

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Enrollment Information:

Grade span at full enrollment K-8

Total number of students at full enrollment (enrollment cap) 170

School Year	Grade Levels	Total Projected Enrollment
First Year 2010-11	K-8	170
Second Year 2011-12	K-8	170
Third Year 2012-13	K-8	170
Fourth Year 2013-14	K-8	170
Fifth Year 2014-15	K-8	170

Abstract of Renewal Charter School:

Cottonwood Valley Charter School, located in Socorro New Mexico, serves 170 children, grades K-8. Our student population is culturally and ethnically diverse with 35% who qualify for free and reduced lunch, and approximately 15% in special education programs and 15% in gifted programs. CVCS uses the Core Knowledge Curriculum and is committed to meeting individual needs through Personal Learning Plans, partnerships with families, integrated instruction, and “world as classroom” community-based experiences.

CVCS was founded by parents and remains a parent governed school as it enters its third charter renewal. The school has met AYP every year measured. CVCS has formed a strong, positive working relationship with its authorizer, the Socorro Consolidated Schools, and values the support received from the local school district and Board of Education.

PART C – THE RENEWAL CHARTER

III. STATEMENT OF ASSURANCES – RENEWAL

See Appendix B

IV. CHARTER SCHOOL MISSION AND STATEMENT OF NEED

Mission Statement:

Cottonwood Valley Charter School offers a rigorous academic program designed to meet the individual needs of each student. CVCS will promote leadership, civic responsibility, and environmental awareness. Through community engagement, CVCS students will understand their effects on the world around them. The School offers the community a parent-driven public school choice in which teachers, students, and parents are partners.

The school community participated extensively in setting the goals for this charter renewal. The three top priorities are :

- 1) High academic excellence through individual student plans (Goal 1)
- 2) Strong and consistent parent involvement in the school community (Goal 2)
- 3) Meaningful integration between our students and the community at large (Goals 3 and 4)

Organizational Goal #1 Parent Engagement.

At least 50% of the parents at CVCS will complete one volunteer activity during the 2010-2011 school year and this percentage will increase by 5% each year of operation during the current charter term.

Family/School participation will be measured by the following:

- Volunteer hours by family members: volunteer documentation forms
- Number of families volunteering: volunteer documentation forms

Organizational Goal #2 Parent Involvement in Student Progress

During each year of operation during the current charter term at least 80% of parents will participate in each of the following parent involvement activities: a) beginning of year orientations, b) PLP meetings, c) mid year parent-teacher conferences and d) parent surveys.

Family/School participation will be measured by the following:

- Attendance at PLP meetings and parent-teacher conferences: sign-in sheets
- Attendance at Parent Orientation: sign-in sheets
- Completed Parent Surveys

PART C – THE RENEWAL CHARTER

Organizational Goal #3 Community Connection

Every grade, K-8, will participate in at least 12 community experiences every school year as measured by the Community Connections classroom documentation form. These experiences will include at least one activity from each of the following areas:

- Learning from Community Leaders and Experts
- Connecting the Curriculum to Real World, Hands-On Experiences
- Community Service
- Environmental Awareness

Engagement with the community will be measured by the following:

- Community Connections classroom documentation form.

Organizational Goal #4 Community Participation in School

The number of community individual and organizational participants will increase by 10% annually as measured by CVCS community participant documentation forms.

Engagement with the community will be measured by the following:

- Community member participant documentation form

Appendix G includes copies of organizational goal documentation forms.

Statement of Need

Cottonwood Valley Charter School provides a service to the Socorro community by offering a free public school choice. Socorro is part of a small rural area with a diverse population containing a wide variety of communities:

- Farming and ranching families in the Rio Grande Valley
- Native people primarily from the Alamo Navajo Reservation, and
- Academic professionals from New Mexico Institute of Mining and Technology, two National Wildlife Refuges in Socorro County, the National Radio Astronomy Observatory and the Magdalena Ridge Observatory

For many years, the only alternative educational choice in Socorro was provided by the San Miguel Catholic Church, with a maximum enrollment of 180. This school was closed in 1998. Cottonwood Valley Charter School now provides a public school alternative for area residents.

Cottonwood Valley Charter School, with a maximum enrollment of 170 students has individual class sizes that never exceed 20 students. This smaller environment has fostered a sense of community and camaraderie often missing in larger settings. Students in the upper grades assist in the lower grade classrooms and provide positive role models for the younger students.

PART C – THE RENEWAL CHARTER

Evidence that the school serves a purpose in the community is reflected in the current total enrollment of 170 students and the current waiting list of 80+ students.

V. EDUCATIONAL PLAN

A. CURRICULUM FRAMEWORK

1. Philosophy and Approach to Instruction

The academic program will be based on the Core Knowledge Sequence, a set of content guidelines in language arts, history, geography, mathematics, science, and the fine arts. The Sequence was first implemented in 1990 in Virginia, and within eight years was being used in more than 700 schools in 42 states. Its developer is an independent, non-partisan, non-profit organization, "dedicated to excellence and fairness in early education."¹ It has been used at Cottonwood Valley since 2001.

The Sequence is based on the belief that among the characteristics of a society is the core of knowledge shared by the members of that society. Children incorporate this information as they grow and mature through the natural interactions with their family and community, and through their formal schooling. To be "literate" in one's world is to be fluent in that set of shared knowledge.

More than a decade ago, University of Virginia professor E.D. Hirsch, Jr., looked at his students and felt that, for many, something was lacking in their development. He looked at European and Japanese societies and educational systems, and compared them to our American experience. The result of his contemplations, *Cultural Literacy*, became a best seller. Although surprised at the success of the book, Hirsch realized that he had touched a raw nerve in the American psyche.

To ameliorate this situation, Hirsch founded the Core Knowledge Foundation in 1986. Over the next decade, he and the Foundation produced the Core Knowledge Series Books (*What Your ... Grader Needs to Know*) and the Core Knowledge Sequence. While most districts and states specify the skills children are to master at each grade level, the Core Knowledge Sequence specifies the content area on which to build skill instruction. It is based on research by the Core Knowledge Foundation and extensive review by educators from across the country.

The advantage of using a specific content sequence is that it assures consistency from classroom to classroom, and helps avoid both gaps in knowledge and unnecessary repetition across grade levels. It is not a substitute for skill-based textbooks in math, science, or language arts.

The Core Knowledge Sequence is designed to fulfill about half of the school's curriculum, allowing time to meet both local and state requirements. The specific texts

PART C – THE RENEWAL CHARTER

and materials to be used in the classroom are chosen by the Governing Council, based on recommendations from School staff and parents.

Importantly to the children of Socorro, the Core Knowledge Sequence allows a rural community with a diverse population access to the best knowledge available. Mastery of the shared knowledge base of our country will prepare our children to become successful participants in our society.

2. Description of the Curriculum Aligned to New Mexico Standards

Language Arts

Reading and Writing Workshop

Reading Workshop is a teaching method in which the goal is to teach students strategies for reading and comprehension. The workshop model allows teachers to differentiate and meet the needs of all their students. Reading Workshop helps to foster a love of reading and gives students an opportunity to practice reading strategies independently and with guidance. The components of Reading Workshop include: Mini-lessons, Read Aloud, Shared Reading, Guided Reading, Independent Reading and Conferring, Sharing. The New Mexico Content Standards are used as the guidelines for Strategy Instruction and Mini-lessons. Core Knowledge Literature is integrated into Language Arts Instruction.

Writing Workshop is teaching method in which students are given an opportunity to write in a variety of genres and helps foster a love of writing. Writing Workshop allows teachers to differentiate and meet the needs of every student and gearing instruction based on information gathered during the workshop routines. The components of Writing Workshop include: Mini-lessons, Independent Writing and Conferring, Guided/Shared Writing, and Publishing. New Mexico Content Standards are used as guidelines for Mini-lessons.

Mathematics

The *Saxon Math* curriculum has been used during the term of the current charter; however, it was supplemented by enrichment materials and, for two years, the EPGY online math supplemental program. The school is currently piloting the *Everyday Math* curriculum during 2009-2010 in grades 1, 4 and 5. After evaluating the pilot program and reviewing other curricula, a new math curriculum, aligned to the New Mexico Standards, will be selected for the 2010-2011 school year

Science

Grades K-5 use the Scott Foresman *Science* Curriculum. This aligns with New Mexico Science and Core Knowledge content standards. At each grade level, the subject matter

PART C – THE RENEWAL CHARTER

is divided into four units: Life Science, Earth Science, Physical Science, and Space and Technology. In addition to the content standards, Scott Foresman *Science* supports the science inquiry standards using an inquiry continuum from Directed Inquiry through Guided Inquiry to Full Inquiry. As students gain experience and confidence in their ability to do science, they are given greater responsibility to determine how they investigate as well as what original questions to ask. Grades 6-8 use the Prentice Hall *Science Explorer* curriculum which is aligned to New Mexico Science and Core Knowledge content standards.

Social Sciences

Cottonwood Valley Charter School uses the Core Knowledge Sequence to integrate social sciences into its curriculum. The Core Knowledge Sequence has been aligned with New Mexico Standards and Benchmarks. As delineated in the School's mission statement, students will develop community and civic responsibility as well as a global awareness of the world as a result of the social science curriculum.

Foreign Language Instruction

Cottonwood Valley Charter School offers daily Spanish language instruction to all students grades K-5 through the Enrichment Bilingual model, aligned with the New Mexico Content Standards. Spanish is offered as an elective to students in grades 6-8.

The Arts

Cottonwood Valley Charter School considers the Fine Arts to be an important part of each child's education and they will be a priority in the development of our program. Teachers integrate the arts into many of their classroom activities. For example, in studying the Civil War, students may study the songs that roused people on both sides or do a dramatic recreation of Lee's surrender. Through music and group singing, students have the opportunity to enhance their team working skills.

Physical Education

In addition to providing opportunities for children to play, physical education activities are designed to teach inter-personal skills. While learning the rules of games, students will learn about teamwork, sportsmanship, camaraderie, fairness, and determination. The School has developed partnerships with area agencies to enhance its physical education and health program.

PART C – THE RENEWAL CHARTER

3. Strategies and Methods:

An Integrated Approach

An integrated, concept-based approach will be used in the classroom. A unit of study may be explored by using a combination of skills across content areas. The Core Knowledge curriculum works well with this strategy. The Core Knowledge literature and poetry content is easily integrated into literacy instruction as read aloud or shared reading selections. The Fine Arts teachers work closely with the individual grade levels to integrate activities with the Core Knowledge history units being studied.

Differentiated Instruction/Personal Learning Plan

In order to sustain a high quality, rigorous academic program, CVCS is dedicated to flexibly meeting individual needs through research based teaching strategies determined through parent, teacher and student input. Each student has a Personal Learning Plan (PLP). This is a written document, developed and signed by the student, parent/guardian and teacher, specifying the student's academic goals for the year. It delineates the responsibilities of each party and will include a timeline and benchmarks for achieving those goals. A formal re-evaluation of the PLP is conducted at least annually, or more frequently as recommended by staff or requested by the student and /or parent/guardian.

The Community as Classroom

Walls do not limit the learning environment of Cottonwood Valley Charter School. The school seeks to continue partnerships with organizations and agencies in the Socorro area and the state of New Mexico to expand the learning opportunities for its students. The purpose is to provide real-world learning opportunities with partners from a wide and diverse spectrum of the local and state community.

B. EDUCATIONAL PROGRAM

1. Length of School Day and School Year

- CVCS will comply with NM state law for the length of the school day and school year.

2. Grade Levels, Class Size and Projected Enrollment:

- CVCS will serve grades K-8.
- The maximum enrollment will not exceed 170 students.
- The maximum class size is 20 students

PART C – THE RENEWAL CHARTER

C. STUDENT PERFORMANCE EXPECTATIONS

Grades 3-8 Student Achievement Goals:

The percentage of grade 3-8 students in each grade cohort who score proficient or advanced on each NMSBA content area will increase a total of 25 points over five years.

NMSBA Reading Test

Percentage Proficient or Advanced

Grade level	2005	2006	2007	2008	2009	2010
3rd	53	64	65	60	47	
4th	47	67	68	50	70	
5th	56	68	71	63	60	
6th	35	47	44	78	85	
7th	55	78	63	58	82	
8th	50	85	71	71	93	

NMSBA Writing Test

Percentage Proficient or Advanced

Grade level	2008	2009	2010
3rd	65	65	
4th	50	55	
5th	63	70	
6th	89	75	
7th	74	76	
8th	36	87	

PART C – THE RENEWAL CHARTER

NMSBA Mathematics Test Percentage Proficient or Advanced

Grade level	2005	2006	2007	2008	2009	2010
3rd	40	50	53	60	41	
4th	53	47	63	60	55	
5th	31	37	41	63	45	
6th	45	33	56	44	60	
7 th	40	56	44	53	47	
8 th	50	62	65	57	67	

NMSBA Science Test Percentage Proficient or Advanced

Grade level	2005	2006	2007	2008	2009	2010
3rd	80	86	100	90	88	
4th	53	87	79	80	85	
5th	38	74	71	58	65	
6th	45	33	56	44	60	
7 th	40	56	44	53	47	
8 th	50	62	65	57	67	

PART C – THE RENEWAL CHARTER

Grades K-3 Reading Goal

The percentage of K-3 students in each grade cohort who meet DRA grade level targets will increase a total of 15 points over three years.

Grade level	DRA Target	07-08	08-09	09-10
kinder	Level 4 or above		58%	
1st	Level 16 or above	55%	78%	
2nd	Level 28 or above	65%	30%	
3rd	Level 38 or above	80%		

D. PLAN FOR EVALUATING STUDENT PERFORMANCE

The following types of assessments will be used to monitor student progress:

- DIBELS (kindergarten)
- Developmental Reading Assessment (DRA), Grades K-5
- Informal Reading Inventory (IRI), Grades 4-8
- Teacher designed formative assessments for Standards Based Report Cards (can include portfolios, student work samples, rubrics)
- Stanford Nine Achievement tests (norm referenced)

Documentation and Reporting of Student Performance Data

Parents will be apprised of their child's performance, using standards based report cards, at least quarterly. Copies of the report cards are included in Appendix H. Parents are expected to meet with their child's teachers at least twice a year to review the child's progress. Additional meetings may be arranged at the request of students, teachers, parents or the Administrator.

The results of state-mandated testing and Stanford Nine testing will be available for parents/guardians of students as soon as they are scored. School results of state mandated testing will be published in the local newspapers and compared to the State and District Scores.

PART C – THE RENEWAL CHARTER

Student Assistance Team

The Student Assistance Team will use the Three-Tiered Model of Student Intervention to develop a plan for all students who require additional support to succeed in the general education classroom. Intervention may involve one or more of the following strategies:

- In-class assistance
- Instructional modifications and accommodations
- After-school tutoring
- Small group instruction
- Refer students to district summer school program

Special education protocols are discussed further below.

Promotion of Students

Cottonwood Valley Charter School shall comply with N.M.S.A. 1978 Comp. §22-2-8.6 with regard to the promotion and retention of its students. A parent or guardian shall be notified no later than the end of the first grading period in which a student is failing to attain appropriate grade level proficiency of standards. The teacher shall discuss with the parent possible remediation programs available to improve the student's situation. Specific academic deficiencies and remediation strategies must be agreed upon by the parents and the Personal Learning Plan revised to create new timelines, academic expectations, and measurements that will be used to verify that the student has overcome his academic deficiencies.

According to N.M.S.A. 1978 Comp. §22-2-8.6 three options are available regarding the promotion of children in grades one through seven. Dependent on the student's attainment of proficiency of standards, CVCS has the following three options:

Promotion

If a student has attained proficiency of standards, that student shall enter the next higher grade or academic level.

Academic Improvement Plan

If a student has not attained proficiency of standards, that student shall participate in remediation. Upon certification by CVCS that the student has successfully overcome the areas of deficiency, the student shall enter the next higher grade. The cost of remediation programs shall be borne by CVCS.

Retention

If the student has not attained proficiency of standards upon completion of a prescribed remediation program that student shall either be retained in the same grade for no more than one academic year with an academic improvement plan incorporated into the student's Personal Learning Plan, or promoted to the next grade if the parent refuses to

PART C – THE RENEWAL CHARTER

allow the student to be retained pursuant to subparagraph (1) of this paragraph. In this case, the parent shall sign a waiver indicating a desire that the student be promoted with a PLP designed to address the specific academic deficiencies at issue. Students failing to attain proficiency of standards at the end of the academic year shall be retained in the same grade or academic level for no more than one academic year.

E. SPECIAL POPULATIONS

Cottonwood Valley Charter School's Educational Program is designed to meet student needs through individual Personal Learning Plans (PLPs). The PLP process, Student Assistance Team and the Three-Tiered Model of Student Intervention provide the opportunity to meet the needs of at-risk students. Through developing a PLP, implementing classroom based interventions and evaluating student progress, students who are struggling to learn the standard curriculum, working beyond the standard curriculum, having difficulty maintaining appropriate behavior in the regular classroom, or who have a need indicated through general screening procedures will be referred to the Student Assistance Team (SAT Team). The Child Study Process will develop a SAT Intervention Plan and/or provide specialized small group instruction.

Special Education Plan

Students who do not demonstrate a significant and positive response to intervention through the Student Assistance Team at the Tiers I and II will be referred for a Multidisciplinary Evaluation to determine the need for services at the Tier III Level. Staff will identify and screen students in need of special education services pursuant to Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act of 1990 (ADA), and the Individuals With Disabilities Education Act (IDEA) of 2004. As identified by legislation, an Individual Education Plan (IEP) will be developed for each special needs student.

Cottonwood Valley Charter School offers a broad range of opportunities for students with disabilities and giftedness who meet eligibility criteria established by State and Federal laws. Cottonwood Valley Charter School offers inclusive services as appropriate for each child's needs. "Pull-out" services will be based on needs determined by Individual Education Plans (IEPs) and are used to assist children with special needs to become proficient in the New Mexico Standards and Benchmarks.

The School will provide the following safeguards for special needs children:

- Equal access for all students.
- Individual Education Plan.
- Free Appropriate Public Education (FAPE).
- Least Restrictive Environment (LRE).
- Due process and parental involvement.
- Non-discriminatory evaluation.

PART C – THE RENEWAL CHARTER

Advisory Committees

In accordance with N.M.S.A. 1978 Comp. §22-13-6.1, Cottonwood Valley Charter School has established an Advisory Committee for Gifted/Special Education to support gifted and special education services. Members of the Committee shall be knowledgeable and interested in gifted and special education and shall reflect the cultural diversity of the School's population. The Committee shall be comprised of parents, community members, staff and students.

The Gifted Advisory Committee shall regularly perform the following functions:

- Review the goals and priorities of the services provided.
- Provide information regarding the impact that cultural background, linguistic background, socioeconomic status and disability conditions may have on student referral, identification and evaluation and on service delivery processes.
- Review the School's practices for student referral, identification and evaluation, and for service delivery.
- Advocate for children who have been under-represented in gifted services or over represented in special education services due to cultural or linguistic background, socioeconomic status, or disability conditions so that these children have equitable opportunities for the appropriate services.

Special Education Manual

The School's Special Education Manual outlines the policies, procedures, and assurances that have been established to comply with state and federal Law. This manual will be updated and revised to be in compliance with any changes in state or federal regulations. The following topics are addressed in the Special Education Manual:

Identifying children with special needs.
Confidentiality.
Participation in statewide and district-wide assessments.
Extended school year.
Establishment of a full educational opportunity goal.
Facilities.
Personnel and personnel development.
Services provided and procedures for the delivery thereof.
Parent involvement.
Participation in general education.
Dealing with excess cost.
Individualized education plan.
Education services for gifted children.
Due process procedures for parents and students.
Protection in the evaluation and delivery of services.
Evaluation of students with specific learning disabilities.
Use of IDEA and IDEA-B funds.
State supported educational programs.
Assurances.

PART C – THE RENEWAL CHARTER

Student Due Process Rights

Cottonwood Valley Charter School recognizes Student Due Process Rights and complies with Public School Rights and Responsibilities Mandates, 6 NMAC 1.4.

Confidentiality of Records

Cottonwood Valley Charter School recognizes and complies with an individual's right to confidentiality as defined in the Family Educational Rights and Privacy Act (FERPA).

Handicap Accessibility

Cottonwood Valley Charter School meets all Federal and State requirements for providing full handicap accessibility.

Other Special Services

Cottonwood Valley Charter School is committed to providing a free, appropriate public education (FAPE) for each student. Toward that end, it will contract for any ancillary services which may be required for students with special needs. CVCS student services will include but are not limited to the following:

- Counseling services
- Speech-Language Pathology Services
- Occupational Therapy Services
- Physical Therapy Services
- Health Care Provider/Nursing Services

Meeting the Needs of English Language Learners

Any student whose enrollment form states that another language is spoken at home is administered an approved English Language Screening test. If the student is not proficient in English, ELL services will be provided by a certified instructor. All ELL students who have not demonstrated English Language Proficiency in the past will be administered the New Mexico English Language Proficiency Test annually.

VI. FINANCIAL PLAN

Fiscal Management

The School will comply with state laws and regulations in regards to budget submissions. All budgets presented to the State Public Education Department and Socorro Board of Education will be balanced budgets consistent with the Mission, Goals, and Objectives of the Cottonwood Valley Charter School. Budgets will be submitted in the format prescribed by the Public Education Department.

No changes to the Cottonwood Valley Charter School budget may be made by the Socorro Board of Education. As described in the 1999 Charter Schools Act, the Socorro Board of Education review and approval is limited to ensuring that the Cottonwood Valley Charter School budget is within the allotted resources. Cottonwood Valley

PART C – THE RENEWAL CHARTER

Charter School will furnish written, monthly status reports on its budget to the Socorro Board of Education; a representative of the School will attend the District's monthly meetings to report on school activities and answer any questions that may arise.

Cottonwood Valley Charter School complies with all applicable federal and state laws and regulations relative to fiscal procedures.

Fiscal Responsibilities

- (a) The Governing Council provides oversight of all fiscal matters for the School, operates with and maintains a balanced budget, delivers quality instructional services in a fiscally prudent manner, and pursues funding from various federal, state and private grantors over and above that available from the Public Education Department.
- (b) The Governing Council has established a Budget Committee that meets monthly to review financial reports and make recommendations to the Board.
- (c) Monthly financial reports are provided to the Budget, Governing Council and District Board for their review and approval.
- (d) All required annual and interim reports are submitted on a timely basis to the Public Education Department and other State, Federal, and private grantors. All required payroll related reports and payments are also submitted timely. Copies of all reports are maintained by the Business Manager and are available for review. Any questions arising from submitted reports are promptly resolved.
- (e) Governing Council Members, Administrator and Business Manager attend various training sessions to keep current on State and Federal laws and regulations. The Business Manager is properly licensed by the Public Education Department.
- (f) Audited financial information for Cottonwood Valley Charter School is included in the District's annual audit reports. No instances of noncompliance with any applicable federal and state laws and regulations have come to the attention of the independent auditors during their review of School records.
- (g) Internal Control Procedures have been implemented and are described below.

Internal Control Procedures

General

Personnel: The recruitment of competent, honest individuals will be administered by the Administrator and the Governing Council. The training of staff regarding the established Cottonwood Valley Charter School has established procedures to maintain internal control over all assets. The purpose of establishing internal controls is to provide a reasonable assurance that the School will accomplish its objectives of safeguarding assets, providing reliable financial information, promoting operational efficiency and ensuring compliance with laws, regulations and established School policies and procedures. Policies and procedures governing all financial transactions will be administered by the School Administrator.

PART C – THE RENEWAL CHARTER

Segregation of Duties: The assignment of duties to staff members who have access to the Financial Management System will be done with the intent of limiting their ability to cause and conceal errors or irregularities. Working within certain limitations, including staff size, incompatible functions will not be assigned to any staff member. Added administrative review and over-sight procedures will add security to the control system.

Transaction Authorization: The budget will be allocated to each program area and the authorization for expending funds will be assigned to the Administrator and Business Manager. The Business Manager will be responsible for monitoring the budget and for assuring that each purchase is appropriate and necessary.

Transaction Recording: All transactions shall be recorded at the time of authorization. The Business Manager will be responsible for verifying the amounts, the classification to the appropriate accounts, and the proper authorization of all transactions prior to posting them to the Financial Management System. All source documents used to record transactions shall be on official School forms and will be pre-numbered for accountability. All forms will be accounted for by logging the document number at the time they are used or issued. All voided documents will be marked "void" and will be kept on file.

Safe-Keeping Assets: The access to assets shall be limited by assigning a primary custodian for the School. The Business Manager will be responsible for monitoring the access to cash and other assets.

Record Reconciliation: The comparison of actual assets on hand with the amounts recorded in the financial system will be administered by the Business Manager. Monthly reconciliation of bank statements and other financial records will be prepared and verified during the monthly closing process. All discrepancies found during the reconciliation process will be researched and corrected at the time they are detected.

Budget

Cottonwood Valley Charter School shall prepare and adopt an annual budget in accordance with State statutory requirements.

The Operating Budget shall be prepared under the direction of the Governing Council. A Budget Committee will be selected by the Governing Council to make decisions regarding budgetary issues. The Budget Committee is designed to ensure representation from instructional, program, parent and administrative areas and groups.

Following approval by the Governing Council, the Operating Budget will then be submitted to the Public Education Department for review, approval, and modification if needed.

PART C – THE RENEWAL CHARTER

The Operating Budget will be reviewed and approved by the District Board in accord with policies outlined in this charter. The approved and certified budget shall constitute the Operating Budget which is authorization for the School to begin operations on July 1 of the fiscal year. The Operating Budget will be integrated formally into the Financial Management System at that time.

Upon completion of the final close for each fiscal year, the Cottonwood Valley Charter School shall determine the actual cash balances for all funds and report them to the Public Education Department by the designated deadline.

Increases, decreases and adjustments to the finalized budget will be presented to the Governing Council for approval. Once approved, the proposed adjustments will be submitted to the Public Education Department approval. Once all approvals are in place, the change will be recorded to the Financial Management System as an adjustment to the original budget.

Budget adjustments which do not alter the total amount of the budget will be processed as follows:

Intra-Fund Transfers: Transfers between expenditure codes within the same function shall be presented to the Governing Council for approval. The budget adjustment requests will be presented at the next regular monthly Board meeting. Once approved, the adjustments will be recorded to the Financial Management System as an adjustment to the original budget. Although PED approval is not required, intra-fund budget adjustments are prepared and reported to PED through their operating Budget and Management System.

Inter-Fund Transfers: Transfers between expenditure codes outside of the same function shall be presented to the Governing Council for approval. The transfer requests are then submitted to the Public Education Department for approval. Once all approvals are in place, the change will be recorded to the Financial Management System as an adjustment to the original budget.

All original budget documents shall be maintained by the Business Manager. The original budget document file shall be made available to the Independent Auditors during the annual audit.

Payroll

The Administrator shall be responsible the hiring of employees, authorizing salaries, initiating employment contracts and maintaining the staffing levels approved in the annual budget. The Governing Council will monitor this process.

All payroll will be processed from employment contracts and/or letters of hire.

Upon authorization from the Governing Council, the Business Manager shall enter pay rates and deduction changes. The Business Manager shall be responsible for insurance

PART C – THE RENEWAL CHARTER

deductions, and the maintenance of employee insurance premium reconciliations, savings, tax-sheltered annuities and other voluntary payroll deductions.

The Business Manager shall prepare a payroll summary report. A payroll check register and/or automatic deposit register shall be generated to document all payments made for each payroll run. The Business Manager shall prepare covering checks based upon the payroll summary report for payment to employees and taxing authorities.

All payroll employment records and blank checks shall be kept in a secure location on campus. Access to these documents will be limited to the Business Manager and the Administrator.

All payroll checks shall be signed by the two designees of the Governing Council.

All employees shall be paid semi-monthly, either (24) times per year or as specified in the employee's employment contract. An employee hired after the beginning of the year, will have his/her salary pro-rated by the number of remaining checks to obtain the semi-monthly amount to be paid.

All employee earnings, deduction and leave records shall be maintained by the Business Manager. All monthly, quarterly and annual payroll tax/benefit reports required herein will then be verified, filed, and paid by the Business Manager.

Purchasing

The purchasing process will be initiated by submission of a Requisition Request to the Administrator. After approval by the Administrator, the Business Manager will assure that all proposed purchases have the requisite budget authority and are appropriate and necessary. A pre-numbered purchase order will then be issued to the appropriate vendor.

Policies and Procedures are designed to meet all of the requirements of the Procurement Code as dictated by Chapter 13 of the New Mexico State Statute.

Encumbrances

The Business Manager will verify that sufficient budget exists for the purchase, that the expenditure is correctly classified and coded to the appropriate account, and that the purchase is authorized by the Administrator.

Receiving

The merchandise ordered will be delivered directly to the School where it will then be distributed to the ordering party. The ordering party or Administrative Assistant will verify and examine the goods received. The Business Manager will release payment to the vendor upon confirmation of receipt of the goods as ordered and an accurate invoice.

PART C – THE RENEWAL CHARTER

Accounts Payable

All vendor invoices shall be given to the Business Manager. The vendor invoice will be matched to the purchase order and the receiving documents. The account distribution will be verified and any necessary changes will be noted on the invoice.

The invoice will be verified by checking extensions, footing, discounts and freight terms. The Business Manager will enter the invoices to be paid from each designated fund. Upon completion of the verification process, checks are prepared and recorded in the Financial Management System.

All checks will be signed by any two designees of the Governing Council. The check back-up documents will be assembled by the Business Manager. The check back-up documents are to be reviewed, verified and the checks signed. The Business Manager will then retain the check back-up documents for reconciliation purposes.

All bank accounts will be reconciled on a monthly basis. The bank statements will be opened by the Administrator, who will review the contents for any improper, unusual, or altered items. The Business Manager will then prepare and verify the bank reconciliations and make any adjustments necessary to the general ledger. Bank reconciliations will be periodically reviewed by a representative of the Governing Council

Travel

Employees and Governing Council members will be entitled to reimbursement of registration fees, mileage, per diem and other costs associated with authorized trips for official school business.

Cottonwood Valley Charter School employees may, under certain circumstances, find it necessary to use their personal vehicles for travel in the performance of their duties. The employee will obtain prior approval, using the Travel Authorization form. Once approved, the travel will be documented using the Travel Reimbursement Request form. Travel will be reimbursed based on the map mileage between locations based upon odometer readings provided by the traveler. The rate of reimbursement will be in accordance with limits approved by the Public Education Department.

All reimbursements shall be processed in accordance with the Board Approved travel policies. Receipts for out-of-pocket expenditures for transportation, registration and miscellaneous expenses will be required for reimbursement.

All Cottonwood Valley Charter School employees will be eligible for reimbursement of travel-related expenses upon return from their approved trip. Pre-payment of meals and/or lodging will be allowable. A Purchase Order will be required, and must be properly approved prior to departure on the trip.

Cash Receipts

All monies received will be receipted by the Administrative Assistant. A pre-numbered receipt will be prepared for all monies collected. The payer, date, amount, fund, receipt

PART C – THE RENEWAL CHARTER

code and a description of payment will be recorded on the cash receipt back-up prepared by the Business Manager. The Administrative Assistant shall be responsible for banking the deposits on a daily basis in the appropriate bank account within the 24-hour deposit rule. All receipts received by the Business Manager shall be recorded to the Financial Management System on a daily basis. The Administrator reviews all cash receipt documents.

Accounts Receivable

The Business Manager shall be responsible for billing and monitoring the collection of all amounts due from outside agencies.

The Business Manager shall be responsible for tracking and verifying the cash balances for all Federal, State and other grants and contracts awarded to the Cottonwood Valley Charter School. The Business Manager shall prepare the required Cash Requests, Reimbursement Reports and Invoices necessary for collection of amounts due for the various programs.

Petty Cash

Petty cash funds will be issued upon authorization of the Administrator. The Business Manager will be assigned responsibility for maintaining the fund. The petty cash fund will be kept separate from all other cash.

The petty cash fund is intended for small purchases of \$50.00 or less, where an account with a local vendor has not been established, or when issuing a check for a small amount is impractical. The petty cash receipts documenting all purchases shall be maintained by the Business Manager. A purchase order will be used to replenish the petty cash fund.

The petty cash fund must be returned to the School in cash or invoices before the end of each fiscal year. Another petty cash fund may be requested in the new fiscal year.

Investments

The Cottonwood Valley Charter School shall account for all monies placed in interest-bearing accounts by fund. Excess cash balances in the interest-bearing bank account generate interest which will be credited by the financial institution on a monthly basis. The amount of interest earned will be receipted and recorded to the Financial Management System when the credit is received.

Excess cash balances may also be invested in the State Treasurer Investment Pool. The investments will be made by wire transfer and recorded to the Financial Management System when the funds are moved. An Investment Register shall be maintained by the Business Manager for each fund. The register will itemize the type of investment, investment date, maturity date, investment institution, amount of investment and interest earned.

Fixed asset inventory records will be maintained by the Business Manager. The inventory database shall include asset number, a description of the item, the serial

PART C – THE RENEWAL CHARTER

number, the purchase order number, the acquisition date, the fund code, and the location number.

All requests for removal of surplus property, deletions and discards must be in accord with state law and regulations and must be approved by the Governing Council. All requests must be processed through the Business Manager. In no case will equipment be removed or discarded without proper authorization from the Governing Council.

Special Revenue Funds

All proposals prepared by the staff of Cottonwood Valley Charter School for special funding shall require administrative approval from the Administrator.

Upon receipt of an award notice, budget documentation will be prepared and submitted to the Business Manager for review and processing. New award budgets will be presented to the Governing Council for approval and then forwarded to the Public Education Department for final approval.

Final approved budgets will be returned to the Business Manager and will then be entered into the Financial Management System. Special revenue budgets shall be monitored by the Business Manager. The Administrator will be responsible for monitoring compliance issues in regards to academic areas.

Insurance

Insurance coverage will be provided to Cottonwood Valley Charter School through the New Mexico Public School Insurance Authority. A Memorandum of Coverage will be provided by the Insurance Authority for each fiscal year. This memorandum shall outline the coverage provided under the risk insurance program.

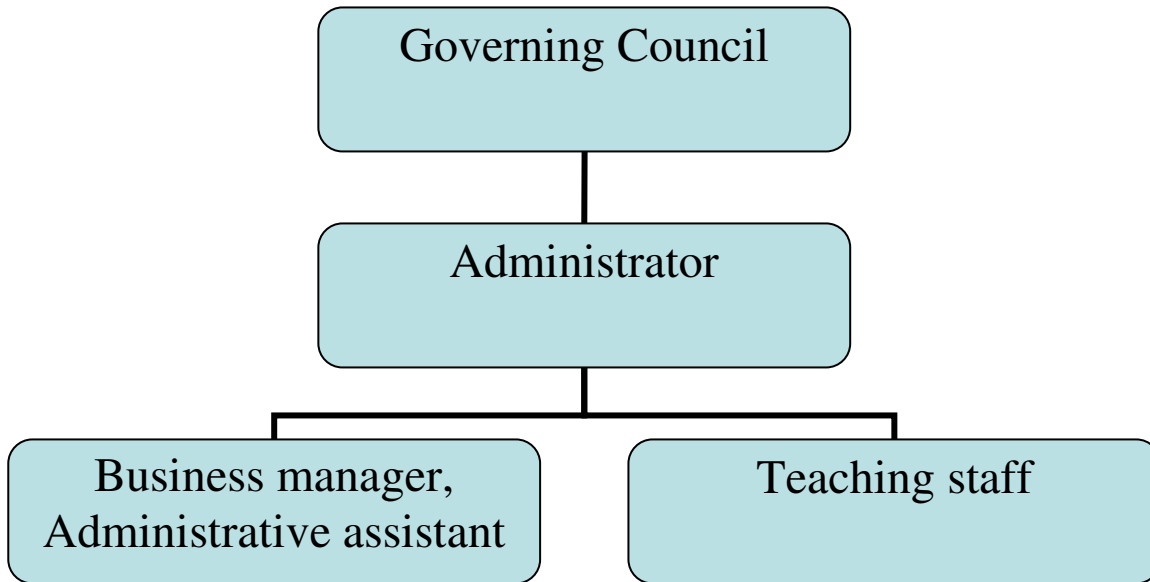
Reporting

Monthly reports will be distributed to the Governing Council at its regular monthly meetings. The Business Manager will be responsible for reviewing the accuracy of the transaction information. Computer access to the Financial Management System will be available at the Cottonwood Valley Charter School. Access is limited to the Business Manager and the Administrator.

PART C – THE RENEWAL CHARTER

V. GOVERNANCE/MANAGEMENT PLAN

A. GOVERNANCE STRUCTURE



Policies and Procedures of Governing Council

The policies and procedures of the Cottonwood Valley Charter School Governing Council can be found in Governing Council Bylaws.

Role of the Governing Council

The Governing Council will perform the duties outlined in the Bylaws (See Appendix A). The day-to-day operation of the School will be the responsibility of the Administrator. The Administrator will be hired, supervised, evaluated, and directly accountable to the Council. The Administrator will be in charge of the hiring and dismissal of staff with oversight by the Governing Council. The Governing Council will oversee all budgetary procedures including the establishment of the Budget Committee and the development and revision of all budgets. The Governing Council will establish all standing and ad-hoc committees.

Parental, Professional, and Community Involvement

Council shall establish standing and ad-hoc committees comprised of parents, students, faculty and the public. Standing committees will be in accordance with the Bylaws; the creation of ad-hoc committees is at the discretion of the Governing Council. Full descriptions of these committees are detailed in the Governing Council’s Bylaws.

PART C – THE RENEWAL CHARTER

Standing and Ad-Hoc Committees

Accountability and Advisory Committee:

- Advances the educational program of CVCS and completes the annual School Improvement Plan and helps in development of EPSS.
- Recommends strategic planning directions to the Governing Council.
- Assists CVCS in reviewing its educational programs.
- Meets annually to provide advice to CVCS for keeping standards, assessment and curriculum up to date and at a challenging level for students.

Budget/ Fundraising:

- Works with the Administrator and Business Manager to recommend a school-year budget to the Governing Council.
- Monitors the current budget throughout the year.
- Organizes fundraising to advance the mission, goals and objectives of CVCS and to provide for special programs.

Gifted Advisory/Special Education Committee:

- Meets regularly in accord with State law to review the gifted services provided by CVCS in accord with N.M.S.A. 1978 Comp. §22-13-6.1.
- Meets regularly to review special education services provided by CVCS.

Facilities:

- Meets to review and update the schools facility needs
- Makes recommendations to the Governing Council .
- Search for funding to improve facilities and work to apply for funding.

Safety/Discipline:

- Reviews discipline policy annually to ensure that it meets the needs of our current student body and personnel.
- Ensures the School Safety plan is up to date concerning facilities and current practices.
- Makes recommendations to Governing Council concerning both.

Volunteers

It is the philosophy of Cottonwood Valley Charter School that parents and community members play an essential role in the education of our youth. As such, the School will actively promote volunteer efforts between the School and the community at large.

Parents are encouraged to participate in classroom activities. Classroom participation must be with the knowledge and consent of the classroom teacher, and such participation shall not disrupt the orderly conduct of the class.

The Governing Council and the Administrator have established policies with regard to background checks, supervision, and requests for participation in CVCS activities for all volunteers.

PART C – THE RENEWAL CHARTER

B. DESCRIPTION OF THE GOVERNING BODY

Role of the Governing Council

The Governing Council will perform the duties outlined in the Bylaws (See Appendix A). The day-to-day operation of the School will be the responsibility of the Administrator. The Administrator will be hired, supervised, evaluated, and directly accountable to the Council. The Administrator will hire and fire all staff, with input from the Governing Council. The Governing Council will oversee all budgetary procedures including the establishment of the Budget Committee and the development and revision of all budgets. The Governing Council will establish all standing and ad-hoc committees.

Selection of the Governing Council

Cottonwood Valley Charter School is governed by a Governing Council. In accordance with its Bylaws (See Appendix A), the Governing Council is comprised of seven members: six parents, one community member and one non-voting teacher representative. Members will have staggered terms as defined in the Bylaws. The six parents and one community member will be elected by parents of enrolled student and registered voters of Socorro. The teacher representative will be chosen by the teaching staff. The School's Administrator and teacher member shall be ex-officio members of the Governing Council.

The current members are:

Frances Deters, president
Jeanne Gacanich, vice president,
Paul Malone, secretary,
Dennis Walsh, parent member
Byron Whitehorse, parent member,
Vacant to be appointed, parent member
Jon Morrison, community member,
Kim Berlat, teacher representative

The Governing Council meets on the second Wednesday of each month at 5:30 pm. All meetings are held in accord with the Open Meetings Act.

Cottonwood Valley Charter School will continue to operate under a contract with the Socorro Consolidated School's Board of Education. The Governing Council will be responsible for all operations of the school. The Bylaws under which the Council will operate are attached in Appendix A.

Meetings of the Governing Council

The Governing Council will meet on the second Wednesday of each month to hear reports, consider and adopt policies, act on committee recommendations, and consider requests and concerns from parents, students, faculty and the community. If circumstances arise, special and emergency meetings may be called. All meetings will be held in accordance with the Open Meetings Act and advertised according to law.

PART C – THE RENEWAL CHARTER

C. GOVERNING COUNCIL’S RELATIONSHIP WITH THE SOCORRO BOARD OF EDUCATION

The Cottonwood Valley Charter School’s governing council will be autonomous from the Socorro Board of Education and will strive to create a cooperative relationship with the Socorro board of Education and its Administrators.

Cottonwood Valley Charter School shall operate under the auspices of and be accountable to the Socorro Board of Education for purposes of ensuring compliance with applicable laws, rules and charter provisions. It is subject to all local regulations, unless specifically waived. The District Board's authority over Cottonwood Valley Charter School's budget and operations is as described in the 1999 Charter Schools Act. The Governing Council will petition the District Board and the State Public Education Department for waivers concerning specified areas.

District Board members are encouraged to attend Governing Council meetings. A representative of the Cottonwood Valley Charter School will attend all public District Board meetings. It is the responsibility of the Cottonwood Valley Charter School to request that the Charter School be included on the agenda for all regularly-scheduled District Board meetings. The purpose of attending District Board meetings will be to give reports to the District Board, answer questions, and offer any information the District Board seeks in its monitoring of the School.

Based upon revenue limitations, whether provided by the State or derived from other sources consistent with law, Cottonwood Valley Charter School will be responsible for its operations. In accordance with federal and state law, the School shall have authority to independently exercise the following operations:

- Contract for goods and services
- Prepare a budget for approval by the Public Education Department and the District
- Select, hire and fire employees, and determine compensation
- Establish employment policies
- Establish personnel performance evaluation standards
- Establish student and personnel discipline policies
- Determine educational format and curricula
- Procure insurance
- Lease facilities for educational purposes
- Purchase, lease or rent furniture, equipment and supplies
- Accept gifts, donations or grants of any kind consistent with law

Cottonwood Valley Charter School shall comply with all District policies unless a specific waiver is obtained. Cottonwood Valley Charter School shall furnish the District with copies of all policies or procedures developed with regard to any operational or educational program upon adoption by the Governing Council.

PART C – THE RENEWAL CHARTER

In accord with the 1999 Charter Schools Law, upon termination of the charter all assets of the School shall revert to the District.

Reports

In addition to the monthly financial reports described above, Cottonwood Valley Charter School will submit to the District any other reports as may be requested, including annual reports on the use of Federal title funds received from the District. Any reports concerning specific individuals will remain confidential. Cottonwood Valley Charter School recognizes an individual's right to confidentiality and will comply with the guidelines in the Family Educational Rights and Privacy Act (FERPA) in this respect.

Accountability Data System: Cottonwood Valley Charter School will submit all State required data for the Charter School to the District for incorporation into one accountability data submission by the District to the Public Education Department. The District will also be provided with twenty-day membership reports and any other requested reports to fulfill State requirements for funding to schools. The Charter School will work with the District to define deadlines for such information.

Report Card : The Cottonwood Valley Charter School will prepare, at least annually, a performance report describing how many students are performing at, above or below grade level and what percent of students are meeting New Mexico Content Standards and Benchmarks. This report will be submitted to parents, the District Board, and the Socorro Community via local newspaper publication.

Quality of Education Survey : Cottonwood Valley Charter School conducts an annual *Quality of Education Survey* to be included in the Report Card. As mandated by the State, parents will be surveyed using a twenty-question form. The form will be structured as follows: the first ten items as provided by the New Mexico Public Education Department; the following five items as provided by the District; and the final five items as developed by Cottonwood Valley Charter School. Results of this survey will be reported to parents, the District, the Community and the State Public Education Department.

Dispute Resolution Process

Any disputes between the Cottonwood Valley Charter School Governing Council and the Socorro District Board will be resolved using the process defined in this section.

In a dispute initiated by Cottonwood Valley Charter School, the Governing Council must submit in writing to the Socorro District Board any issue in dispute and a proposed resolution for consideration and a response deadline. The District Board then has until the stipulated deadline to respond. Either party can request formal mediation through a neutral third party and the costs of such mediation shall be born equally by the Cottonwood Valley Charter School and the District.

In a dispute initiated by the Socorro District Board, the Board will submit in writing to the Governing Council any issue in dispute and a proposed resolution for consideration and a response deadline. The Governing Council then has until the stipulated deadline

PART C – THE RENEWAL CHARTER

to respond. Either party can request formal mediation through a neutral third party. The costs of such mediation shall be born equally by Cottonwood Valley Charter School and the District.

D. SCHOOL ORGANIZATIONAL STRUCTURE

Administrator

The Administrator shall be responsible for the day-to-day operations of the School, and may have teaching duties. In addition, the Administrator shall represent Cottonwood Valley Charter School at professional meetings, at community events, and in any other capacity to support the role of the School in the community.

The Administrator will, with input from parents, faculty, and the Governing Council, be responsible for the supervision and evaluation of all teaching staff in the school. The Administrator shall work closely with faculty members to ensure their educational and professional needs are met in regards to their employment with the School.

The Administrator shall be appointed by the Governing Council and the position shall be supervised by the Governing Council. The Administrator may be removed by a majority vote if the Council feels it serves the best interests of the School. The Administrator serves at the will of the council.

The Administrator shall be employed for a full year and shall have year-round administrative responsibilities for CVCS.

The Administrator's position requires at least a Master's degree in any discipline, administrative experience, and New Mexico administrative licensure. Experience with developing standards and curriculum, teaching, governing, contracting, public relations and the 1999 Charter Schools Act is desirable.

Essential Functions

- Supervises the development, implementation and maintenance of school policies and procedures.
- Supervises the coordination and implementation of CVCS instructional program and ancillary and operational support programs and assists in their development.
- Monitors school activities and policies for adherence to all district, state and federal regulations.
- Assesses appropriateness of school services and programs.
- Involves staff, students, parents and the community in contributing directly to the development of the school.
- Evaluates the work of the school staff following school policies and procedures and provides reports as required.
- Provides or cooperates in staff member recognition or problem remediation as requested.
- Aids in the development and coordination of the CVCS Professional Development Plan.

PART C – THE RENEWAL CHARTER

- Conducts staff meetings.
- Responsible for recruitment and selection of applicants for school positions.
- Establishes programs and communication procedures to encourage committee participation, student organizations, community support and extra-curricular activities.
- Enforces the discipline policies.
- Oversees the performance of the Business Manager.
- Maintains an effective learning climate in the school.
- Supervises the preparation and maintenance of all records and reports as required.
- Enforces safety policies.
- Supervises assigned staff in the areas of curriculum, attendance, facilities, and discipline.

Duties

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, Governing Council policies, and local, state and federal regulations.
- Articulates and facilitates the implementation of the CVCS Mission and Goals and Objectives.
- Safeguards confidentiality of privileged information.
- Shares responsibility for the supervision and care of school inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards.
- Maintains professional relationships and works cooperatively with the staff, the Governing Council and the community.
- Maintains professional competence through professional development.
- Other duties as assigned

Minimum Experience, Knowledge, Skills and Abilities

- Effective communication skills, both verbal and written.
- Flexibility; organizational, decision-making and problem solving skills.
- Interpersonal skills with diverse populations.
- Ability to meet deadlines, work on multiple projects, and coordinate the work of others.
- Knowledge of school policies.

Committee Responsibilities

The Administrator will be a non-voting member of the Governing Council and an ex-officio member of other committees.

PART C – THE RENEWAL CHARTER

Professional Development

The Administrator will have a professional development plan that includes, but is not limited to, the following components:

- A development plan based on evaluations and career goals. An allowance based on budget and grant receipts will be provided for this program of development.
- Incentive developmental opportunities based on performance and individual goals.
- Adequate time built into the schedule for staff collaboration.
- A full evaluation of how any professional development impacts school performance.
- Achievement of strategic planning goals set by Governing Council
- HOUSSE requirements of Public Education Department

Evaluation Procedures

The Governing Council will be responsible for evaluating the Administrator on a semi-annual basis the first year of employment and annually thereafter. A written self-assessment will be submitted to the Governing Council for annual review.

The Governing Council may initiate a special performance evaluation for the Administrator as prescribed in the contract to assess performance of job duties. A “special evaluation” is any evaluation initiated in addition to the normal periodic evaluation process and may be cause for disciplinary action or dismissal.

The Administrator may be placed on intensive evaluation at any time during the school year if the Governing Council feels his/her services do not conform to the standards of CVCS.

Teachers

All teachers must have a Bachelor’s or Master’s Degree, N.M. Elementary Education Certification (or Secondary School Certification, as appropriate) or PED waiver. Full-time teachers will be required to work forty hours per week while school is in session, excluding school holidays and breaks. After-hours work may occasionally be requested by the Administrator, as will extra-curricular programs. Teachers will receive ongoing continuing education that may require additional time at work. All teachers report directly to the Administrator.

Required Duties

- Researching, implementing and updating curriculum.
- Maintaining current student performance level information.
- Assigning appropriate additional or alternative studies to students either not meeting or exceeding attainment.
- Keeping accurate and concise reports.
- Maintaining work portfolios.
- Establishing classroom procedures.
- Coordinating volunteers in the classroom.

PART C – THE RENEWAL CHARTER

- Reporting all education-related activities to the Administrator.
- Meeting with parents as needed.
- Other duties as assigned

Essential Responsibilities

- Implements and updates the curriculum
- Maintains current student performance level information
- Collaborates in the development and implementation of students' Personal Learning Plans
- Monitors students' progress in regards to their respective Personal Learning Plans
- Collaborates in appropriate additional or alternative studies for students either not meeting or exceeding their PLPs
- Keeps accurate and concise records
- Coordinates volunteers in the classroom
- Reports education-related activities to the Administrator
- Meets with parents regularly or as needed
- Collaborates in their professional development plan
- Attends staff meetings

Professional Development

As required by the State Public Education Department each teacher will submit a Professional Development Plan approved by the School Administrator no later than 40 days after the beginning of the school year. This document will be filed in the teacher's personnel file.

Evaluation Procedures

Teacher evaluations will be carried out according to NM State Public Education Department policies and all required State evaluation forms will be used.

The Administrator may initiate a special performance evaluation for any teacher as prescribed in the contract to assess performance of job duties. A "special evaluation" is any evaluation initiated in addition to the normal periodic evaluation process and may be cause for disciplinary action or dismissal. A teacher may be placed on intensive evaluation at any time during the school year if the Administrator feels his/her services does not conform to the standards of CVCS.

PART C – THE RENEWAL CHARTER

E. EMPLOYEE RELATIONS

Personnel Policies and Procedures

In accordance with the New Mexico School Personnel Act, Cottonwood Valley Charter School herein defines its relationship between the School and its employees as follows. The Governing Council has adopted written policies in compliance with federal and state laws regarding the recruitment, promotion, discipline, and termination of personnel, performance evaluation methodologies, and a plan for resolution of employee-related issues. The required policies are described in the Employee Policies Manual that is shelved in the School office.

Contract Status

The School shall comply with federal and state rules and regulations, and shall select personnel directly without input or authorization from the District. Cottonwood Valley Charter School employees are not employees of the District. The District will assume no liability for Charter School employees. A Cottonwood Valley Charter School employee does not have a right to employment with the District.

The Cottonwood Valley Charter School determines its own salary scales for its employees in accordance with state and federal laws and regulations.

Hiring and Recruitment

The Cottonwood Valley Charter School is an Equal Opportunity Employer.

The Governing Council shall appoint the Administrator of the School without definite term. The Administrator will be compensated in accordance with the salary specified in the adopted budget. The Council shall set the criteria necessary to appoint the Administrator in accordance with the job description set forth herewith on page. The Administrator position can be filled as a separate, full-time or part-time position, or as a teacher-administrator position. The Governing Council will determine how to structure the position based on personnel availability, school size, and the budget.

The Administrator of the School shall hire and fire teachers and all other personnel of the Cottonwood Valley Charter School in accordance with its policies and after consultation with the Governing Council.

Compensation and Benefits

Initial compensation of staff will be based upon experience and education and will be determined by the Governing Council in accordance with the salary requirements set by the State Public Education Department for Teachers and Aides.

The School shall comply with N.M.S.A. 1978 Comp. §22-2-6.9 by participating in the public school insurance authority. The Cottonwood Valley Charter School may contract with the District to participate in insurance plans, but may also contract with independent providers. If the Governing Council elects to participate in an independent insurance plan, it shall comply with N.M.S.A. 1978 Comp. § 22-2-6.9.

PART C – THE RENEWAL CHARTER

The School shall comply with N.M.S.A. 1978 Comp. §22-2-6.10 regarding group insurance contributions for the School employees.

Complaint and Dispute Procedures

Cottonwood Valley Charter School has established fair procedures to ensure that all employees are entitled to bring legitimate complaints and disputes to the appropriate authority in order to secure equitable solutions. Complaints and disputes will be processed through the Governing Council. These procedures are outlined in the Cottonwood Valley Charter School Employment Policy Manual.

Vacation, Sick Days, Personal Leave

The Governing Council shall set policies for vacation, sick days, personal leave, and other categories of approved leave for the faculty and staff. Teachers are encouraged to plan their personal vacations around the school calendar, and will not be permitted to plan lengthy vacations during the term of the School year without approval from the Governing Council.

Ancillary Staff

Cottonwood Valley Charter School will contract with independent providers for some support services necessary for the operation of the School. Contracts with the District will be considered if such arrangements are financially beneficial. The School shall have the authority to contract for the following services:

- Legal
- Special education, including speech and occupational therapy
- Accounting and auditing of the books
- Medical
- Counseling
- Custodial
- Professional training
- Construction and maintenance
- Media services
- Warehousing

Other services will be contracted as deemed necessary by the Governing Council with input from the Administrator, faculty and parents, and within budgetary constraints.

Cottonwood Valley Charter School may contract with the District for such services if such contractual arrangements are financially beneficial.

The Governing Council will approve and enter into contractual agreements with service providers. The Administrator will monitor performance of such providers and report to the Council on a regular basis. The Council will renew or expire contracts at its pleasure.

PART C – THE RENEWAL CHARTER

Establishment of Policies

Independent of District policies, the Cottonwood Valley Charter School will adopt its own written policies in compliance with federal and state law regarding personnel, methods for evaluating performance, and a plan for resolving employee-related procedures. By virtue of such policies or procedures or other action of the Governing Council, the School shall not have the authority to change the mutually agreed upon terms of the employment relationship.

Background Checks

In accord with the 1999 New Mexico Charter Schools Act, all applicants will be subject to a background check. The School shall comply with N.M.S.A. 1978 Comp. §22-10-3.3.F.

F. STUDENT ENROLLMENT PROCEDURES AND DISCIPLINE POLICY

Student Enrollment, Lottery Procedures, Waiting List

A copy of the most current enrollment policy, approved by the CVCS Governing Council April of 2008 is include in Appendix C. In accordance with N.S.M.A. 1978 Comp.22-8B-4.1 (B) enrollment at Cottonwood Valley Charter School shall be prioritized as follows: These students do not go through a lottery process.

1. Students who have been admitted to the Cottonwood Valley Charter School through an appropriate admission process and who remain in attendance through subsequent grades. No lottery is required.
2. Siblings of students already attending Cottonwood Valley Charter School.
3. Children who have been through the lottery and remain on the waiting list from the previous year

All other children must go through the lottery process. Lottery selection will be held at a public meeting that has been advertised in accordance with law.

When a student is admitted to CVCS, during the first two weeks of the school year, parents will be notified by telephone (or mail) and will have one (1) day to respond and enroll their child. If the family fails to do this, their child will be dropped from the admitted list and the next child on the list will be accepted.

Students not enrolled will be placed on a waiting list. When a space becomes available, the family will be contacted and informed. At all other times of the school year, the family will have three (3) days to respond and enroll the child. If the family fails to do this their child will be dropped from the waiting list and the next child on the list will be given the slot. Established waiting lists carry over from year to year.

PART C – THE RENEWAL CHARTER

Students enrolling at CVCS must provide the school with a registration form containing address and contact information, as well as emergency information. Students will also be required to provide proof of age and residency, and a complete immunization record. A Transcript Release Authorization will be requested. All registration forms will be confidential and will fall within the auspices of FERPA.

Students who wish to transfer to Cottonwood Valley Charter School from a Corrective Action School will be admitted through the regular lottery process.

Public Advertisement of Enrollment Opportunities

Enrollment opportunities at the Cottonwood Valley Charter School will be advertised through local Newspaper notices, fliers distributed at the Socorro Chamber of Commerce, the Socorro Public Library, New Mexico Tech, the City Hall, and other public facilities in town. It is the school's intent to let the community know that CVCS is a public school and that all students regardless of race, disability, creed, gender, national origin, religion, ancestry, or need for special services are welcome to apply for admission. The CVCS lottery schedule will be publicly advertised. Lotteries will be held in early May and June, and every Friday beginning in August. No new students will be admitted during an academic year after the beginning of the fourth quarter.

No Tuition; No Admission Requirements

Cottonwood Valley Charter School charges no tuition or registration fees. All New Mexico residents are eligible to apply for admission. Cottonwood Valley Charter School complies with all federal laws and constitutional provisions prohibiting discrimination based on race, disability, creed, gender, national origin, religion, ancestry, or need for special services.

Discipline Policy

Cottonwood Valley Charter School uses a positive behavior support system which uses Primary, Secondary and Tertiary prevention measures in order to develop and maintain a productive learning environment. A copy of the Discipline Policy can be found in Appendix C.

G. FACILITIES

Description of Current Facility

Currently, the school's continuing capital outlay needs are for lease reimbursement grants each year. CVCS facilities consist of eight mobile classroom type units, housing grades K through 8, with a total of 9,751 sq. ft. (60sq ft per student) at 95% utilization. A separate multipurpose room (1248 square feet) is used for special education, auxiliary services and as a computer lab. Another two classroom unit was added in the summer of 2007 to provide space for Art, Music, and Spanish classes. Hot lunches delivered from the school district are served from the Art classroom. All classrooms contain 768 square feet except for the Kindergarten room which contains 960 square feet. Each

PART C – THE RENEWAL CHARTER

classroom has its own bathroom; kindergarten, science and art rooms each have an additional sink and prep area. All units have individual heating and cooling units and fire alarms. All buildings are connected with a fire alarm system and intercom. Commercial grade security fencing surrounds the entire school grounds.

There are two entrances for parents and staff with a separate bus pickup/drop off area. One entrance provides handicap parking. There is a small playground area and a half-court basketball court. Cement sidewalks provide access to all buildings. Because CVCS does not have indoor cafeteria facilities, there is an outside picnic area with a shade structure to provide some protection from the elements.

Five of the seven units are leased from Modular Space; one is leased from Williams-Scotsman, Inc. The Kindergarten building was purchased using Capital Outlay money provided for all day kindergarten. The lease agreements are for various durations, but can be extended on a month to month basis if needed.

Prior to delivery all classroom units passed inspection for construction codes and were deemed safe for human habitation as required by state and federal laws. The seven classroom units met all New Mexico CID and Federal Building Standards. All units were inspected by a NM State CID Inspector and NM State Fire Marshall after installation at the CVCS site and successfully passed the inspection process. All units continue to meet all health and safety requirements.

Sidewalks, ramps, landings, bathrooms, parking, and playground equipment were constructed in compliance with ASTM standards for handicapped accessibility.

CVCS is located at the old Socorro General Hospital site at 201 Neel Avenue previously owned by Socorro County. Demolition of the original hospital structure was completed in June of 2006 through a direct legislative appropriation of \$75,000 and \$28,000 in General Obligation Funds. In 2006, Socorro County transferred ownership of the land to CVCS for \$1 in exchange for completing the demolition. The site is approximately 3.5 acres in size.

CVCS has an E-occupancy certificate which is dated August 24, 2001. On March 7, 2007, a safety inspection was conducted at CVCS by the New Mexico Public Schools Insurance Authority. The school was found to be in very good general condition with a few safety concerns which have been addressed. This report is available in the CVCS office. A copy of the E-occupancy certificate is available in Appendix D.

In 2008, CVCS made a capital outlay request through the Public Schools Capital Outlay Committee and was granted a \$770,000 award for design and construction to provide a multipurpose building that will include a restroom, storage, PE office, and warming kitchen totaling approximately 4,000 sq ft. The local funding match of 24% will be provided by General Obligation Funds from the Socorro Consolidated Schools that were approved in February 2009 Bond election and by the Charter School Capital Outlay Fund. This project is currently in the construction design phase and should be completed in 2010.

PART C – THE RENEWAL CHARTER

Future Capital Outlay Needs

CVCS completed a Facilities Program and Master plan in December of 2005 after a six month planning process. This document has served as the guideline for development of the campus as funds become available. An architectural drawing of the proposed campus is included in Appendix D

In 2008, CVCS made a capital outlay request through the Public Schools Capital Outlay Committee and was granted a \$770,000 award for design and construction to provide a multipurpose building that will include a restroom, storage, PE office, and warming kitchen totaling approximately 4,000 sq ft

After the Multipurpose building is completed, three permanent classroom buildings (pods) and one administrative/library building need to be constructed.

The most likely funding source available at the present time is a combination of lease reimbursement funds and General Obligation Funds. The facilities committee has determined that a lease to purchase agreement with a modular building company would be the most cost effective and efficient way to construct the necessary buildings

Maintenance

Cottonwood Valley Charter School is responsible for the maintenance of the portable classrooms and other structures on its campus except for repairs that fall under warranty policies. Documentation of the most recent Safety Audit is in Appendix D.

Safety Plan

The School has taken all practical steps to safeguard employees, students and the public from accidents and to provide a safe, healthy work and educational environment. A Safety Committee has established policies for safety guidelines, fire prevention, emergency response plans, reporting and keeping records of injuries, emergency hazard reporting, notification processes, accident analysis, violence prevention, and other areas deemed necessary by the Committee, Governing Council, staff, community, State and Federal regulators. A Safe Schools Plan is on file with the State Department of Education and a copy is available in the school office. The Administrator schedules time for training, orientation and safety topics in accord with OSHA regulations.

H. OTHER STUDENT SERVICES

Transportation

Cottonwood Valley Charter School has arranged with the Socorro Consolidated School District to provide transportation services for the students attending Cottonwood Valley Charter School. As long as this arrangement is in effect the District will be entitled to the State Transportation Funds generated by said students. This agreement may be changed or modified by the Governing Council with timely notification by the District.

PART C – THE RENEWAL CHARTER

Meals

Cottonwood Valley Charter School has arranged with Socorro Consolidated School District to serve a hot lunch to our students. As long as this arrangement is in effect the District will be entitled to receive funds from the Federal Hot Lunch Program generated by CVCS students. This agreement may be changed or modified by the Governing Council with timely notification to the District.

Counseling Services

CVCS contracts with a licensed child psychologist and a licensed school psychologist to provide counseling services that have been identified as needed by the Student Assistance Team or the IEP team.

Health Services

CVCS contracts with a licensed school nurse to provide immunization record keeping, hearing and vision screenings and other needed school health services.

VIII. REQUIREMENTS

A. LEGAL LIABILITY AND INSURANCE COVERAGE

Insurance

To the extent permitted by the State Public Education Department, Cottonwood Valley Charter School will arrange for all insurance coverage mandated by state law. In accordance with N.M.S.A. 1978 Comp. §22-2-6.9, the School will participate in the public school insurance authority, or will fully comply with said statute in seeking a waiver. The School may, but is not required to, contract with the District to provide the necessary insurance.

Indemnification

Cottonwood Valley Charter School agrees to indemnify and hold the Socorro Consolidated School District and its agents and employees harmless from all liability, injury, personal injury, sickness, disease, death, property loss or damage, or any other losses of any kind whatsoever which are in any manner connected with Cottonwood Valley Charter School and its operations.

PART C – THE RENEWAL CHARTER

B. WAIVERS

Cottonwood Valley Charter School seeks to waive specific policies and regulations of the Socorro Consolidated District Schools. Any requests to waive State policies and regulations will be forwarded to the State Board of Education upon approval of this application. Cottonwood Valley Charter School will comply with District policies and regulations except as herein specified.

Socorro Consolidated School District Waivers

The following waivers (identified by the District numbers) to District policies and regulations are requested for the duration of the Cottonwood Valley Charter School contract. It is anticipated that they will not have a financial impact on the District or the Charter School. They are designed to bring District policies and regulations into alignment with the letter and spirit of the 1999 Charter Schools Act.

Cottonwood Valley Charter School will apply for additional waivers on an as-needed basis, particularly if the Socorro Consolidated School District changes or amends its policies. As specified in the 1999 Charter Schools Act, denial of any waiver by the Socorro Board of Education may be appealed to the State Public Education Department.

SECTION I. BASIC COMMITMENTS

1.0 School District Vision

Waiver: To substitute the Vision Statement of the Socorro Consolidated Schools with the Mission Statement of the Cottonwood Valley Charter School. Cottonwood Valley Charter School offers a rigorous academic program designed to meet the individual needs of each student while developing habits of success, civic responsibility, and global awareness. The School offers the community a parent-driven public school choice in which teachers, students, and parents are partners.

1.5 Standards of Excellence

Model of Educational Evaluation

Waiver: Remove the title, "Local School Board Dimension," and substitute the title, "Governing Council Dimension."

A. Policy and Administrative Functions

Waiver: To establish the Governing Council of the Charter School as the decision-making body of the Charter School. As specified in the Charter, the Governing Council is the decision-making body of the School and is accountable to the Board of Education.

B. Local Board of Education

PART C – THE RENEWAL CHARTER

Waiver: To add a description of the relationship between the Governing Council and the Charter School to the existing description of the relationship of the District Board of Education and the District. The Governing Council has direct control of the Charter School with reporting requirements to the local school board. The relationship between the local school board and the Charter School is further defined in the 1999 Charter Schools Act and in our individual Charter School Contract with the District.

C. Local Superintendent AND

D. Principal AND

E. Teachers AND

Waiver: To substitute an alternative method of administration. The Charter School is a public school accountable to the Socorro Board of Education. While the District has a Superintendent and Principals, the Charter School has an Administrator. A description of the roles and responsibilities of the Charter School Administrator and Teaching Staff is provided for in the charter.

Addendum D. Statewide Testing Assessment Requirement

2. Waiver: To amend requiring final examinations in all classes. A portfolio or other evaluation device(s) may be substituted for a final examination at Cottonwood Valley Charter School.

J. Evaluation of Administrative Policies and Procedures

Waiver: To authorize the substitution of a review by the local Board of Education, the local Superintendent, and all other administrators in the evaluation of policies and procedures in recognition of the alternate management of the Charter School. Pursuant to the Charter School Contract, the Governing Council is responsible for final evaluations.

ADDENDUM A: CLASS LOAD REQUIREMENTS

Waiver: To allow the Cottonwood Valley Charter School to receive class-load waivers from the State Board of Education. In accordance with the 1999 Charter Schools act, CVCS may seek class-load requirement waivers from the State Public Education Department. CVCS shall apply directly to the State Public Education Department for such waivers.

ADDENDUM B: LENGTH OF SCHOOL DAY AND YEAR

Waiver: To allow Cottonwood Valley Charter School to receive waivers from the State Board of Education pertaining to the length of the school day and of the school year. In accordance with the 1999 Charter Schools act, CVCS can seek waivers from the State Public Education Department pertaining to the length of the school day and of the school year. CVCS shall apply directly to the State Public Education Department for such waivers.

SECTION II. SCHOOL BOARD GOVERNANCE AND OPERATIONS

Waiver: To add the specific relationship, roles and responsibilities of Cottonwood Valley Charter School Governing Council. The Charter School

PART C – THE RENEWAL CHARTER

Contract specifies the unique roles, responsibilities, standards of behavior, and operating procedures for the Charter School Governing Council.

SECTION III. FISCAL MANAGEMENT

Waiver: To add a description of the fiscal management of the Charter School. Cottonwood Valley Charter School has a separate site-based budget which is submitted to the local Board of Education, a process specified in the 1999 Charter Schools Act. The Charter School is responsible for management of its own funds, with reporting requirements specified in the 1999 Charter Schools Act. Charter School participation in the Public School Insurance Authority is also specified in the 1999 Charter Schools Act.

SECTION IV. ADMINISTRATION

4.1 Administrative Goals

Waiver: To add a description of the goals of Cottonwood Valley Charter School. The Administrative Goals of Cottonwood Valley Charter School are defined in the Charter School Contract.

4.2 Superintendent AND

4.3 Assistant Superintendent AND

4.4 Assistant Superintendent of Curriculum and Instruction AND

4.6 Director of Food Services AND

4.7 Director of Transportation AND

4.8 Director of Maintenance AND

4.9 Principals (4.9; 4.9.1; 4.9.2; 4.10; 4.10.1; 4.10.2) AND

4.10 Assistant Principal AND

Waiver: To add a description of the administrative staffing in Cottonwood Valley Charter School where these positions do not exist. The position of Charter School Administrator is defined in the Charter School Contract.

4.5 Business Manager

Waiver: To add a description of the financial administration of Cottonwood Valley Charter School. The position of the Charter School Business Manager is defined in the Charter School Contract.

4.11 Line and Staff Relations

Waiver: To add a description of the line and staff relations of Charter School. Each employee of the Charter School will be responsible to the Governing Council and the Charter School Administrator. Line and staff relations policies have been established by the Governing Council and are described in the Employee Policy Manual.

4.12 Handbooks and Directives

Waiver: To substitute Charter School Handbooks for District Handbooks for use in the Charter School. Pursuant to the 1999 Charter Schools Act, Charter Schools have the authority to issue their own handbooks and directives. The Governing

PART C – THE RENEWAL CHARTER

Council shall issue all handbooks and directives pertinent to Cottonwood Valley Charter School.

4.13 Temporary Administrative Arrangements AND

4.13.1 Temporary Administrative Assignments at the School Level

Waiver: To add a description of temporary administrative arrangements in the Cottonwood Valley Charter School. In all aspects of its operations the School Administrator is responsible for making temporary administrative arrangements. At the beginning of each school year, the Charter School Administrator will submit to the Governing Council a list of names of all potential individuals who will assume administrative duties in the Administrator's absence. Said list shall be approved by the Governing Council.

4.14 State and Federal Programs Administration

Waiver: To include Cottonwood Valley Charter School in the distribution of federal funds. The Socorro Board of Education will apportion all funds received for all state and federal programs and forward funds to Cottonwood Valley Charter School based upon the number of students enrolled and eligible to receive funding, as well as other criteria.

4.15 Program Consultants

Waiver: To recognize the Governing Council and Charter School Administrator as the authorizing agents for Program Consultants. As specified in the Charter contract, the Cottonwood Valley Charter School Administrator may select and contract with consultants as deemed necessary by the Governing Council.

V. SUPPORT SERVICES

5.1 Building and Grounds Management AND

5.2 Buildings and Grounds Inspection AND

5.3 Building and Grounds Security and Energy Conservation AND

5.4 Access to Buildings AND

5.5 Vandalism AND

5.6 Maintenance and Control of Instructional Materials AND

5.7 School Safety Management AND

5.8 Fire Safety AND

5.9 Bomb Threats AND

5.10 Disaster Preparedness Plan AND

Waiver: To empower the Governing Council and Administrator of Cottonwood Valley Charter School to make decisions regarding the grounds, facilities, equipment and all other property of Cottonwood Valley Charter School. All functions specified by District policies will be addressed by the Administrator and/or Governing Council of the Charter School. The Governing Council shall establish policies regarding all Cottonwood Valley Charter School property following approval of its contract and prior to the first day of school. A Safety Plan shall be established by the Governing Council in accord with all state and federal laws and regulations.

PART C – THE RENEWAL CHARTER

5.11 Inclement Weather Starting Time

Waiver: To empower the Charter School Administrator to make decisions regarding inclement weather and the schedule of Cottonwood Valley Charter School. The Charter School Administrator determines what schedule changes may be necessary due to inclement weather and will contact appropriate media to publicize any changes in the School's schedule. The Governing Council shall establish policies to be used as guidelines to aid the Administrator in his/her decision following approval of its contract and prior to the first day of school.

5.12 Health Service Management

Waiver: To empower the Charter School to develop health programs for its staff and students. Cottonwood Valley Charter School shall develop programs and policies for its staff and students in accord with all local, state and federal laws and regulations.

5.14 Education of Students Who Have or Are Carriers of Communicable Diseases

Paragraph 8. *Waiver: The Charter School Administrator, Governing Council, and a health professional chosen by the Governing Council will act in lieu of the Superintendent and district health officer and will ensure that the school complies with all state and federal laws and regulations.*

Paragraph 13. *Waiver: To substitute the Governing Council for the District School Board in the appeals process.*

5.15 Visual and Hearing Screening Tests AND

5.16 Dispensation of Medication AND

5.17 Health Examinations AND

5.20 Reporting of Accidents AND

5.21 Accident Reports AND

Waiver: To recognize the authority of the Governing Council and the Administrator in choosing health professionals to meet the needs of the Charter School and its students.

The Governing Council shall establish health policies regarding visual and hearing tests, the dispensation of medications, and the reporting and documentation of accidents, and shall do so in accord with all state and federal statutes and regulations. Establishment of said health policies shall conclude following approval of the Charter contract and prior to the first day of school.

5.22 Hazard Communication Program

Waiver: To empower the Governing Council to act in this capacity as it pertains to the Charter School. Cottonwood Valley Charter School, its Governing Council, and its Administrator shall act in lieu of the Socorro Consolidated Schools, Superintendent of Schools, and Principal.

5.23 Food Service Management

PART C – THE RENEWAL CHARTER

Waiver: To empower the Governing Council to make decisions regarding food services in regards to Cottonwood Valley Charter School. The Governing Council of Cottonwood Valley Charter School may develop its own program or contract with a local business or other organizations to provide the students nutritious, cost-effective meals.

5.24 -

5.35 Transportation

Waiver: To empower the Governing Council to make decisions regarding transportation with regard to Cottonwood Valley Charter School. The Governing Council, in collaboration with the Charter School Administrator, is responsible for Transportation Management.

5.36 Ethical Use of Technology

Waiver: To empower the Governing Council to make decisions regarding the ethical use of technology in Cottonwood Valley Charter School. The Cottonwood Valley Charter School Governing Council and Administrator have established policies with regard to the ethical use of technology for use in the Charter School.

SECTION VI. INSTRUCTION

6.1 Instructional Goals

Waiver: To empower the Governing Council to make decisions regarding the instructional goals of Cottonwood Valley Charter School. The Goals and Objectives of Cottonwood Valley Charter School are delineated in the Charter School Contract.

6.3 Definition of Teaching Day AND

In-service Training. *Waiver: To empower the Governing Council to make decisions regarding the definition of a teaching day in regards to Cottonwood Valley Charter School. The Governing Council and Administrator will determine the number and duration of in-service training hours for the faculty and staff of CVCS. The number of in-service days may exceed three days per year.*

Working/School Day and Year. *Waiver: To empower the Governing Council to make decisions regarding the length of working/school days and years in regards to Cottonwood Valley Charter School. The Governing Council and School Administrator shall determine the length of the working and school day, and the structure of the school year. Exploration of alternative patterns is included in the Charter School Contract.*

6.4 Curriculum Development-Adoption-Evaluation AND

6.5 Curriculum Design

PART C – THE RENEWAL CHARTER

Waiver: To empower the Governing Council to make decisions regarding curriculum development, adoption and evaluation in regards to Cottonwood Valley Charter School. The Governing Council, School Administrator, teachers, and parents will develop and evaluate the school curriculum. The Education Plan, Curriculum and Student Evaluation sections of the Charter contract delineate the School’s plan.

6.6 Special Education

Waiver: To empower Cottonwood Valley Charter School to develop Special Education policies. The Governing Council shall adopt special education policies as described in its charter and in accordance with all state and federal laws and regulations.

6.7 Alternative School Programs

Waiver: To empower the Governing Council to make decisions regarding alternative school programs with regard to Cottonwood Valley Charter School. The Governing Council may adopt alternative school programs for the Charter School to meet the needs of its students.

6.8 Instructional Materials Selection Policy (Includes Library Media, Textbooks, and All Other Instructional Materials)

Waiver: To empower the Governing Council to make decisions regarding the selection of instructional materials in regards to Cottonwood Valley Charter School. The Governing Council, in collaboration with the School Administrator, teachers, and parents, will choose instructional materials.

6.9 Censorship of Materials AND

6.10 Additional Policy for Textbook Selection and Adoption

Waiver: To empower the Governing Council to make decisions regarding the censorship of materials in regards to Cottonwood Valley Charter School. The Governing Council and School Administrator will act in lieu of the Board, Building Administrator, Assistant Superintendent, and Superintendent, and shall establish policies for the Cottonwood Valley Charter School with regard to censoring materials.

6.11 Library Media Services

Waiver: To allow Cottonwood Valley Charter School to develop library media centers for its staff and students. Cottonwood Valley Charter School has established goals and policies regarding its library and media center services in accordance with its Mission Statement, Goals and Objectives.

6.12 Academic Achievement (Retention and Promotion)

Waiver: To empower the Governing Council to make decisions regarding academic achievement, retention and promotion policies at Cottonwood Valley Charter School.

VII. STUDENT POLICY GOALS

PART C – THE RENEWAL CHARTER

7.2 Promotion/Retention

Waiver: To empower the Governing Council to make decisions regarding academic achievement, retention and promotion in regards to Cottonwood Valley Charter School. The Charter School Contract describes the multi-age, skill mastery approach that will be used in Cottonwood Valley Charter School. This innovative approach is an alternative to the District's K-12 promotion format. It is designed to optimize student learning by adapting to each student's individual pace and style of learning within any given subject area. The Charter described the Charter School's policies regarding promotion and retention.

7.3 Home Schooling

Waiver: To empower the Governing Council to make decisions regarding the integration of home-schooled children into the Charter School. The Governing Council shall establish policy regarding the integration of home-schooled children into CVCS and will follow all state and federal laws and regulations in doing so.

7.5 Supervision of Students

Waiver: To empower the Governing Council to enact policy regarding the supervision of students at Cottonwood Valley Charter School. The Governing Council shall establish policy regarding the supervision of students at Cottonwood Valley Charter School.

7.6 School Entrance Age

Waiver: To empower the Governing Council to make decisions regarding school-entrance age at the Cottonwood Valley Charter School.

7.8 Attendance Policy

Waiver: To empower the Governing Council to make decisions regarding attendance policy at Cottonwood Valley Charter School. The Charter School Contract delineates attendance policies specific to the Charter School.

7.9 Released Time for Religious Instruction

Waiver: To empower the Governing Council to make decisions regarding release time for religious instruction. The Governing Council shall set policy regarding release time for religious instruction at Cottonwood Valley Charter School. Cottonwood Valley Charter School will not assume responsibility for the religious instruction of any student, but will permit limited time from the classroom for students to participate in religious activities elsewhere. Said policy shall be established prior to the commencement of the school year.

7.10 Student Records

Waiver: To empower the Governing Council to make decisions regarding the maintenance of student records. The Charter School, Governing Council, and its School Administrator will act in lieu of the School District, Superintendent, and Principal. Cottonwood Valley Charter School will comply fully with state and

PART C – THE RENEWAL CHARTER

federal regulations regarding the maintenance of school records. Policies pertaining to school records shall be established following approval of the Charter contract and prior to the first day of school.

7.11 Transfer of Students

Waiver: To empower the Governing Council to make decisions regarding the transfer of students to or from Cottonwood Valley Charter School. The Governing Council will establish policy regarding the transfer of students to or from Cottonwood Valley Charter School. According to the 1999 Charter Schools Act, the District may not transfer to or from Cottonwood Valley Charter School any student on an involuntary basis. All transfers between the District and the Charter School must be of a voluntary nature. Said transfer policy is specified in the Charter contract as Enrollment Policy.

7.12 Student Behavior AND

7.14 Student Discipline AND

7.15 Student Detention AND

7.16 Corporal Punishment AND

7.17 Suspension and Expulsion AND

7.18 Chemicals, Narcotics, Alcoholic Beverages or Weapons

Waiver: To empower the Governing Council to make decisions regarding student behavior, student discipline, student detention, corporal punishment, suspension, expulsion, chemicals, narcotics, alcoholic beverages or weapons in regards to Cottonwood Valley Charter School. The Governing Council shall establish policy regarding student behavior, student discipline, student detention, corporal punishment, suspension, expulsion, chemicals, narcotics, alcoholic beverages or weapons in regards to Cottonwood Valley Charter School. Said policies are delineated in the Charter contract. Additional policies shall be implemented by the Governing Council following approval of its contract and prior to the first day of school and in accord with all state and federal laws and regulations.

7.19 School Activity Programs

Waiver: To enable the Governing Council to enact policy regarding school activities pertaining to Cottonwood Valley Charter School. The Governing Council shall enact policy regarding school activity programs at Cottonwood Valley Charter School.

7.21 Distribution of Written Materials, Students Publications, Questionnaires and Petitions

Waiver: To empower the Governing Council to make decisions regarding the distribution of written materials, student publications, questionnaires and petitions in regard to the Cottonwood Valley Charter School. The Governing Council shall set policy regarding the distribution of written materials, student publications, questionnaires and petitions in regard to Cottonwood Valley Charter School.

PART C – THE RENEWAL CHARTER

7.22 Student Textbooks

Waiver: To recognize that the Charter School Act of 1999 empowers the Charter School to choose its own learning materials and frees it from the obligation to choose materials from the textbook list. The Charter School will furnish textbooks to its students. The Governing Council, in collaboration with the School Administrator, teachers, and parents, will choose those textbooks that best meet the needs of the school program.

7.28 Alcohol and Drug Abuse - Position Statement

Waiver: To empower the Governing Council to make decisions regarding Cottonwood Valley Charter School's position statement regarding alcohol and drug abuse. The Governing Council shall develop a Safe School Plan following approval of its contract and prior to the first day of school.

7.29 Supervision of Facilities

Waiver: To empower the Governing Council to make decisions regarding the supervision of Cottonwood Valley Charter School's facilities. The Governing Council will designate the time for providing supervision of facilities based on the arrival and dismissal times of the academic program.

7.30 Homebound Service

Waiver: To empower the Governing Council to make decisions regarding regarding any homebound services offered by Cottonwood Valley Charter School. The Governing Council shall establish homebound service policies in accord with any and all state and federal laws and regulations.

7.31 Weapons in School

Waiver: To empower the Governing Council to establish policy regarding weapons on school property. The Governing Council shall enact policy regarding weapons on school property in accord with the Gun Free School Act, the Gun Free School Zones Act, and any and all other state and federal laws and regulations.

VIII. PERSONNEL

8.1 Statement of Purpose

Waiver: To recognize the Governing Council as the authority the Cottonwood Valley Charter School employees are accountable to. The Governing Council will deem as professional educators those with training and/or experience and other personal characteristics that qualify them to fulfill that role. The Employee Policies of the Cottonwood Valley Charter School are specified in the Charter Contract and in the Employee Policies Manual.

8.2 Personnel Policy Goals AND

8.3 Non-Discrimination AND

8.4 Line-Staff Relations

PART C – THE RENEWAL CHARTER

Waiver: To empower the Governing Council to make decisions regarding personnel policies at Cottonwood Valley Charter School. The Governing Council shall establish personnel policies in regards to all Cottonwood Valley Charter School employees in accordance with state and federal laws and regulations following approval of its contract and prior to the first day of school.

8.5 Board-Staff Relationship

Waiver: To authorize the Governing Council with the ability to define its relationship with the staff of Cottonwood Valley Charter School. While the Governing Council is independent and autonomous in its management of the Charter School, it is accountable to the local Board of Education for purposes of ensuring compliance with applicable laws, rules and charter provisions.

8.7 Personnel Records

Waiver: To empower the Governing Council to make decisions regarding personnel records of the employees of Cottonwood Valley Charter School. The Governing Council and School Administrator will act in lieu of the Socorro Board of Education and Superintendent. Records will be maintained at the school site or as specified by the Governing Council.

8.8 Staff Conflict of Interest

Waiver: To empower the Governing Council to make decisions regarding any conflict of interest that may arise in the operation and governance of Cottonwood Valley Charter School. Conflict of Interest policies will be determined by the Governing Council following approval of its contract and prior to the first day of school and in full compliance of state and federal regulations.

8.9 Staff Rights and Responsibilities

Waiver: To empower the Governing Council to make decisions regarding staff rights and responsibilities of Charter School personnel. The Governing Council shall establish policy regarding staff rights and responsibilities of Charter School personnel.

8.10 Employee Orientation/In-Service AND

8.11 Meetings

Waiver: To empower the Governing Council to make decisions regarding employee orientation, in-services, and meetings regarding Charter School personnel. The Governing Council and School Administrator will establish policy regarding employee orientation, in-services, and meetings with regard to Cottonwood Valley Charter School following approval of its contract and prior to the first day of school.

8.12 Right to Suspend

Waiver: To empower the Governing Council to make decisions regarding the right to suspend an employee of Cottonwood Valley Charter School. The

PART C – THE RENEWAL CHARTER

Governing Council shall establish policies regarding the right to suspend employees of Cottonwood Valley Charter School.

8.14 Assistance of Employees Assaulted in Line of Duty

Waiver: To empower the Governing Council to make decisions regarding the assistance of employees assaulted in the line of duty while employed by Cottonwood Valley Charter School. The Governing Council shall establish policy regarding the assistance of employees assaulted in the line of duty while employed by Cottonwood Valley Charter School and will prescribe reporting and investigation procedures.

8.15 Sexual Harassment AND

8.16 Non-School Employment

Waiver: To empower the Governing Council to make decisions regarding sexual harassment and non-school employment in regards to Cottonwood Valley Charter School. The Governing Council shall establish policy in regards to sexual harassment and non-school employment in compliance with federal and state regulations.

8.18 Leaves and Absences AND

8.19 Leaves of Absences AND

8.20 Sick Leave Bank AND

8.21 Leave of Absence AND

8.22 Family and Medical Leave of Absence AND

8.23 Professional Association Leave AND

8.24 Professional Leave AND

8.25 Sick Leave AND

8.26 Personal Emergency Leave AND

8.27 Personal Leave AND

8.28 Civic Leave AND

8.29 Political Leave AND

8.30 Short-Term Military Service AND

8.31 Advanced Professional Leave AND

8.32 Sabbatical Leave AND

8.33 Professional Staff Instructional Leave AND

8.34 Professional Staff Positions

Waiver: To empower the Governing Council to make decisions regarding leaves, absences, and leaves of absences of Charter School personnel. The Governing Council has established policies regarding leaves, absences, and leaves of absences of Charter School personnel.

8.35 Professional Staff Licensure Requirements

Waiver: To recognize both traditional and alternative licensure at the Charter School.

The Governing Council will comply with state regulations regarding licensure of staff. Traditional and alternative certification of staff will be recognized as fulfilling licensure requirements.

PART C – THE RENEWAL CHARTER

8.36 Professional Staff Recruiting and Posting of Vacancies

Waiver: To empower the Governing Council to make decisions regarding recruiting of staff. The Governing Council shall establish its own recruitment policies in compliance with State and Federal Law.

8.37 Professional Staff Hiring

Waiver: To empower the Governing Council to make decisions regarding professional staff hiring at Cottonwood Valley Charter School. As specified in its contract with the District, and in accordance with the 1999 Charter School Law, Cottonwood Valley Charter School shall hire, recruit, select, and fire its personnel independently from the District.

8.38 Background Investigations

Waiver: To empower the Governing Council to make decisions regarding background investigations of employees of Cottonwood Valley Charter School. The School will follow all state laws and regulations regarding background investigations. The School's policy is as specified in the Charter contract.

8.39 Professional Staff Assignments

Waiver: To empower the Governing Council to make decisions regarding professional staff assignments at Cottonwood Valley Charter School.

8.41 Professional Staff Contracts

Waiver: To empower the Governing Council to make decisions regarding professional staff contracts.

8.42 Conditions of the Professional Staff Contract

Waiver: To empower the Governing Council to make decisions regarding conditions of the professional staff contract. The Governing Council has established policies regarding professional staff contracts with its employees and is in compliance with state and federal regulations.

8.45 Discharge of Licensed School Instructors During Term of Valid Contract AND

8.46 Professional Staff Resignations

Waiver: To empower the Governing Council to make decisions regarding the discharge of its personnel and professional staff resignations. The Governing Council may discharge licensed school personnel and instructors during the term of written contracts in accord with state statutes and regulations. The Governing Council has established policies regarding the discharge of school personnel.

8.47 Substitute Teachers AND

PART C – THE RENEWAL CHARTER

8.48 Request for Substitute Teachers

Waiver: To empower the Governing Council to make decisions regarding substitute teachers at Cottonwood Valley Charter School. The Governing Council has established policy for and compensation of substitute teachers at the Charter School.

8.49 Administrative and Supervisory Staff Time Schedules

Waiver: The School Administrator will act in lieu of the Superintendent. The Governing Council will define the length of the work day.

8.50 Professional Staff Vacations and Holidays

Waiver: To empower the Governing Council to make decisions regarding professional staff vacations and holidays at Cottonwood Valley Charter School. The terms of employment, compensation, and benefits of the School Administrator are negotiated by the Governing Council.

8.51 Evaluation of Licensed Staff

Waiver: To empower the Governing Council to make decisions regarding the evaluation of licensed staff at Cottonwood Valley Charter School. The Cottonwood Valley Charter School contract describes staff evaluation procedures. Staff reviews are in compliance with the State Public Education Department requirements.

8.52 Absence without Prior Approval AND

8.53 Reduction in Professional Staff Work Force (R.I.F.) AND

8.54 Educational Assistants Eligibility Requirements AND

8.55 Support Staff Position AND

8.56 Support Staff Probation AND

8.57 Support Staff Assignments and Transfers AND

8.58 Support Staff Time Schedules AND

8.59 Support Staff Development AND

8.60 Evaluation of Support Staff AND

8.61 Support Staff Vacations AND

8.62 Support Staff Overtime Compensation Plan AND

8.63 Workers' Compensation AND

8.64 Employee Grievance Resolution Procedure AND

Waiver: To empower the Governing Council to make decisions regarding all employees of Cottonwood Valley Charter School. The Governing Council has established employee policies at Cottonwood Valley Charter School. These policies are described in the Employee Policies Manual.

9.1 Rentals AND

9.2 Use of School Facilities by Non-School Groups

Waiver: To empower the Governing Council to make decisions regarding the use of the facilities of Cottonwood Valley Charter School.

9.3 Public Gifts to the Schools

PART C – THE RENEWAL CHARTER

Waiver: To enable Cottonwood Valley Charter School the ability to seek funding sources. All gifts to the Charter School will become property of the Charter School as specified in 1999 Charter Schools Act.

9.4 Public Solicitations/Advertising in the Schools

Waiver: To empower the Governing Council to make decisions regarding public solicitations and advertising in the Charter School. The Governing Council has established policy regarding advertising for the Charter School.

9.5 Public Complaints about School Personnel

Waiver: To empower the Governing Council to make decisions regarding public complaints about personnel of Cottonwood Valley Charter School. The Governing Council has developed procedures for receiving complaints about school personnel.

PART C – THE RENEWAL CHARTER

IX. APPENDICES