



EAST MOUNTAIN HIGH SCHOOL

Engage • Challenge • Inspire



AGENDA

EAST MOUNTAIN HIGH SCHOOL GOVERNING COUNCIL

October 24, 2022

- I. Call to Order
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of Consent Agenda
 - A. Budget Adjustment Requests
 - B. Monthly Financial Report and Check Report
 - C. Approval of previous meeting's minutes
- V. Public Forum/Public Input
- VI. Reports
 - A. Principal
 - B. Faculty Liason
 - C. Strategic Planning and Outcomes Committee Report
- VII. Consideration of EMHS GC Action Items for Approval
 - A. Approval of EMHS Charter Amendment
 - submit to the APS Board of Education on the school's new mission statement and enrollment cap (see attachment)
- VIII. Discussion or Information Items (No action required)
 - A. Discussion of Purchase Card Policy and Procedure
 - B. Board Policy and Development Committee Updates
- IX. Parking Lot Items for Future GC Meetings
- X. GC Board Member Comments
- XI. Chair's Report/Comment
- XII. Next Meeting Announcement
- XIII. Adjournment
- XIV. Board Policy and Development Committee Report

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 001-024-2223-0007-IB
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Initial Budget

Fiscal Year: 2022-2023

Entity Name: East Mountain High School

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Gustavo Munoz, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: gustavo@vigilgroup.net

FLOWTHROUGH ONLY
Budget Period: Jul 1 2022 12:00AM To: Jun 30 2023 12:00AM
A. Approved Carryover:
B. Total Current Year Allocation:
D. Total Funding Available:

Revenue 31200.0000.43209 \$296,471

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31200 Public School Capital Outlay	4000 Capital Outlay	54640 Rental - Lease To Purchase	0000 No Program	001024 East Mountain High School	0000 No Job Class		\$296,471	\$296,471	
Sub Total							\$296,471		
Indirect Cost									
DOC. TOTAL							\$296,471		

Justification:

Per award letter

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**East Mountain High School
Revenue Report
as of September 30th, 2022**

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
Operational - SEG	\$ 4,041,771.00	\$ 1,048,425.03	\$ 2,993,345.97
Activities	\$ 46,000.00	\$ 14,595.17	\$ 31,404.83
IDEA-B	\$ 52,995.00	\$ -	\$ 52,995.00
English Language acquisition	\$ 25.00	\$ -	\$ 25.00
Title II	\$ 20,419.00	\$ -	\$ 20,419.00
Carl D Perkins	\$ 14,199.00	\$ -	\$ 14,199.00
CRRSA/ESSER II	\$ 268,211.00	\$ -	\$ 268,211.00
ARP ESSER III	\$ 781,139.00	\$ -	\$ 781,139.00
2012 GOB Public School Library	\$ 8,138.00	\$ -	\$ 8,138.00
K 12 plus/ ELTP planning grant	\$ 25,000.00	\$ -	\$ 25,000.00
CTE Grant	\$ 13,740.00	\$ -	\$ 13,740.00
COVID Testing Grant	\$ 61,443.00	\$ 24,330.00	\$ 37,113.00
Special Capital Outlay	\$ 264,168.00	\$ -	\$ 264,168.00
Capital improvements HB-33	\$ 294,806.00	\$ 8,165.99	\$ 286,640.01
Capital Improvements SB-9	\$ 153,151.00	\$ 4,137.73	\$ 149,013.27
	\$ 6,045,205.00	\$ 1,099,653.92	\$ 4,945,551.08

**East Mountain High School
Expenditure Report
as of September 30th, 2022**

Operational

Salaries Expense-subs	\$ -	\$ 1,200.00	\$ 1,200.00	\$ (2,400.00)
Salaries Expense-teachers	\$ 1,465,876.00	\$ 272,897.61	\$ 1,364,488.39	\$ (171,510.00)
Salaries Expense-SPED teachers	\$ 211,329.00	\$ 35,746.20	\$ 178,730.80	\$ (3,148.00)
Salaries Expense-EAs	\$ 42,636.00	\$ -	\$ -	\$ 42,636.00
Salaries Expense-SPED EAs	\$ 28,775.00	\$ 12,140.20	\$ 60,700.80	\$ (44,066.00)
Salaries Expense-At risk teachers	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00
Additional Compensation- teachers	\$ 25,000.00	\$ 6,972.61	\$ 6,181.78	\$ 11,845.61
Additional Compensation-teachers activities	\$ -	\$ 175.00	\$ -	\$ (175.00)
Additional Compensation-SPED teachers	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Additional Compensation-SPED Gifted Teacher	\$ 6,600.00	\$ 672.72	\$ 6,727.28	\$ (800.00)
Additional Compensation-EAs	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Additional Compensation-SPED EAs	\$ 1,000.00	\$ 766.16	\$ 3,830.84	\$ (3,597.00)
Additional Compensation-AT risk teacher	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Additional Compensation- Tutoring	\$ -	\$ 1,077.30	\$ 2,064.84	\$ (3,142.14)
Additional Compensation- Athletics	\$ 49,000.00	\$ 10,446.00	\$ 14,053.00	\$ 24,501.00
Additional Compensation- Activities	\$ 17,291.00	\$ 2,265.02	\$ 59,745.34	\$ (44,719.36)
Employee Benefits	\$ 575,423.00	\$ 108,252.46	\$ 577,647.97	\$ (110,404.43)
Professional Development	\$ 1,000.00	\$ -	\$ 2,042.50	\$ (1,042.50)
Professional Development	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Other Charges	\$ 92,000.00	\$ 26,088.30	\$ 42,253.57	\$ 23,658.13
Rentals of Computers and Related Equipment	\$ 12,000.00	\$ 6,065.07	\$ 14,024.53	\$ (8,089.60)
Student Travel	\$ 45,000.00	\$ 17,899.57	\$ 12,624.47	\$ 14,475.96
Employee Travel - Teachers	\$ -	\$ 809.64	\$ 250.00	\$ (1,059.64)
Instructional Materials On-Line Digital Subscriptions	\$ -	\$ 582.67	\$ 5,414.89	\$ (5,997.56)
Instructional Materials - Dual Credit	\$ 19,000.00	\$ 107.94	\$ -	\$ 18,892.06
Other Textbooks	\$ 19,011.00	\$ 3,649.02	\$ 3,180.83	\$ 12,181.15
Other Textbooks	\$ -	\$ 450.00	\$ 7,401.00	\$ (7,851.00)
Other Textbooks	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00
Other Textbooks	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00
Software	\$ 2,000.00	\$ 13,838.50	\$ -	\$ (11,838.50)
Software	\$ 500.00	\$ -	\$ -	\$ 500.00
Software	\$ 500.00	\$ -	\$ -	\$ 500.00
General Supplies and Materials	\$ 38,217.00	\$ 6,206.78	\$ 16,867.27	\$ 15,142.95
Supply Assets (\$5000 or less)	\$ 58,433.00	\$ 33,896.47	\$ -	\$ 24,536.53
Supply Assets (Under \$5,000)	\$ 500.00	\$ -	\$ -	\$ 500.00
Supply Assets (Under \$5,000)	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
Function 1000 - Instruction	\$ 2,877,591.00	\$ 562,205.24	\$ 2,379,430.10	\$ (63,971.34)
Salaries Expense- Guidance Counselors/Social Workers	\$ 76,500.00	\$ 29,034.90	\$ 125,114.10	\$ (77,649.00)
Salaries Expense- Registered Nurses	\$ 74,987.00	\$ 12,497.84	\$ 62,489.16	\$ -
Salaries Expense- School/Student Support.	\$ -	\$ 13,183.32	\$ 65,916.68	\$ (79,100.00)
Salaries Expense- At risk Guidance Counselors/Social Workers	\$ 76,500.00	\$ -	\$ -	\$ 76,500.00
Salaries Expense- At risk School/Student Support.	\$ 79,100.00	\$ -	\$ -	\$ 79,100.00
Additional Compensation- Guidance Counselors/Social Workers	\$ -	\$ 188.18	\$ 681.82	\$ (870.00)
Additional Compensation- School/Student Support	\$ -	\$ 68.18	\$ 681.82	\$ (750.00)
Employee Benefits	\$ 103,691.00	\$ 16,842.47	\$ 86,394.43	\$ 454.10
Diagnosticians - Contracted	\$ 10,000.00	\$ -	\$ 5,000.00	\$ 5,000.00
Speech Therapists - Contracted	\$ 25,000.00	\$ 3,274.95	\$ 19,449.56	\$ 2,275.49
Occupational Therapists - Contracted	\$ 2,000.00	\$ 273.40	\$ 5,796.88	\$ (4,070.28)
Vision	\$ 2,745.00	\$ -	\$ -	\$ 2,745.00
Psychologists - Contracted	\$ -	\$ -	\$ 700.00	\$ (700.00)
Psychologists - Contracted	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -
Professional Development	\$ -	\$ 1,148.00	\$ -	\$ (1,148.00)
Professional Development	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Other Professional/Technical Services	\$ 27,000.00	\$ 4,671.28	\$ 25,328.72	\$ (3,000.00)
Other Professional/Technical Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00

**East Mountain High School
Expenditure Report
as of September 30th, 2022**

Other Charges	\$ 500.00	\$ 189.15	\$ -	\$ 310.85
General Supplies and Materials	\$ 500.00	\$ 336.63	\$ 187.37	\$ (24.00)
General Supplies and Materials	\$ -	\$ 288.58	\$ 56.00	\$ (344.58)
Function 2100 - Support Services-Students	\$ 491,023.00	\$ 81,996.88	\$ 400,296.54	\$ 8,729.58
Additional Compensation- Library/Media Assistants	\$ 2,700.00	\$ 72.72	\$ 727.28	\$ 1,900.00
Additional Compensation- Data Processing	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Employee Benefits	\$ 991.00	\$ 18.74	\$ 189.44	\$ 782.82
Other Charges	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
General Supplies and Materials	\$ 20,000.00	\$ -	\$ 11,398.00	\$ 8,602.00
Function 2200 - Support Services-Instruction	\$ 25,691.00	\$ 91.46	\$ 12,314.72	\$ 13,284.82
Salaries Expense- Director	\$ 43,390.00	\$ 11,826.12	\$ 35,478.28	\$ (3,914.40)
Salaries Expense- Administrative Associates	\$ 63,643.00	\$ 15,910.74	\$ 47,732.26	\$ -
Salaries Expense- Secretarial/Clerical/Technical Assistants	\$ 62,639.00	\$ 13,049.80	\$ 49,589.20	\$ -
Salaries Expense- Data Processing	\$ 42,547.00	\$ 10,636.74	\$ 31,910.26	\$ -
Employee Benefits	\$ 84,258.00	\$ 17,784.51	\$ 61,144.32	\$ 5,329.17
Professional Development	\$ 150.00	\$ -	\$ -	\$ 150.00
Auditing	\$ 25,000.00	\$ 15,192.76	\$ 9,807.24	\$ -
Legal	\$ 15,000.00	\$ 154.63	\$ 14,845.37	\$ -
Other Professional/Technical Services	\$ 25,000.00	\$ 1,284.06	\$ 4,825.60	\$ 18,890.34
Other Charges	\$ 16,000.00	\$ 212.92	\$ 300.00	\$ 15,487.08
Rentals of Computers and Related Equipment	\$ 5,500.00	\$ 410.66	\$ 2,419.21	\$ 2,670.13
Board Training	\$ 5,000.00	\$ -	\$ 8,000.00	\$ (3,000.00)
Software	\$ -	\$ 6,045.49	\$ 296.25	\$ (6,341.74)
General Supplies and Materials	\$ -	\$ 273.84	\$ 809.99	\$ (1,083.83)
Function 2300 - Support Services-General Administration	\$ 388,127.00	\$ 92,782.27	\$ 267,157.98	\$ 28,186.75
Salaries Expense- Director	\$ 65,084.00	\$ 17,739.12	\$ 53,217.48	\$ (5,872.60)
Salaries Expense- Coordinators/Subject Matter Specialists	\$ 97,858.00	\$ 24,464.52	\$ 73,393.48	\$ -
Employee Benefits	\$ 46,045.00	\$ 10,580.82	\$ 33,393.76	\$ 2,070.42
Professional Development	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Other Charges	\$ 7,858.00	\$ 10,798.74	\$ -	\$ (2,940.74)
General Supplies and Materials	\$ 5,000.00	\$ 499.03	\$ 757.50	\$ 3,743.47
Function 2400 - Support Services-School Administration	\$ 224,845.00	\$ 64,082.23	\$ 160,762.22	\$ 0.55
Salaries Expense-Business Office Support	\$ 53,562.00	\$ 14,140.50	\$ 42,421.50	\$ (3,000.00)
Employee Benefits	\$ 165,726.00	\$ 3,783.02	\$ 13,210.57	\$ 148,732.41
Professional Development	\$ 800.00	\$ -	\$ -	\$ 800.00
Other Professional/Technical Services	\$ -	\$ 11,513.62	\$ 57,699.38	\$ (69,213.00)
Other Charges	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Other Contract Services	\$ -	\$ -	\$ 20,600.00	\$ (20,600.00)
Software	\$ 18,000.00	\$ 14,852.05	\$ -	\$ 3,147.95
General Supplies and Materials	\$ 500.00	\$ 1,911.87	\$ 1,368.77	\$ (2,780.64)
Function 2500 - Central Services	\$ 241,588.00	\$ 46,201.06	\$ 135,300.22	\$ 60,086.72
Salaries Expense- Custodial	\$ 67,141.00	\$ 16,898.55	\$ 51,080.07	\$ (837.62)
Overtime Expense	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Employee Benefits	\$ 32,234.00	\$ 7,598.51	\$ 23,558.59	\$ 1,058.90
Professional Development	\$ 150.00	\$ -	\$ -	\$ 150.00
Other Charges	\$ 17,000.00	\$ 155.16	\$ 2,479.74	\$ 14,365.10
Maintenance & Repair Furniture/Fixtures/Equipment	\$ 10,000.00	\$ 917.21	\$ 1,588.67	\$ 7,494.12
Maintenance & Repair - Buildings And Grounds	\$ 19,280.00	\$ 5,483.16	\$ 13,822.77	\$ (25.93)
Electricity	\$ 30,000.00	\$ 9,016.34	\$ 20,983.66	\$ -
Natural Gas (Buildings)	\$ 20,000.00	\$ 80.12	\$ 19,919.88	\$ -
Water/Sewage	\$ 15,000.00	\$ 7,843.98	\$ 11,811.99	\$ (4,655.97)
Water/Sewage	\$ 62,000.00	\$ -	\$ -	\$ 62,000.00
Communication Services	\$ -	\$ 17,809.05	\$ 54,532.51	\$ (72,341.56)
Property/Liability Insurance	\$ 55,000.00	\$ 84,215.00	\$ -	\$ (29,215.00)
Contracts - Interagency	\$ 10,000.00	\$ 2,837.50	\$ 9,577.42	\$ (2,414.92)
Software	\$ -	\$ -	\$ 1,606.77	\$ (1,606.77)
General Supplies and Materials	\$ 11,147.00	\$ 8,298.40	\$ 1,388.72	\$ 1,459.88

**East Mountain High School
Expenditure Report
as of September 30th, 2022**

Function 2600 - Operation & Maintenance of Plant	\$ 349,952.00	\$ 161,152.98	\$ 212,350.79	\$ (23,551.77)
Salaries Expense- Maintenance	\$ 5,000.00	\$ 1,116.46	\$ 7,912.71	\$ (4,029.17)
Additional Compensation	\$ 6,033.00	\$ 90.68	\$ 674.18	\$ 5,268.14
Other Charges	\$ 350.00	\$ -	\$ -	\$ 350.00
Property/Liability Insurance	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -
Bus Inspections	\$ 400.00	\$ -	\$ -	\$ 400.00
Diesel Fuel	\$ 3,000.00	\$ 225.99	\$ 4,774.01	\$ (2,000.00)
Lubricants/Anti-Freeze	\$ 720.00	\$ 205.40	\$ 126.00	\$ 388.60
Tires/Tubes	\$ 3,600.00	\$ -	\$ -	\$ 3,600.00
Maintenance Supplies/Parts	\$ 1,000.00	\$ 362.24	\$ -	\$ 637.76
Function 2700 - Student Transportation	\$ 24,103.00	\$ 2,000.77	\$ 17,486.90	\$ 4,615.33
Emergency Reserve	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00
Function 2900 - Other Support Services	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00
Fund 11000 - Operational	\$ 4,682,993.00	\$ 1,010,512.89	\$ 3,585,099.47	\$ 87,380.64

Total Instructional Materials Sub-Fund

Instructional Materials Credit - 50% Other	\$ 4,500.00	\$ -	\$ 9,908.73	\$ (5,408.73)
Instructional Materials Credit - 50% Other	\$ 1,500.00	\$ 986.75	\$ 8.25	\$ 505.00
Instructional Materials On-Line Digital Subscriptions	\$ 3,209.00	\$ -	\$ 9,417.33	\$ (6,208.33)
Instructional Materials - Online Digital Subscriptions	\$ 500.00	\$ -	\$ -	\$ 500.00
Instructional Materials On-Line Digital Subscriptions	\$ 3,300.00	\$ -	\$ 80.00	\$ 3,220.00
Function 1000 - Instruction	\$ 13,009.00	\$ 986.75	\$ 19,414.31	\$ (7,392.06)
Fund 14000 - Total Instructional Materials Sub-Fund	\$ 13,009.00	\$ 986.75	\$ 19,414.31	\$ (7,392.06)

Non-Instructional Support

Other Charges	\$ -	\$ 8,911.57	\$ 7,771.76	\$ (16,683.33)
Student Travel	\$ -	\$ 1,546.55	\$ -	\$ (1,546.55)
Food	\$ -	\$ 770.49	\$ -	\$ (770.49)
General Supplies and Materials	\$ 56,040.00	\$ 3,530.95	\$ 2,341.25	\$ 50,167.80
Function 1000 - Instruction	\$ 56,040.00	\$ 14,759.56	\$ 10,113.01	\$ 31,167.43
Fund 23000 - Non-Instructional Support	\$ 56,040.00	\$ 14,759.56	\$ 10,113.01	\$ 31,167.43

Entitlement IDEA-B

Salaries Expense- SPED EA's	\$ 24,000.00	\$ -	\$ -	\$ 24,000.00
Employee Benefits	\$ 6,432.00	\$ -	\$ -	\$ 6,432.00
Occupational Therapists - Contracted	\$ -	\$ 55.39	\$ 1,174.33	\$ (1,229.72)
Function 1000 - Instruction	\$ 30,432.00	\$ 55.39	\$ 1,174.33	\$ 29,202.28
Diagnosticians - Contracted	\$ 4,477.00	\$ -	\$ -	\$ 4,477.00
Speech Therapists - Contracted	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
Occupational Therapists - Contracted	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Psychologists - Contracted	\$ 1,086.00	\$ -	\$ -	\$ 1,086.00
Function 2100 - Support Services-Students	\$ 22,563.00	\$ -	\$ -	\$ 22,563.00
Fund 24106 - Entitlement IDEA-B	\$ 52,995.00	\$ 55.39	\$ 1,174.33	\$ 51,765.28

English Language Acquisition

General Supplies and Materials	\$ 25.00	\$ -	\$ -	\$ 25.00
Function 1000 - Instruction	\$ 25.00	\$ -	\$ -	\$ 25.00
Fund 24153 - English Language Acquisition	\$ 25.00	\$ -	\$ -	\$ 25.00

**East Mountain High School
Expenditure Report
as of September 30th, 2022**

Title II Teacher/Principal Training & Recruiting

Professional Development	\$ 7,500.00	\$ 2,071.63	\$ 1,350.00	\$ 4,078.37
Professional Development	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Professional Development	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Other Textbooks	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
Other Textbooks	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Function 1000 - Instruction	\$ 16,500.00	\$ 2,071.63	\$ 1,350.00	\$ 13,078.37
Professional Development	\$ 1,953.00	\$ -	\$ -	\$ 1,953.00
Function 2100 - Support Services-Students	\$ 1,953.00	\$ -	\$ -	\$ 1,953.00
Professional Development	\$ 1,966.00	\$ -	\$ -	\$ 1,966.00
Function 2400 - Support Services-School Administration	\$ 1,966.00	\$ -	\$ -	\$ 1,966.00
Fund 24154 - Title II Teacher/Principal Training & Recruiting	\$ 20,419.00	\$ 2,071.63	\$ 1,350.00	\$ 16,997.37

Carl D Perkins Secondary - Current

Other Contract Services	\$ 4,199.00	\$ -	\$ -	\$ 4,199.00
General Supplies and Materials	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Function 1000 - Instruction	\$ 14,199.00	\$ -	\$ -	\$ 14,199.00
Fund 24174 - Carl D Perkins Secondary - Current	\$ 14,199.00	\$ -	\$ -	\$ 14,199.00

CRRSA

Additional Compensation- At risk Teachers	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Professional Development	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Employee Benefits	\$ 6,166.00	\$ -	\$ -	\$ 6,166.00
Professional Development	\$ -	\$ 4,199.00	\$ 1,500.00	\$ (5,699.00)
Software	\$ -	\$ 1,491.03	\$ -	\$ (1,491.03)
General Supplies and Materials	\$ -	\$ 629.85	\$ -	\$ (629.85)
Function 1000 - Instruction	\$ 29,166.00	\$ 6,319.88	\$ 1,500.00	\$ 21,346.12
Additional Compensation- Guidance Counselors/Social Workers	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Additional Compensation- School/Student Support	\$ 5,000.00	\$ 80.00	\$ 1,147.12	\$ 3,772.88
Educational Retirement	\$ 2,685.00	\$ 21.70	\$ 307.49	\$ 2,355.81
Professional Development	\$ 4,149.00	\$ -	\$ -	\$ 4,149.00
Other Professional/Technical Services	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Other Charges	\$ -	\$ 6.49	\$ -	\$ (6.49)
General Supplies and Materials	\$ 500.00	\$ 922.75	\$ -	\$ (422.75)
Function 2100 - Support Services-Students	\$ 18,834.00	\$ 1,030.94	\$ 1,454.61	\$ 16,348.45
Maintenance & Repair Furniture/Fixtures/Equipment	\$ -	\$ 2,500.00	\$ -	\$ (2,500.00)
Maintenance & Repair - Buildings And Grounds	\$ 218,570.00	\$ -	\$ -	\$ 218,570.00
General Supplies and Materials	\$ 1,641.00	\$ -	\$ -	\$ 1,641.00
Function 2600 - Operation & Maintenance of Plant	\$ 220,211.00	\$ 2,500.00	\$ -	\$ 217,711.00
Fund 24308 - CRRSA	\$ 268,211.00	\$ 9,850.82	\$ 2,954.61	\$ 255,405.57

**East Mountain High School
Expenditure Report
as of September 30th, 2022**

ARP ESSER III CDFA 84.425U

Additional Compensation- Teachers	\$ 150,000.00	\$ 1,518.13	\$ 52,946.11	\$ 95,535.76
Additional Compensation- SPED teacher	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
Additional Compensation- SPED EA's	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Employee Benefits	\$ 48,115.00	\$ 403.22	\$ 14,052.06	\$ 33,659.72
Other Professional/Technical Services	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00
Other Charges	\$ 26,000.00	\$ -	\$ -	\$ 26,000.00
Software	\$ 21,000.00	\$ 9,970.75	\$ 9,970.75	\$ 1,058.50
Software	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
Software	\$ 2,500.00	\$ -	\$ 8,000.00	\$ (5,500.00)
General Supplies and Materials	\$ 109,830.00	\$ -	\$ 1,284.80	\$ 108,545.20
General Supplies and Materials	\$ 16,100.00	\$ -	\$ -	\$ 16,100.00
General Supplies and Materials	\$ 21,500.00	\$ -	\$ -	\$ 21,500.00
General Supplies and Materials	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
Supply Assets (\$5000 or less)	\$ 5,386.00	\$ 88,469.61	\$ -	\$ (83,083.61)
Supply Assets (Under \$5,000)	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00
Supply Assets (Under \$5,000)	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00
Supply Assets (Under \$5,000)	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Function 1000 - Instruction	\$ 490,931.00	\$ 100,361.71	\$ 86,253.72	\$ 304,315.57
Additional Compensation- Guidance Counselors/Social Workers	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Additional Compensation- School/Student Support	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Employee Benefits	\$ 3,831.00	\$ -	\$ -	\$ 3,831.00
Specialists - Contracted	\$ 26,000.00	\$ -	\$ -	\$ 26,000.00
General Supplies and Materials	\$ 20,167.00	\$ -	\$ -	\$ 20,167.00
Function 2100 - Support Services-Students	\$ 64,998.00	\$ -	\$ -	\$ 64,998.00
Additional Compensation- Director	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Employee Benefits	\$ 1,715.00	\$ -	\$ -	\$ 1,715.00
Other Textbooks	\$ 200.00	\$ -	\$ -	\$ 200.00
FICA Payments	\$ 620.00	\$ -	\$ -	\$ 620.00
Medicare Payments	\$ 145.00	\$ -	\$ -	\$ 145.00
Function 2300 - Support Services-General Administration	\$ 12,680.00	\$ -	\$ -	\$ 12,680.00
Professional Development	\$ 6,833.00	\$ 6,833.00	\$ -	\$ -
Function 2400 - Support Services-School Administration	\$ 6,833.00	\$ 6,833.00	\$ -	\$ -
Maintenance & Repair Furniture/Fixtures/Equipment	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
Maintenance & Repair - Buildings And Grounds	\$ 37,000.00	\$ 89,599.95	\$ 31,940.00	\$ (84,539.95)
General Supplies and Materials	\$ 18,697.00	\$ -	\$ -	\$ 18,697.00
Function 2600 - Operation & Maintenance of Plant	\$ 205,697.00	\$ 89,599.95	\$ 31,940.00	\$ 84,157.05
Fund 24330 - ARP ESSER III CDFA 84.425U	\$ 781,139.00	\$ 196,794.66	\$ 118,193.72	\$ 466,150.62

REC/District Fiscal Agent

Other Textbooks	\$ 200.00	\$ -	\$ -	\$ 200.00
General Supplies and Materials	\$ 216.00	\$ -	\$ -	\$ 216.00
General Supplies and Materials	\$ 200.00	\$ -	\$ -	\$ 200.00
Function 1000 - Instruction	\$ 616.00	\$ -	\$ -	\$ 616.00
Fund 26107 - REC/District Fiscal Agent	\$ 616.00	\$ -	\$ -	\$ 616.00

2012 GOB Public School Library

Library And Audio-Visual	\$ 8,138.00	\$ -	\$ -	\$ 8,138.00
Function 2200 - Support Services-Instruction	\$ 8,138.00	\$ -	\$ -	\$ 8,138.00
Fund 27107 - 2012 GOB Public School Library	\$ 8,138.00	\$ -	\$ -	\$ 8,138.00

**East Mountain High School
Expenditure Report
as of September 30th, 2022**

Instructional Materials

Instructional Materials Credit - 50% Textbooks	\$	-	\$	202.94	\$	-	\$	(202.94)
Instructional Materials Cash - 50% Textbooks	\$	1,000.00	\$	2,675.06	\$	-	\$	(1,675.06)
Instructional Materials Cash - 50% Textbooks	\$	500.00	\$	-	\$	-	\$	500.00
Instructional Materials Cash - 50% Textbooks	\$	500.00	\$	-	\$	-	\$	500.00
Software	\$	878.00	\$	-	\$	-	\$	878.00
Function 1000 - Instruction	\$	2,878.00	\$	2,878.00	\$	-	\$	-
Fund 27109 - Instructional Materials	\$	2,878.00	\$	2,878.00	\$	-	\$	-

K-12 Plus /ELTP Planning Grant

Additional Compensation- Teachers	\$	12,500.00	\$	-	\$	-	\$	12,500.00
Additional Compensation- SPED Teacher	\$	2,500.00	\$	-	\$	-	\$	2,500.00
Additional Compensation- EA's	\$	2,000.00	\$	-	\$	-	\$	2,000.00
General Supplies and Materials	\$	3,000.00	\$	-	\$	-	\$	3,000.00
Function 1000 - Instruction	\$	20,000.00	\$	-	\$	-	\$	20,000.00
Additional Compensation	\$	2,500.00	\$	-	\$	-	\$	2,500.00
Additional Compensation	\$	2,500.00	\$	-	\$	-	\$	2,500.00
Function 2100 - Support Services-Students	\$	5,000.00	\$	-	\$	-	\$	5,000.00
Fund 27408 - K-12 Plus /ELTP Planning Grant	\$	25,000.00	\$	-	\$	-	\$	25,000.00

Career Technical Education Program (Pilot)

General Supplies and Materials	\$	13,740.00	\$	-	\$	-	\$	13,740.00
Function 1000 - Instruction	\$	13,740.00	\$	-	\$	-	\$	13,740.00
Fund 27502 - Career Technical Education Program (Pilot)	\$	13,740.00	\$	-	\$	-	\$	13,740.00

NM Schools COVID Testing

Additional Compensation- Guidance Counselors/Social Workers	\$	10,000.00	\$	-	\$	-	\$	10,000.00
Additional Compensation- Health Assistants.	\$	2,000.00	\$	-	\$	-	\$	2,000.00
Educational Retirement	\$	3,216.00	\$	-	\$	-	\$	3,216.00
Other Charges	\$	6,227.00	\$	-	\$	-	\$	6,227.00
General Supplies and Materials	\$	25,000.00	\$	-	\$	-	\$	25,000.00
Supply Assets (Under \$5,000)	\$	15,000.00	\$	-	\$	-	\$	15,000.00
Function 2100 - Support Services-Students	\$	61,443.00	\$	-	\$	-	\$	61,443.00
Fund 28211 - NM Schools COVID Testing	\$	61,443.00	\$	-	\$	-	\$	61,443.00

Private Dir Grants (Categorical)

Other Charges	\$	2,398.00	\$	-	\$	-	\$	2,398.00
Function 1000 - Instruction	\$	2,398.00	\$	-	\$	-	\$	2,398.00
Fund 29102 - Private Dir Grants (Categorical)	\$	2,398.00	\$	-	\$	-	\$	2,398.00

Special Capital Outlay-State

Construction Services	\$	264,169.00	\$	-	\$	-	\$	264,169.00
Function 4000 - Capital Outlay	\$	264,169.00	\$	-	\$	-	\$	264,169.00
Fund 31400 - Special Capital Outlay-State	\$	264,169.00	\$	-	\$	-	\$	264,169.00

**East Mountain High School
Expenditure Report
as of September 30th, 2022**

Capital Improvements HB-33

County Tax Collection Costs	\$ 2,948.00	\$ 81.67	\$ -	\$ 2,866.33
Function 2300 - Support Services-General Administration	\$ 2,948.00	\$ 81.67	\$ -	\$ 2,866.33
Maintenance & Repair Furniture/Fixtures/Equipment	\$ 150,000.00	\$ 134.84	\$ 165.16	\$ 149,700.00
Maintenance & Repair - Buildings & Grounds	\$ 150,000.00	\$ 9,620.95	\$ 24,493.45	\$ 115,885.60
Construction Services	\$ 279,711.00	\$ 24,691.43	\$ 132,873.93	\$ 122,145.64
Lease to Purchase	\$ 100,000.00	\$ 98,050.02	\$ -	\$ 1,949.98
Supply Assets (\$5000 or less)	\$ -	\$ -	\$ 6,678.00	\$ (6,678.00)
Fixed Assets (More Than \$5,000)	\$ 156,414.00	\$ -	\$ -	\$ 156,414.00
Supply Assets (\$5,000 or Less)	\$ -	\$ 358.34	\$ 41.66	\$ (400.00)
Function 4000 - Capital Outlay	\$ 836,125.00	\$ 132,855.58	\$ 164,252.20	\$ 539,017.22
Fund 31600 - Capital Improvements HB-33	\$ 839,073.00	\$ 132,937.25	\$ 164,252.20	\$ 541,883.55

Capital Improvement SB-9 County

County Tax Collection Costs	\$ 1,518.00	\$ 41.37	\$ -	\$ 1,476.63
Function 2300 - Support Services-General Administration	\$ 1,518.00	\$ 41.37	\$ -	\$ 1,476.63
Maintenance & Repair - Bldgs/Grnds/Equipment (SB-9)	\$ 253,783.00	\$ -	\$ -	\$ 253,783.00
Construction Services	\$ 150,000.00	\$ 21,655.86	\$ -	\$ 128,344.14
Lease to Purchase	\$ 90,000.00	\$ 32,683.34	\$ 32,683.34	\$ 24,633.32
Software	\$ 12,000.00	\$ 4,200.00	\$ 300.00	\$ 7,500.00
General Supplies and Materials	\$ 1,030.00	\$ -	\$ -	\$ 1,030.00
Supply Assets (\$5000 or less)	\$ 30,282.00	\$ 1,530.30	\$ 8,600.00	\$ 20,151.70
Fixed Assets (More Than \$5,000)	\$ 31,000.00	\$ -	\$ -	\$ 31,000.00
Function 4000 - Capital Outlay	\$ 568,095.00	\$ 60,069.50	\$ 41,583.34	\$ 466,442.16
Fund 31701 - Capital Improvement SB-9 County	\$ 569,613.00	\$ 60,110.87	\$ 41,583.34	\$ 467,918.79

SB-9 State Match - Cash

Maintenance & Repair - Bldgs/Grnds/Equipment (SB-9)	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Software	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Supply Assets (Under \$5,000)	\$ 1,932.00	\$ -	\$ -	\$ 1,932.00
Fixed Assets (More Than \$5,000)	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
Function 4000 - Capital Outlay	\$ 11,932.00	\$ -	\$ -	\$ 11,932.00
Fund 31703 - SB-9 State Match - Cash	\$ 11,932.00	\$ -	\$ -	\$ 11,932.00

Grand Total	\$ 7,688,030.00	\$ 1,430,957.82	\$ 3,944,134.99	\$ 2,312,937.19
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East Mountain High School
Statement of bills and disbursements Report
as of September 30th, 2022

Bank		Account Number			
Wells Fargo		Checkings			
Date	Number	Type	Payee/From	Deposit	Withdrawal
9/1/2022	09-001	Cash Receipt	VB Tucumcari overnight fee	\$ 25.00	
9/1/2022	11832	Payroll Liability Check	ING ReliaStar Life Ins Co		\$ 2,270.00
9/1/2022	11865	Payroll Liability Check	Matrix Trust Company		\$ 1,708.32
9/1/2022	11866	Payroll Liability Check	Matrix Trust Company		\$ 2,148.32
9/2/2022	09-002	Cash Receipt	AP Test fee; Boys Soccer	\$ 272.00	
9/7/2022		Payroll Liability Check	Internal Revenue Service		\$ 25,168.77
9/8/2022	09-003	Cash Receipt	ARP III FY22 RFR; Fall Art fee	\$ 226,233.28	
9/8/2022	09-006	Cash Receipt	Final Stripes	\$ 400.00	
9/10/2022	11823	AP Warrant	Bosque School Athletics		\$ 100.00
9/12/2022	09-009	Cash Receipt	SEG	\$ 329,050.32	
9/12/2022	11829	Payroll Liability Check	United Way of Central New Mexico		\$ 30.00
9/12/2022	11830	Payroll Liability Check	United Way of Central New Mexico		\$ 10.00
9/12/2022	11831	Payroll Liability Check	Security Benefit		\$ 800.00
9/12/2022	11833	Payroll Liability Check	Pre-paid Legal Services, Inc.		\$ 87.70
9/12/2022	11834	Payroll Liability Check	Allstate Workplace Division		\$ 816.29
9/13/2022		Payroll Liability Check	NM Educational Retirement Board		\$ 65,502.80
9/13/2022	09-008	Cash Receipt	Finals Stripes	\$ 350.00	
9/14/2022		Payroll Liability Check	NM Public Schools Insurance Authority		\$ 23,095.54
9/15/2022		Paycheck	Merkey Jr, Bobby L		\$ -
9/15/2022		Payroll Liability Check	Wells Fargo Bank, N.A.		\$ 77,910.41
9/15/2022	09-007	Cash Receipt	Huddle tickets VB sales	\$ 558.00	
9/15/2022	11836	AP Warrant	AAA Organic Pest Control, Inc.		\$ 102.36
9/15/2022	11837	AP Warrant	Accountability & Compliance Resources LLC		\$ 642.03
9/15/2022	11838	AP Warrant	AJF Enterprises, Inc.		\$ 1,384.60
9/15/2022	11839	AP Warrant	B & D Industries, Inc.		\$ 671.20
9/15/2022	11840	AP Warrant	Cooperative Educational Svcs		\$ 1,106.18
9/15/2022	11841	AP Warrant	De Lage Landen Financial Services, Inc.		\$ 1,597.89
9/15/2022	11842	AP Warrant	Entranosa Water & Wastewater Assoc.		\$ 1,190.59
9/15/2022	11843	AP Warrant	Follett Corporation		\$ 107.94
9/15/2022	11844	AP Warrant	Giovenco, Kasi L		\$ 823.02
9/15/2022	11845	AP Warrant	Herrera Coaches, Inc.		\$ 10,327.11
9/15/2022	11846	AP Warrant	Holcomb Law Office		\$ 66.27
9/15/2022	11847	AP Warrant	Home Security Systems, LLC		\$ 155.16
9/15/2022	11848	AP Warrant	Hypertec USA, Inc.		\$ 5,041.74
9/15/2022	11849	AP Warrant	ItsQuest, Inc		\$ 3,380.07
9/15/2022	11850	AP Warrant	Jennifer Pacheco		\$ 350.00
9/15/2022	11851	AP Warrant	LeGate, Laurel		\$ 96.00
9/15/2022	11852	AP Warrant	NMAA HS Soccer Paymaster		\$ 4,435.00
9/15/2022	11853	AP Warrant	Panorama Education Inc		\$ 9,970.75
9/15/2022	11854	AP Warrant	Swiftreach Network, LLC		\$ 1,003.75
9/15/2022	11855	AP Warrant	Tammy Head		\$ 25.00
9/15/2022	11856	AP Warrant	Theatrefolk, Ltd.		\$ 444.00
9/15/2022	11857	AP Warrant	Theobald, Joliane S		\$ 205.59
9/15/2022	11858	AP Warrant	Virginia's Lettering		\$ 1,150.00
9/15/2022	11859	AP Warrant	Waste Management of New Mexico, Inc.		\$ 763.63
9/15/2022	11860	AP Warrant	WEX Bank		\$ 225.99
9/15/2022	11862	AP Warrant	ItsQuest, Inc		\$ 780.02
9/15/2022	11863	AP Warrant	Smith III, Trey		\$ 189.15
9/15/2022	11864	AP Warrant	Wood, Brandy A		\$ 103.21
9/16/2022	09-010	Cash Receipt	Sandoval SB9. HB33	\$ 24.36	
9/17/2022	11861	AP Warrant	Rio Rancho Jamboree		\$ 120.00
9/20/2022		AP Warrant	N.M. Taxation & Revenue Dept		\$ 197.80

East Mountain High School
Statement of bills and disbursements Report
as of September 30th, 2022

Wells Fargo		Checkings			
9/20/2022	00061949	Journal Entry	Void Warrant: EFT; Reversing Disburseme	\$	197.80
9/20/2022	09-004	Cash Receipt	XC fee; Art Fee	\$	90.00
9/20/2022	09-011	Cash Receipt	Bernalillo HB33 and SB9	\$	1,413.97
9/21/2022		Payroll Liability Check	Internal Revenue Service		\$ 25,473.51
9/21/2022		Payroll Liability Check	New Mexico Taxation and Revenue Department		\$ 6,870.20
9/22/2022	09-005	Cash Receipt	Fall Golf fee	\$	150.00
9/28/2022	11903	Payroll Liability Check	United Way of Central New Mexico		\$ 30.00
9/28/2022	11904	Payroll Liability Check	Security Benefit		\$ 800.00
9/28/2022	11905	Payroll Liability Check	Allstate Workplace Division		\$ 816.29
9/28/2022	11906	Payroll Liability Check	Matrix Trust Company		\$ 2,148.32
9/28/2022	11907	Payroll Liability Check	ING ReliaStar Life Ins Co		\$ 2,270.00
9/28/2022	11908	Payroll Liability Check	Pre-paid Legal Services, Inc.		\$ 87.70
9/29/2022	09-012	Cash Receipt	VB ticket sales huddle	\$	684.00
9/30/2022		Payroll Liability Check	Wells Fargo Bank, N.A.		\$ 79,746.69
9/30/2022	09-028	Cash Receipt	VB fee	\$	175.00
9/30/2022	11867	AP Warrant	AJF Enterprises, Inc.		\$ 1,512.33
9/30/2022	11868	AP Warrant	Amazon.com		\$ 3,311.19
9/30/2022	11869	AP Warrant	Archway		\$ 2,897.64
9/30/2022	11870	AP Warrant	Awards, Etc.		\$ 442.50
9/30/2022	11871	AP Warrant	Mark D Benson		\$ 60.00
9/30/2022	11872	AP Warrant	Bernalillo County Fleet/Facility Dept		\$ 422.58
9/30/2022	11873	AP Warrant	Booth, Marie C		\$ 49.00
9/30/2022	11874	AP Warrant	CamNet, Inc.		\$ 13,676.82
9/30/2022	11875	AP Warrant	Trudy A. Candelaria		\$ 3,274.95
9/30/2022	11876	AP Warrant	Canon Financial Services, Inc.		\$ 821.31
9/30/2022	11877	AP Warrant	Century Link		\$ 434.19
9/30/2022	11878	AP Warrant	Cooperative Educational Svcs		\$ 328.79
9/30/2022	11879	AP Warrant	David Clare		\$ 175.00
9/30/2022	11880	AP Warrant	Dick Blick Co. dba Blick Art Materials		\$ 237.58
9/30/2022	11881	AP Warrant	East Mountain Disposal		\$ 76.46
9/30/2022	11882	AP Warrant	Educator Resources, Inc.		\$ 1,148.00
9/30/2022	11883	AP Warrant	EMHS Foundation		\$ 32,683.34
9/30/2022	11884	AP Warrant	Brenda Gountis		\$ 70.00
9/30/2022	11885	AP Warrant	Herrera Coaches, Inc.		\$ 7,572.46
9/30/2022	11886	AP Warrant	ItsQuest, Inc		\$ 2,253.38
9/30/2022	11887	AP Warrant	Moss Adams LLP		\$ 11,690.88
9/30/2022	11888	AP Warrant	Nee, Adelynn J		\$ 80.76
9/30/2022	11889	AP Warrant	NM Gas Company, Inc.		\$ 25.95
9/30/2022	11890	AP Warrant	NM Locking Systems		\$ 303.04
9/30/2022	11891	AP Warrant	PNM Electric		\$ 3,042.79
9/30/2022	11892	AP Warrant	Rothe, Pam J		\$ 34.16
9/30/2022	11893	AP Warrant	Staples, Inc.		\$ 8,120.70
9/30/2022	11894	AP Warrant	T-Mobile USA Inc.		\$ 280.00
9/30/2022	11895	AP Warrant	The Vigil Group, LLC		\$ 5,756.81
9/30/2022	11896	AP Warrant	Fiber Platform, LLC		\$ 359.00
9/30/2022	11897	AP Warrant	Cellco Partnership		\$ 51.90
9/30/2022	11898	AP Warrant	Vincent Langan		\$ 1,200.00
9/30/2022	11899	AP Warrant	Heads Up Landscape Contractors LLC		\$ 2,315.98
9/30/2022	11900	AP Warrant	Brady Industries Inc		\$ 923.71
Sub Total				\$ 559,623.73	\$ 470,180.11
Grand Total				\$ 559,623.73	\$ 470,180.11

East Mountain High School
Statement of bills and disbursements Report
as of September 30th, 2022

Wells Fargo		Checkings			
Bank	Account Number				
Wells Fargo		Student Account			
Date	Number	Type	Payee/From	Deposit	Withdrawal
9/1/2022	09-013	Cash Receipt	XC shirts; Snack Bar	\$ 406.25	
9/2/2022	09-014	Cash Receipt	Snack Bar	\$ 359.50	
9/6/2022	09-015	Cash Receipt	xc T-shirts; snack bar	\$ 256.75	
9/8/2022	09-016	Cash Receipt	vending machine commissions; snack bar	\$ 256.23	
9/9/2022	09-017	Cash Receipt	snack bar	\$ 403.00	
9/13/2022	09-018	Cash Receipt	Bosque invite; stadia pre invite; student a	\$ 1,066.07	
9/15/2022	09-030	Cash Receipt	snack bar; HC tickets	\$ 379.80	
9/15/2022	2119	AP Warrant	Peter Defries Corp DBA Dion's Pizza		\$ 540.50
9/15/2022	2120	AP Warrant	Jostens		\$ 4,625.23
9/15/2022	2121	AP Warrant	Nee, Adelynn J		\$ 587.75
9/15/2022	2122	AP Warrant	Schroeder, Stephanie		\$ 314.77
9/15/2022	2123	AP Warrant	Smith III, Trey		\$ 887.47
9/16/2022	09-019	Cash Receipt	snack bar; HC tickets	\$ 1,300.45	
9/19/2022	09-020	Cash Receipt	HC tickets; snack bar	\$ 1,644.00	
9/20/2022	09-021	Cash Receipt	NM Xx entry fee, NMCX sponsor; Snack Bar	\$ 1,231.75	
9/22/2022	09-022	Cash Receipt	snack bar; HC tickets; athletics socks	\$ 1,200.25	
9/23/2022	09-023	Cash Receipt	NM entry fee; MUN Santa Fe; HC tickets; s	\$ 2,007.75	
9/26/2022	09-024	Cash Receipt	yearbooks; snack bar	\$ 760.20	
9/27/2022	09-025	Cash Receipt	XC nick martin invite; snack bar	\$ 432.75	
9/28/2022	09-026	Cash Receipt	Donation G & B soccer	\$ 350.00	
9/29/2022	09-027	Cash Receipt	HC Tickets; snack bar	\$ 193.00	
9/30/2022	09-029	Cash Receipt	snack bar	\$ 374.00	
9/30/2022	2124	AP Warrant	Full Contact Sports Photography		\$ 200.00
9/30/2022	2125	AP Warrant	Emily Gray		\$ 76.74
9/30/2022	2126	AP Warrant	Nee, Adelynn J		\$ 41.99
9/30/2022	2127	AP Warrant	New Mexico Association of Student Councils		\$ 505.00
9/30/2022	2128	AP Warrant	Smith III, Trey		\$ 1,053.47
9/30/2022	2129	AP Warrant	Gray, Verity		\$ 195.95
Sub Total				\$ 12,621.75	\$ 9,028.87
Grand Total				\$ 12,621.75	\$ 9,028.87
Bank	Account Number				
Wells Fargo		SPSO			
Date	Number	Type	Payee/From	Deposit	Withdrawal
9/15/2022	1743	AP Warrant	Coffetime Bottled Water & Coffee Service, LLC		\$ 148.33
9/15/2022	1744	AP Warrant	Marcelain, Tamara S		\$ 121.45
9/30/2022	1745	AP Warrant	Coffetime Bottled Water & Coffee Service, LLC		\$ 76.41
Sub Total					\$ 346.19
Grand Total					\$ 346.19

**East Mountain High School
Bank Reconciliation Report
as of September 30th, 2022**

School: East Mountain High School
Bank: Wells Fargo
Account Description: General Operational
Statement Date: September 30, 2022

Beginning balance per bank	\$	1,791,169.27
Cleared transactions:		
Checks and withdrawals	\$	(542,276.47)
Deposits and credits	\$	559,425.93
Other bank adjustments		
 Ending balance per bank	 \$	 1,808,318.73

Plus: Outstanding Deposits		
Plus: Cleared items prior to entry		
Less: Outstanding checks	\$	(114,526.50)
 Balance per GL	 \$	 1,693,792.23

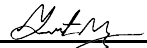
[Signature]
Date: 10/11/2022

**East Mountain High School
Bank Reconciliation Report
as of September 30th, 2022**

School: East Mountain High School
 Bank: Wells Fargo
 Account Description: Student Activity
 Statement Date: September 30, 2022

Beginning balance per bank	\$	30,007.69
Cleared transactions:		
Checks and withdrawals	\$	(8,842.61)
Deposits and credits	\$	12,621.75
Other bank adjustments	\$	-
 Ending balance per bank	 \$	 33,786.83

Plus: Outstanding Deposits	\$	-
Plus: Cleared items prior to entry	\$	-
Less: Outstanding checks	\$	(2,387.92)
 Balance per GL	 \$	 31,398.91


Reviewed by: 
Date: 10/11/2022

**East Mountain High School
Bank Reconciliation Report
as of September 30th, 2022**

School: East Mountain High School
 Bank: Wells Fargo
 Account Description: SPSO
 Statement Date: September 30, 2022

Beginning balance per bank	\$	4,477.74
Cleared transactions:		
Checks and withdrawals	\$	(189.34)
Deposits and credits	\$	-
Other bank adjustments	\$	-
 Ending balance per bank	 \$	 4,288.40

Plus: Outstanding Deposits	\$	-
Plus: Cleared items prior to entry	\$	-
Less: Outstanding checks	\$	(197.86)
 Balance per GL	 \$	 4,090.54

Reviewed by: 
Date: 10/11/2022

**East Mountain High School
Balance sheet Report
as of September 30th, 2022**

Description	11000	14000	23000	24106
11000 - Cash Assets	\$200.00	\$0.00	\$0.00	\$0.00
11019 - B of W - Gen Operating	\$0.00	\$0.00	\$0.00	\$0.00
11020 - WF-Operating	\$848,565.75	\$11,721.40	\$0.00	(\$447.78)
11021 - WF-Student Activity	\$0.00	\$0.00	\$31,398.91	\$0.00
11022 - WF-SPSO	\$0.00	\$0.00	\$4,090.54	\$0.00
13000 - Receivables	\$12,029.93	\$0.00	\$0.00	\$0.00
32300 - Unreserved Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal of Account Type: Asset	\$860,795.68	\$11,721.40	\$35,489.45	(\$447.78)
Subtotal of Account Group: Assets	\$860,795.68	\$11,721.40	\$35,489.45	(\$447.78)
23011 - Accrued Salaries and Benefits	\$1,083.52	\$0.00	\$0.00	\$0.00
23122 - Social Security	\$13,091.24	\$0.00	\$0.00	\$0.00
23123 - Medicare	\$3,314.24	\$0.00	\$0.00	\$0.00
23124 - State Retirement Contributions	\$82,842.06	\$0.00	\$0.00	\$0.00
23125 - Employee Insurance	\$27,077.69	\$0.00	\$0.00	(\$395.18)
23126 - Unemployment Insurance	\$369.29	\$0.00	\$0.00	\$2.79
23141 - Federal Income Taxes	\$9,343.25	\$0.00	\$0.00	\$0.00
23147 - Voluntary Deductions	(\$2,576.71)	\$0.00	\$0.00	\$0.00
24214 - State Taxes	\$6,921.88	\$0.00	\$0.00	\$0.00
Subtotal of Account Type: Liability	\$141,466.46	\$0.00	\$0.00	(\$392.39)
32300 - Unreserved Fund Balance	\$681,417.08	\$12,708.15	\$35,653.84	(\$5,594.59)
Net Increase/Decrease	\$37,912.14	(\$986.75)	(\$164.39)	\$5,539.20
Subtotal of Account Type: Fund Balance/Retained Earnings	\$719,329.22	\$11,721.40	\$35,489.45	(\$55.39)
Subtotal of Account Group: Liabilities/Fund Balance	\$860,795.68	\$11,721.40	\$35,489.45	(\$447.78)

**East Mountain High School
Balance sheet Report
as of September 30th, 2022**

24154	24308	24330	26107	26222	27109	28211
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(\$2,071.63)	(\$9,797.64)	(\$195,874.86)	\$641.41	\$7,181.52	\$0.19	\$29,308.02
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	(\$7,181.52)	\$0.00	\$0.00
(\$2,071.63)	(\$9,797.64)	(\$195,874.86)	\$641.41	\$0.00	\$0.19	\$29,308.02
(\$2,071.63)	(\$9,797.64)	(\$195,874.86)	\$641.41	\$0.00	\$0.19	\$29,308.02
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$9.92	\$181.86	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$2.32	\$42.54	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$25.80	\$468.35	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.14	(\$0.24)	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$7.04	\$0.30	\$0.00	\$0.00	\$0.00	\$0.42
\$0.00	\$6.28	\$175.53	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$1.68	\$51.46	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$53.18	\$919.80	\$0.00	\$0.00	\$0.00	\$0.42
(\$7,574.25)	(\$47,888.25)	(\$226,203.28)	\$641.41	\$0.00	\$2,878.19	\$4,977.60
\$5,502.62	\$38,037.43	\$29,408.62	\$0.00	\$0.00	(\$2,878.00)	\$24,330.00
(\$2,071.63)	(\$9,850.82)	(\$196,794.66)	\$641.41	\$0.00	\$0.19	\$29,307.60
(\$2,071.63)	(\$9,797.64)	(\$195,874.86)	\$641.41	\$0.00	\$0.19	\$29,308.02

**East Mountain High School
Balance sheet Report
as of September 30th, 2022**

29102	31200	31600	31701	31703	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$1,247.60	\$0.00	\$616,227.14	\$375,159.62	\$11,931.49	\$1,693,792.23
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,398.91
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,090.54
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,029.93
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,181.52)
\$1,247.60	\$0.00	\$616,227.14	\$375,159.62	\$11,931.49	\$1,734,330.09
\$1,247.60	\$0.00	\$616,227.14	\$375,159.62	\$11,931.49	\$1,734,330.09
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,083.52
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,283.02
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,359.10
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83,336.21
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,682.41
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$379.84
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,525.06
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,576.71)
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,975.02
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$142,047.47
\$1,247.60	\$0.00	\$740,998.40	\$431,132.76	\$11,931.49	\$1,636,326.15
\$0.00	\$0.00	(\$124,771.26)	(\$55,973.14)	\$0.00	(\$44,043.53)
\$1,247.60	\$0.00	\$616,227.14	\$375,159.62	\$11,931.49	\$1,592,282.62
\$1,247.60	\$0.00	\$616,227.14	\$375,159.62	\$11,931.49	\$1,734,330.09

EMHS
GC
September 2022
Regular Meeting
Monday,
September
26, 2022
6:00 PM
Mountain

Room 300 and
XU5Zz09
25 La Madera Rd
Sandia Park, NM 87047

I. Call to Order

II. Roll Call

III. Adoption of Agenda

IV. Approval of Consent Agenda

Motion to approve the consent agenda, including the monthly financials and check report.

Carried with a motion by Karen Thompson and a second by Michael Wismer.

Janea Davis: Yea, Brad Hosmer: Yea, Glenn Hushman: Yea, Harley McDaniel: Yea, James Salisbury: Yea, Lindsay Schwebke: Yea, Karen Thompson: Yea, Michael Wismer: Yea
Yea: 8, Nay: 0

IV.A. Budget Adjustment Requests

IV.B. Check Report & Monthly Financials

IV.C. Disposal List

IV.D. Approval of previous meeting's minutes

V. Public Forum/Public Input

VI. Ex-Oficio Reports

VI.A. Student Report

Ashley Sesnie reported on the student events currently taking place on campus. Homecoming festivities, athletic events, and student club activities are increasing.

VI.B. Executive Director

VII. GC Committee Reports

VII.A. Strategic Planning & Outcomes Committee

Brad Hosmer reported on the attached notes from this month's SPOC meeting.

SPOC Monday 26 Sept

Committee met and noted that a review of the EMHS strategic plan was timely. Efforts early this year tended to go to different issues, so a 'back to basics' approach took over.

1. Committee agreed that establishing a description of what is desired about/for EMHS in about 20 years is the first step. Typically called the school 'Vision'. Strategic goals and planning all follow from the vision.
2. Committee agreed that two elements should be addressed in the EMHS Vision: (1) the quality of the lives of the students whom we graduate, and (2) The health and stature of EMHS as an organization and institution. Establishing the Vision(s) will involve establishing specific goals.
3. Committee agreed that something like good (high?) 'Quality of life' would be an appropriate Vision goal for EMHS students as mature adults. Also, that metrics for quality of life are not obvious and will take some work and thinking to establish. Tucker Janes agreed to learn what research has been done into describing (and measuring?) quality of life.

The Committee seeks guidance from the GC regarding

1. A two-part vision, part about graduates, and part about the school as an institution.
2. Refinements or acceptance of a student vision based on 'quality of life', which will lead to sharper definition, metrics of some types, and knowing the levers in student experience and achievement that affect it.
3. Refinements or acceptance of a school vision for about 2040 - 2045. GC suggestions.
4. GC views of what groups should be consulted in deciding these visions.

Timelines are important. The Committee will report our view of how long this work will take, which depends on the GC response to our requested guidance.

And - note -- this 'Vision' work does not mean setting aside our immediate task of working priority near term outcomes, especially having to do with progress in student achievement.

VII.B. Finance & Facilities Committee

Karen Thompson reported out on the Finance Committee's work.

VII.C. Board Development & Policy
No report

VIII. Consideration of EMHS GC Action Items for Approval

VIII.A. Update on EMHS COVID Protocols

Motion that EMHS Governing Council directs the Executive Dir. to continue to follow the updated guidelines established by the NM Dept. of Health and Public Education Dept. related to COVID-19 Carried with a motion by Karen Thompson and a second by Brad Hosmer.

Janea Davis: Yea, Brad Hosmer: Yea, Glenn Hushman: Yea, Harley McDaniel: Yea, James Salisbury: Yea, Lindsay Schwebke: Yea, Karen Thompson: Yea, Michael Wismer: Yea
Yea: 8, Nay: 0

VIII.B. Approval of open meetings resolution

Motion to approve the open meetings resolution for the 22-23 school year. Carried with a motion by Karen Thompson and a second by Michael Wismer.

Janea Davis: Yea, Brad Hosmer: Yea, Glenn Hushman: Yea, Harley McDaniel: Yea, James Salisbury: Yea, Lindsay Schwebke: Yea, Karen Thompson: Yea, Michael Wismer: Yea
Yea: 8, Nay: 0

IX. Discussion or Information Items (No action required)

IX.A. Charter Amendment Discussion & Possible Vote at October 2022 Meeting

Trey Smith reported that a charter amendment regarding increasing the school's enrollment cap would be prepared for the meeting in October.

IX.B. Topic B

X. Parking Lot Items for Future GC Meetings

XI. GC Board Member Comments

XII. Chair's Report/Comment

Glenn Hushman reported that a parent of an EMHS student approached him to encourage the school to consider revisions to its Athletics Fee structure.

XIII. Next Meeting Announcement

XIV. Adjournment

Motion to adjourn at 7:30pm Carried with a motion by Karen Thompson and a second by Lindsay Schwebke.

Janea Davis: Yea, Brad Hosmer: Yea, Glenn Hushman: Yea, Harley McDaniel: Yea, James Salisbury: Yea, Lindsay Schwebke: Yea, Karen Thompson: Yea, Michael Wismer: Yea
Yea: 8, Nay: 0

Amendment Requests – Material Changes to the Current Charter

Any revision or amendment to the terms of the charter shall be made only with the approval of the chartering authority and the governing body of the charter school. Per the APS Procedural Directive schools shall apply for an amendment to its original approved charter for approval by the APS Board of Education for the following:

- Increase the total number of grades provided
- Increase in the total number of students served in each grade
- Change in location and/or facilities, even if the change in location is planned to meet New Mexico Adequacy Standards for Educational Buildings
- Any change in operations, management, ideology or practices from the original contract.

In the space below, identify any amendments you need. *Recreate the box below if you have more than one amendment request.*

****An approved charter application is a contract between the charter school and the chartering authority.*** (22-8B-9 [A] NMSA 1978)

****Any revision or amendment to the terms of the charter shall be made only with the approval of the chartering authority and the governing body of the charter school.*** (22-8B-9 [E] NMSA 1978)

Name of Charter School: _____

Date submitted: _____ Contact Name: _____ E-mail: _____

<p align="center">Current Charter Application</p> <p align="center">Section and Page</p>	<p align="center">Current Charter Statement(s)</p>	<p align="center">Proposed Revision/Amendment Statement(s)</p>	<p align="center">Rationale for Revision/Amendment</p>	<p align="center">Date of Governing Body Approval</p>
<p>Part A, p. 4 Mission statement</p>	<p>Previous mission statement: As a small regional school, EMHS uses best practices to engage students in curricular programs, involve students in the community, and prepare students for success after graduation, including college, career, and citizenship.</p>	<p>Revised mission statement: A safe, innovative environment, EMHS engages a diverse community of learners through transformative experiences and creative problem-solving to shape forward-thinking leaders.</p>	<p>The stakeholders of EMHS spent time recalibrating our mission and core values after the foundational shift experienced because of the pandemic. The school’s new mission statement is aspirational, emphasizes leadership, and more directly speaks to the diverse community of learners that we serve.</p>	<p>April 18, 2022</p>
<p>Part A, p. 6 Enrollment cap and grade levels</p>	<p>Previous enrollment cap and grade levels served: 390, 9th-12th</p>	<p>Proposed enrollment cap and grade levels served: 550, 6th-12th</p>	<p>The leadership of EMHS envisions a high quality K-12 pathway for the east mountain community. Across the road from our high school is a beloved, high-performing APS STEM magnet elementary school. But the EMHS incoming 9th grade class pulled from 28 different middle school programs. A consistent, 6-12 pathway is essential for our area. After 22 years as one of the highest performing public schools</p>	<p>October 24, 2022</p>

			in the state of New Mexico, the leadership of EMHS seeks to expand our offerings to better support the local community.	
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Original Signature of Governing Council President or Designee: _____ Date: _____

Printed Name of Governing Council President or Designee: _____

Below is a "glossary of terms" that is included in the NMPED/PEC renewal form that you may find helpful.

PURCHASING CARD POLICY & PROCEDURE

**Effective
November 13, 2014**

Introduction and Overview

The New America School- New Mexico (NAS-NM) Purchasing Card (“P-Card”) is a credit tool issued by a credit card issuer, pursuant to this Policy and Procedure, the New Mexico Public School Code, NMSA 1978 §§22-8-5.1 and -13.2, and the New Mexico Procurement Code, NMSA 1978 §13-1-129. It is a fast, flexible purchasing tool which offers an alternative to the existing purchase order process(es) and which provides an efficient and effective method for purchasing and paying for small-dollar items and School-related business travel. The card is to be used only for official purchases, and in compliance with this policy and the New Mexico Procurement Code and the New Mexico Administrative Code.

The Purchasing Card will enable approved users to purchase approved, non-restricted goods/services, by telephone or in person, directly from the vendors, in appropriate circumstances. The Purchasing Card is NOT intended to circumvent the appropriate purchasing, approval or payment process. The Purchasing Card will be issued in the approved user’s name, with the School’s name clearly indicated on the card.

Parties Involved

Card Issuer/Bank-

Card Issuer/Bank issues Visa Purchasing Card to School’s Authorized User;
Bank bills School for all purchases made on the card.

School-

Arranges with Bank to have Purchasing Cards issued to Authorized User;
Agrees to accept liability for the Authorized User’s use of the card.

Purchasing Card Administrator-

The person designated by the School to coordinate and administer the Purchasing Card program. The Purchasing Card Administrator may not be an Authorized User.

Authorized User-

An administrator employee of the School, approved by Governing Council to use the Purchasing Card.

Vendor-

The merchant from whom an Authorized User is making a purchase.

Authorized User Eligibility

Any Authorized User must be an administrator employee of the School, and must be approved by the Governing Council. Authorized User must attend a training session with the School's Business Manager before they may be issued a P-Card. An Authorized User must sign a Cardholder Agreement, which must be notarized, before a P-Card may be issued to them.

Authorized User Responsibilities

The P-Card may be used for legitimate School business purposes only. An Authorized User must keep the Card in a secure location at all times, and at all times are responsible for the Card's safety. An Authorized User shall not allow other individuals to use the Purchasing Card. Prior to making any Purchasing Card transactions/purchases, Authorized User must obtain a properly authorized purchase order for any and all Purchasing Card transactions from the School's Business Office. The purchase order must be detailed and shall contain sufficient information to make a determination about the need for the purchase. Vague or blanket purchase orders are not acceptable and will not be approved.

The Purchasing Card Administrator must pre-approve any and all expenditures using the P-Card, except in cases of emergency. An Authorized User shall adhere to the purchase limits and restrictions of the Purchasing Card set by the Bank and the School. An Authorized User must obtain and reconcile all itemized sales slips and receipts, and provide them to the Purchasing Card Administrator on the next business day following the purchase. An Authorized User shall report erroneous transactions to the Purchasing Card Administrator and to the Business Manager.

An Authorized User who cannot produce original receipts may be personally liable for charges incurred. All receipts must be signed by an administrative employee other than the Authorized User, who verifies that the items were received by the School. An Authorized User shall return the Purchasing Card to the Purchasing Card Administrator upon terminating employment with the School, or transferring from an Administrator position.

An Authorized User must treat the P-Card issued to them with at least the same level of care as their own personal credit cards. Keep the card safely secured and the account number carefully guarded. No one other than the Authorized User may utilize the P-Card. Never email your P-Card number to anyone, or release information about your P-Card (including CID number) over the phone to anyone other than an authorized vendor.

Purchasing Card Administrator Responsibilities

The Purchasing Card Administrator shall review Purchasing Card transaction requests for appropriateness, shall review billings/P-Card statements promptly upon receipt, and shall attempt to resolve disputes or billing errors directly with the vendor. Purchasing Card Administrator shall approve/disapprove vendors from the card's list. An Authorized User shall cooperate with and assist the Purchasing Card Administrator as requested. The Purchasing Card Administrator shall review receipts and billing statements to ensure that appropriate tax exemptions have been applied, and shall ensure that, if allowed by the Bank, an appropriate credit for any reported disputed item or billing error appears on a subsequent Cardholder statement. The School shall not accept cash in lieu of a credit to the Purchasing Card account. An Authorized User shall immediately report a lost or stolen card to the Purchasing Card Administrator. The Purchasing Card Administrator shall immediately notify the Bank and Business Manager of a lost or stolen P-Card.

The Purchasing Card Administrator shall report discrepancies and/or violations of the School's P-Card Policy/Procedure to Business Manager and Governing Council, shall collect revoked P-Cards and ensure that revoked, lost or stolen cards have been blocked by the Bank, and shall distribute monthly reports to the Business Manager regarding the P-Card's use. The Purchasing Card Administrator shall reconcile the Bank's bill to the Bank's electronic file and to the transaction totals posted to the NAS-NM accounting system.

Business Office Responsibilities

The Business Office shall act as liaison with the Bank/Card Issuer. S/he shall:

- Review School-approved P-Card Authorized User applications for completeness.
- Submit completed applications to Bank/Issuer.
- Receive Purchasing Card from Bank/Issuer.
- Train Authorized User on policy/procedure/restrictions before releasing Purchasing Card to Authorized User.
- Assure all necessary forms are signed and/or notarized.
- Handle disputed charges/discrepancies not resolved by Authorized User and/or Purchasing Card Administrator.
- Forward vendor payment set-up requests to Bank.
- Dispute or pay amounts billed by the Bank within 30 days of receipt.

Requirements for Becoming an Authorized User

Before receiving a Purchasing Card, Authorized User is required to:

- Fill out the Request for Procurement Card form;
- Return Request for Procurement Card form to the Purchasing Card Administrator or designee;

- Be approved by the Governing Council;
- Complete the P-Card training, as certified by the Business Manager;
- Sign NAS-NM Purchasing Card Authorized User Application (Attachment 1); and
- Sign the Purchasing Card Authorized User Agreement (Attachment 2) (must be notarized).

All documents must be verified and training requirements met before P-Card will be issued to Authorized User.

P-Card Purchase Request Procedure

Before making a purchase using the P-Card, an Authorized User must fill out a P-Card Purchase Request form (Attachment 3) describing the proposed purchase, and return the completed form to the Purchasing Card Administrator. The Purchasing Card Administrator shall approve or deny the request by reference to the Policy and the New Mexico Procurement Code. If the request is deemed appropriate and is approved by the Purchasing Card Administrator, the Purchasing Card Administrator shall cause a Purchase Order to be issued for the purchase, and the Authorized User may proceed to use the P-Card in accordance with the approval received. Disputes between the Authorized User and the Procurement Card Administrator regarding requested purchases shall be referred to the Business Manager for resolution.

Receipts for P-Card purchases must be provided by the Authorized User to the Purchase Card Administrator on the next business day following the purchase.

Acceptable Purchasing Card Purchases

The P-Card is not intended to replace the purchase order or other established method of paying merchants and vendors; rather, the P-Card is to be used for approved School-related purchases where the vendor/merchant does not and cannot accept a purchase order/check from the School, e.g., secure internet or online purchases, travel reservations. Before making a purchase with a P-Card, the Authorized User and Procurement Card Administrator should check to see whether the vendor/merchant will accept a purchase order/check from the School. In time-sensitive cases where a check/purchase order is not practicable, a P-Card may be used to make authorized purchases, but this should not be a regular practice where normally a purchase order/check can be used.

Examples of purchases that are appropriate for the School P-Card [Note: All purchases must be pre-approved by the Purchasing Card Administrator, even if listed here.]:

- In and out of state School-related travel, conference expenses, car rental
- Professional conference and seminar registrations
- Professional membership dues
- Gasoline for School-owned vehicles
- Federal Express, United Parcel Service, United States Postal Services expenses
- Professional 1-year subscriptions that are received by the School

- Other miscellaneous items that apply to School budget that otherwise cannot be paid through School check or purchase order
- Meals related to Board functions, staff training/development

This list is not intended to be all-inclusive. If you have specific questions, please consult with the Purchasing Card Administrator for assistance.

Unacceptable Purchasing Card Purchases

The following items are examples of purchases that are inappropriate for the purchasing card:

- Purchases over \$1,000.00, per item **or** in the aggregate (Governing Council President preapproval required for purchases over this amount)
- Payment of sales tax, except in relation to purchase of services
- Open accounts for hotel room incidentals (must use personal credit card)
- Prepaid purchases
- Donations, of any kind
- Massage or escort services
- Alcoholic beverages
- Tobacco
- Lottery tickets
- Cash advances
- ATM withdrawals
- Weapons
- Purchases through electronic mail
- Payments to/purchases from foreign entities
- Any personal purpose
- Any illegal purpose
- The Purchasing Card cannot be used to pay consultants

This list is not intended to be all-inclusive. If you have specific questions, please consult with Purchasing Card Administrator or Business Manager for assistance.

Splitting of purchases, incremental purchasing or any activity to avoid a decline is prohibited with the Purchasing Card. Incremental purchasing or splitting of purchases with the P-Card will result in cancellation of the Authorized User's card, and other appropriate disciplinary action.

Purchasing Card Limits

No purchase may be made using the P-Card that is outside the limits set by the Bank, the Procurement Card Administrator, the Business Manager, the School, and/or by the New Mexico Procurement Code. Purchases may not be 'split' to circumvent the limitations of the P-Card or the Procurement Code. In no event may a purchase be made in an amount exceeding \$1,000,

without Governing Council President preapproval. Authorized User exceeding limitations may be held personally liable for the amounts charged.

Sales/Gross Receipts Tax

Sales/gross receipts taxes should not be charged on the School's purchases of tangible goods. Authorized User and the Purchasing Card Administrator should ensure that sales/gross receipts charges for purchases of tangible goods are not included in P-Card purchases.

Purchasing Card Closure

The Purchasing Card Administrator is required to close an account if an Authorized User:

- a) moves to a position in which a Purchasing Card is not required
- b) terminates employment with the School, or
- c) for any of the following reasons, which will also subject Authorized User to disciplinary action in accordance with NAS-NM policies and procedures relating to disciplinary action and/or termination/discharge:
 - i. The Purchasing Card is used for personal or unauthorized purposes;
 - ii. The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation;
 - iii. The Authorized User allows the card to be used by another individual;
 - iv. The Authorized User splits a purchase to circumvent the limitations of the Purchasing Card or Procurement Code;
 - v. The Authorized User fails to provide, when requested, information about any specific purchase;
 - vi. The Authorized User does not adhere to all of the Purchasing Card policies and procedures;
 - vii. The Authorized User makes a purchase without a valid purchase order.

A request for closing an Authorized User's account will be submitted to Bank by the Purchasing Card Administrator.

User Liability

- The Purchasing Card is a corporate charge card and will not affect Authorized User's personal credit.
- It is the Authorized User's responsibility to ensure that the card is used in accordance with this Policy & Procedure, and applicable state and federal laws.
- Failure to comply with P-Card Policy & Procedure may result in:
 - Permanent revocation of the card;

- Notification of the situation to Governing Council and School administration;
- Notification to law enforcement or other regulatory body, as appropriate and/or required by law;
- Disciplinary action in accordance with School policies and procedures relating to disciplinary action and termination/discharge; and
- Recoupment of any costs associated with unauthorized purchases by the User.

**Resolution Authorizing Issuance
Of
Individual Procurement Cards**

WHEREAS, the City Council or Board of the _____ municipality has the authority to enter into an agreement with the Bank of Montreal for purchasing cards; and (any other WHEREAS statements the Council/Board wishes to add are acceptable, but not required).

NOW, THEREFORE, BE IT RESOLVED by the Council/Board of the _____ that the President/Chairman/Treasurer/Clerk are authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the municipality under such terms and conditions as approved by the Council/Board.

The Council/Board authorizes the Municipality's Business Manager/CFO to execute a p-Card program agreement on its behalf.

(The resolution may include any other BE IT RESOLVED statements the Council/Board desires, but these are not required to participate)

Approved this _____ day of _____ 20____.

Ayes _____

Nays _____

President/Chairman _____

Date _____

Revision Of EMHS/GC Bylaws and Appendices

Overview of Recommended Changes

Goals

- ❖ Consolidate Bylaws and Appendices into one document
- ❖ Streamline requirements
- ❖ Reflect how the GC actually operates
- ❖ Mention the Carver philosophy as a framework vice a strict guide
- ❖ Capture the GC operational style

Major Revisions

- ❖ Number of GC Members remains flexible between 7&9
- ❖ Board composition: retained flexible language
- ❖ Reflects GC's desire to seek a balanced representation reflective of the community rather than mandate a mix of parents/community members
- ❖ Standing committees reflect current structure
- ❖ Ex-officio membership updated to match current participants
- ❖ Eliminate the notion vice chair is/can be chair elect
- ❖ Eliminate the requirement that the chair not be a parent of current student
- ❖ Adds language to mandate no GC Member should ever use their position on the board to influence an individual student outcome of a relative

East Mountain Highschool Governing Council Policies

**Section 1:
Governance Process Policies**

**Section 2:
Outcomes Policies**

ORIGINAL APPROVAL:

December 15, 2003

DATES REVISED:

December 12, 2005

June 12, 2006

June 11, 2007

August 10, 2009

August 9, 2010

February 14, 2011

February 27, 2012

Spring, 2020

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SECTION 1: Governance Process Policies

The policies in this section define the role of the Governing Council, how they will get their work done, and the relationship between individual Governing Council Members.

1.0 Purpose of the Governing Council

The purpose of the East Mountain High School Governing Council is to be held accountable by our community to ensure that East Mountain High School achieve its mission and purpose of educating students within the boundaries of state and federal educational statutes.

1.1 Number of Governing Council Members.

The Governing Council is composed of five to nine voting members.

1.2 Qualifications of Governing Council Members.

Any adult member of the New Mexico community who does not receive compensation from the school is eligible to serve on the East Mountain High School Governing Council. The Governing Council is composed of a broad cross-section of school stakeholders, including parents, professionals and community leaders.

- 1.2.1 The Governing Council will strive to have its membership reflect the entire East Mountain High School community.
- 1.2.2 It may choose from personal considerations such as age, gender, race, ethnicity, geographic location, and socio-economic status.
- 1.2.3 When balancing the attributes of its membership, the Governing Council will consider those who possess the following competencies: educational administration, curriculum and instruction, business administration, finance, strategic planning, policy development, law, community relations, and other areas of strategic expertise, resources and perspective needed to achieve the Vision, Mission and Stakeholder Goals of the school.

1.3 Disqualifications of Governing Council Members

The following persons are ineligible to serve as Governing Council members:

- 1.3.1 A person who is serving on the governing body of another charter school. 228B-4B NMSA (2011)
- 1.3.2 A person, or an immediate family member of the person, who is an owner, agent of, contractor with or otherwise has a financial interest in a for-profit or nonprofit entity with which East Mountain High School contracts directly, for professional services, goods or facilities.
- 1.3.3 An employee, agent or board member of the chartering authority who participated in the initial review, approval, ongoing oversight, evaluation or charter renewal process of EMHS. 22-8B-5.2C NMSA (2011)
- 1.3.4 A person who is an immediate family member of an employee of East Mountain High School. Immediate family member” means spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law or any other relative who is financially supported. 22-8B-5.2B and D NMSA (2011)

- 1.3.5** Further, no voting member of the East Mountain High School Governing Council shall be employed in any capacity by East Mountain High School during the term of office for which the member was selected.

1.4 Powers of Governing Council

The Governing Council has the rights and responsibilities set forth in 22-8B-4 NMSA. Pursuant to 22-8B-4 NMSA, East Mountain High School is administered and governed by the Governing Council in the manner set forth in its Charter. Subject to the provisions of the laws of this State and any limitations in the East Mountain High School Charter or these Policies relating to action required or permitted to be taken or approved by the members, the activities and affairs of this Governing Council and East Mountain High School shall be conducted and all powers shall be exercised by or under the direction of the Governing Council of East Mountain High School.

- 1.4.1** The Governing Council not only supports the East Mountain High School Charter, it also leads the realization of the Charter and its Vision, Mission and stakeholder Goals and further establishes policies and plans consistent with these statements.
- 1.4.2** It is the Governing Council's responsibility to ensure that the East Mountain High School Charter is relevant and vital to the community it serves and also to monitor the success of the school in realizing the East Mountain High School Charter.
- 1.4.3** The Governing Council has the authority and responsibility to employ and evaluate the school Director and to fix the Director's salary.
- 1.4.4** ~~The East~~The East Mountain High School model of governance is based on a board of directors (Governing Council) with a structure of officers, policies, and delegation of management to the East Mountain High School Director.
- 1.4.5** This model draws inspiration from the approach to governance traditionally found in nonprofit organizations. Specifically, ~~we are~~ the Governing Council is inspired by John Carver's model of Policy Governance. In this model, there is a clear distinction made between the governance work of the Governing Council and the administrative/management work of the paid staff.
- 1.4.6** In this model, the Governing Council is responsible for governing the school through policies it creates and the delegation of its authority to its lone employee/executive, the ~~Principal~~Director. GC Policies are divided into ~~four~~two types:
- 1.4.6.1** Governance Process Policies designed to define the roles and responsibility of the Governance Council and how it will get its work done.
- 1.4.6.2** Outcomes Policies: These policies will define the Governing Council's expectations for what outcomes will occur as a result of their delegation of their authority to the executive (their lone employee).
- 1.4.6.3** ~~Executive Limitations: These policies define what the Principal CAN NOT do without GC approval. Once complete, the executive limitations define what is out of bounds. Assuming a reasonable interpretation of these policies the Principal and his delegates operate in a state of pre-approval.~~

~~1.4.6.4 Governance and Executive Linkage: These policies will define the relationship between the GC and the executive they have empowered by delegating their authority. Specifically, these policies define how the GC will monitor their outcomes policies and their limitations policies.~~

1.4.7 Adoption, Repeal, and Revision of Policy

1.4.7.1 The East Mountain High School Governing Council has the sole responsibility for the adoption of new policies or the revision or repeal of existing policies. Adoption of new policies or the revision, suspension or repeal of existing policies is solely the responsibility of the Governing Council. Any policies not specifically prescribed by statute may be adopted, revised, suspended or revoked by a majority ~~OR 2/3~~ vote of the Council.

1.4.7.2 The Council will adhere to the following procedure in considering and adopting policy proposals to ensure that such proposals are thoroughly examined before final action:

1.4.7.2.1 Governing Council committees will submit drafts of proposed policies to the Governing Council Policy Committee for consideration and submission to the Governing Council.

~~1.4.7.2.2 The Governing Council Policy Committee will consider all policy recommendations made by the Principal, staff, students and parents, and when appropriate, refer them to a committee.~~

~~1.4.7.2.3 The Policy Committee will review proposed new polices and changes to existing policies. After such review, the Policy Committee will follow one of the following courses of action.~~

~~1.4.7.2.3.1 The Policy Committee may present the proposed policy, revision, suspension or revocation, for a first reading at a regular Governing Council meeting.~~

~~1.4.7.2.3.2 During discussion of a policy proposal, the views of the public and staff will be considered and members of the Governing Council may propose amendments.~~

~~1.4.7.2.3.3 An amendment will not require that the policy go through an additional reading unless the Governing Council determines that the amendment needs further study and that an additional reading would be desirable.~~

~~1.4.7.2.3.4 The proposed policy, revision, suspension or repeal, including proposed amendments, will then be presented in writing for adoption at the next regular Governing Council meeting.~~

~~1.4.7.2.4 — If the Policy Committee so chooses, it may recommend that a policy be presented for direct action, instead of for a first reading, at a regular Council meeting.~~

~~1.4.7.2.5~~1.4.7.2.2 Under unusual circumstances, the Council may, without Policy Committee review or recommendation, temporarily approve a policy to meet immediate or emergency conditions. Discussion will occur at the next Policy Committee meeting to consider the appropriateness of maintaining or revising the temporary policy resulting in a subsequent recommendation to be offered at the next Council meeting.

1.4.7.3 The Principal Director may, in case of emergency, request suspend suspension of any parts of policies as they pertain to the administration of the school. However, the Principal Director must report the facts and rationale for such action at the next meeting of the Governing Council. The suspension of the policy expires at the time of said report unless the Governing Council votes to continue the suspension of the policy.

1.4.8 The Governing Council is responsible for addressing major matters through policy creation including:

- 1.4.8.1 Setting the school's general policies and contributing to the overall educational policies;
- 1.4.8.2 Approving and monitoring the annual budget and financial procedures;
- 1.4.8.3 Hiring and evaluating the performance of the school's Principal Director;
- 1.4.8.4 Approving policies and monitoring their implementation by the Principal Director; and
- 1.4.8.5 Assuring that the school fulfills the requirements of the East Mountain High School Charter and, implementing the strategic plan.

1.4.9 Delegation of Governing Council Authority

Consistent with the best practices of nonprofit corporation management, the Governing Council delegates responsibility for running the school.

- 1.4.9.1 The Governing Council is not involved in handling day to day details of running the school, dealing with personnel issues, or addressing individual student needs.
- 1.4.9.2 To this end, the Director not only creates procedural directives for the Council's policies but also is accountable for implementing those policiesprocedures.
- 1.4.9.3 Where appropriate, the Director will delegate some responsibility to other assistants, teachers, staff and students.

1.4.10 Construction and Terms of Policies

- 1.4.10.1 If there is any conflict between the provisions of these Bylaws and the East Mountain High School Charter, the provisions of the Charter shall govern.
- 1.4.10.2 Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.
- 1.4.10.3 All references in these Bylaws to the East Mountain High School Charter shall be to the Charter or other founding document of this charter school filed with an office of this state and used to establish the legal existence of this charter school.

1.5 Duties of Governing Council Members

It shall be the duty of the Governing Council members to adhere to the Governing Council Roles and Responsibilities as outlined below.

- 1.5.1** The Governing Council leads the realization of and provides oversight for the school's vision, mission, stakeholder goals as established in the East Mountain High School Charter, and adopts Bylaws and policies that are consistent with the vision, mission, stakeholder goals and all legal and regulatory requirements.
- 1.5.2** The Governing Council assures that the School and the Governing Council operate in compliance with applicable laws and regulations.
- 1.5.3** The Governing Council creates a conflict-of-interest statement, and a Code of Conduct that is reviewed with, and signed by, individual Governing Council members annually.
- 1.5.4** The Governing Council accepts accountability for both the financial stability and the financial future of the institution, engaging in strategic financial planning, assuming primary responsibility for the preservation of capital assets and endowments, approving and overseeing the operating budget, and actively partners with the East Mountain High School Foundation in fundraising.
- 1.5.5** The Governing Council selects, employs, evaluates, sets the roles and responsibilities and fixes the salary for the Principal-Director of the school.
- 1.5.6** The Governing Council's primary work and focus are long-range and strategic.
- 1.5.7** The Governing Council undertakes formal strategic planning on a periodic basis.
- 1.5.8** The governing council translates that strategic plan into three types of policies.
 - 1.5.8.1 Goals and strategic imperatives are translated into outcomes policies.
 - 1.5.8.2 Actions and procedures deemed counter to the GC's strategic plan are translated into limitation policies.
 - 1.5.8.3 The manner in which the GC will monitor the outcomes and the limitations are translated into policy. ~~in the governance/executive linkage section of this document.~~
 - 1.5.8.4 Strategic priorities or sets annual goals related to the plan, and conducts annual written evaluations for the school, the head of the school, and the Governing Council itself.
- 1.5.9** The Governing Council keeps full and accurate records of its meetings, committees, and policies and communicates its decisions widely.

- 1.5.10** Governing Council members are actively involved in the work of the Governing Council and its committees.
- 1.5.11** It is the responsibility of each Governing Council member to study and understand the materials in the Governing Council Packet before the meeting and to comment and/or question information in said materials if and when appropriate during the meeting. Fulfilling this responsibility will add immeasurably to the efficiency and effectiveness of the Governing Council meetings.
- 1.5.12** As the leader of the school community, the Governing Council engages proactively in partnership with the **Principal Director** in cultivating and maintaining good relations with school constituents as well as the broader community.
- 1.5.13** The Governing Council supports a program of professional development for the Governing Council that includes annual new member orientation, ongoing member education and evaluation, and Governing Council leadership succession planning.
- 1.5.14** The Governing Council, in close collaboration with the Director ~~accepts~~ strive to continuously enhance accountability for student academic performance.

1.6 Terms of Office for Governing Council Members

With the intent of ensuring continuity of purpose within the Governing Council, Governing Council members shall hold offices for staggered terms of three (3) years to be determined and elected by the Governing Council.

- 1.6.1** The terms shall begin and expire at the first regular Council meeting of July.
- 1.6.2** Except as provided in Section 16 infra, each Governing Council member will serve until a successor is elected, sworn in, and seated.
- 1.6.3** Each Council member shall be allowed to serve two (2) consecutive full terms of office (appointment to a seat vacated prior to expiration of term and less than three (3) years shall not consist of a full term).
- 1.6.4** After one (1) year absence from being a voting member, a former Council member who had previously served two (2) consecutive terms may re-apply to serve on the Council through the procedures contained in accordance with the Council policies and procedures.
- 1.6.5** The Governing Council may execute its prerogative to extend the term of any member who has completed two (2) consecutive full terms of office and expresses a willingness to further serve by remaining on the Governing Council. The Governing Council will determine the length of the extension.

1.7 Leave of Absence

Under extraordinary circumstances, the Governing Council may, by majority vote of those members present, interrupt a Governing Council member's term, not to exceed a period of nine (9) months, and award a Leave of Absence, after which said Council member will notify the Council of his/her continuance of term or resignation from the Council.

1.8 Removal, Resignation or Position Vacancy of Governing Council Members

- 1.8.1 Any Governing Council member may resign effective upon giving written notice to the Chair of the Governing Council, the Secretary, or the Governing Council as a whole.
 - 1.8.1.1 Unless the notice specifies a later time for the effectiveness of such resignation.
 - 1.8.1.2 Unless specified therein, no acceptance of the resignation is necessary.
- 1.8.2 Governing Council members may be removed, with or without cause.
 - 1.8.2.1 Removal occurs by a vote of two-thirds (2/3) of the members of the Governing Council ~~present at the meeting.~~
 - 1.8.2.2 Such removal must take place at a regularly scheduled meeting.
- 1.8.3 If a Council member misses four (4) consecutive meetings, regular or special, that position may be declared vacant by a majority vote of the remaining Governing Council members, which will be done on motion by any other member of the Council.
- 1.8.4 If a Council member misses six (6) consecutive meetings, regular or special, the Chair shall declare the position to be vacant in accordance with these policies and the laws of this State.

1.9 Governing Council Member Vacancies

Vacancies on the Governing Council shall exist in the following cases.

- 1.9.1 when a Governing Council member's term of office is completed,
- 1.9.2 upon the death, resignation or removal of any Governing Council member, or
- 1.9.3 whenever the number of authorized Council members is increased for reasons determined by the Governing Council.

1.10 Recruitment and Process for Selecting New Governing Council Members

Per the direction of the Governing Council, ~~T~~he Council Recruitment Committee is responsible for implementing the process of identifying the most favorable individuals to meet the needs of the school, encouraging them to become part of the Council and helping them understand their roles and responsibilities.

- 1.10.1 The recruitment committee shall be responsible for interviewing, vetting, and recommending candidate(s) to fill vacancies.
- 1.10.2 The ~~principal Director shall~~ may serve as an ex-officio, non-voting member of the recruitment committee.
- 1.10.3 The candidate or candidates receiving the most votes of the members present shall be elected to serve the expiring or vacant terms.
- 1.10.4 A vacancy on the Governing Council may be filled by approval of either a majority of the Council members or by a sole remaining Council member.
- 1.10.5 A person elected to fill a vacancy on the Governing Council shall hold office until the end of their second ~~three-year~~ three-year term, his or her death, resignation, removal from office.
- 1.10.6 The GC can extend an invitation for a GC member to serve beyond their second three-year term.

1.10.7 Unless otherwise prohibited by these policies or provisions of law, vacancies on the Governing Council that occur prior to the ordinary expiration of a term may be filled by approval of the Governing Council.

1.10.8 No Council position ~~will~~shall remain vacant for longer than thirty (30) days, whenever possible.

1.11 Compensation of GC members

Council members shall serve without compensation. However, they may be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their authorized duties.

1.12 Nonliability of Governing Council members

The Council members shall not be personally liable for the debts, liabilities, or other obligations of the East Mountain High School.

1.13 Indemnification of Governing Council and Officers

The Governing Council, to the fullest extent permissible by law, shall indemnify the Council members and officers of the Governing Council under the laws of this State.

1.14 Insurance for Governing Council Agents

Except as may be otherwise be provided under provisions of law, the Governing Council may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Governing Council (including a Council member, officer, employee or other agent of the Governing Council.

1.14.1 Insurance may be provided against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status.

1.14.2 Insurance may be provided whether or not the Governing Council would have the power to indemnify the agent against such liability under these policies or provisions of law.

1.15 CONFLICT OF INTEREST

Members of the Governing Council serve a public-interest role and have an obligation to conduct all affairs of the school in a manner consistent with that role.

1.15.1 All decisions made by the Governing Council must be made solely on the basis of a desire to promote the best interests of East Mountain High School.

1.15.1.1 Council members will not use their position to try to influence any individual student outcome especially for those students who may be related to the Council member.

1.15.2 Council members shall annually sign a form acknowledging that he or she has read the "Conflict of Interest" statement and has disclosed all known potential or actual conflicts.

1.15.3 Conflict of Interest Statement:

Members of the East Mountain High School Governing Council serve a public-interest role and have an obligation to conduct all affairs of the school in a

manner consistent with that role. All decisions made by the Governing Council must be made solely to promote the best interests of East Mountain High School.

- 1.15.4** Governing Council members must disclose any actual or potential conflicts of interest prior to joining the Council, or immediately after the conflict is discovered, should the conflict be discovered after becoming a member.
- 1.15.5** In addition, Council members may not use any confidential information obtained by virtue of their association with East Mountain High School for their own individual or another's private gain.
- 1.15.6** This policy involves a member of the Council or a member of his or her immediate family or close relative (spouse, parent, stepparent, guardian, brother, sister, parent-in-law, brother-in-law, sister-in-law, child, stepchild, grandparent, aunt, uncle, niece, nephew, first cousin and grandchildren) or an organization for which a member of the Council is affiliated, including the East Mountain High School Foundation.
- 1.15.7** At first knowledge of the business, the member must disclose the actual or potential conflict and refrain from taking any action with respect to such business.
 - 1.15.7.1 It is further required that disclosures must be made of all relationships and business affiliations that reasonably could give rise to a conflict of interest involving East Mountain High School.
 - 1.15.7.1.1 For this purpose, affiliation is understood to exist if any Council member or member of his or her family (as defined above) is: an officer, director, trustee, partner, employee, or agent of such organization; either the actual beneficial owner of more than five percent (5%) of the voting stock or controlling interest of such organization; or has any direct or indirect dealings with such organization from which he or she knowingly benefited (i.e. through receipt of cash or other property, directly or indirectly, in excess of five hundred dollars (\$500.) a year.
 - 1.15.7.2 Pursuant to the requirements of 34 CFR 74.42, no Governing Council member, officer, or agent shall participate in the selection, award, or administration of an East Mountain High School contract supported by Federal funds if a real or apparent conflict of interest would be involved.
 - 1.15.7.3 A conflict of interest would arise when the Governing Council ~~member~~ member, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for the award.
 - 1.15.7.4 The Governing Council members, officers, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements.

- 1.15.7.5 However, the Governing Council may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
- 1.15.7.6 The standards of conduct shall provide for disciplinary actions to be applied for violations of these standards by a member of the Governing Council.

1.16 Nepotism Prohibited

The Council shall not employ or approve the employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter or daughter-in-law of any Council Member, in accordance with the New Mexico State laws.

1.17 Non-voting, ex-officio members of the Governing Council. [Taken from the 2010-2015 Renewal Charter.]

~~1.17.1~~—The East Mountain High School Principal~~Director~~ is a non-voting, ex-officio member.

~~1.17.21.17.1~~—~~The GC may accept up to two (2) nonvoting, ex-officio parent members.~~

~~1.17.31.17.2~~ The GC may accept up to two (2) nonvoting Foundation members.

~~1.17.41.17.3~~ The GC may accept up to two (2) nonvoting staff members.

~~1.17.51.17.4~~ The GC may accept up to two (2) nonvoting students chosen by their respective constituencies.

~~1.17.61.17.5~~ Terms of non-voting, ex-officio members of the Governing Council-- except the Principal~~Director~~.

~~1.17.6.11.17.5.1~~ In order to involve the greatest number of students, staff, and parents in the direct operation of the Council, the Governing Council requests that ex-officio members serve only a one-year term and be eligible for re-election only after an interim year or more of non-service.

~~1.17.6.21.17.5.2~~ Exceptions can be made to the policy above by a 2/3 vote of the Governing council.

~~1.17.6.3~~ ~~Elections of ex-officio members are to occur before or at the beginning of each school year.~~

~~1.17.71.17.6~~ Roles and Responsibilities of non-voting, ex-officio members of the Governing Council.

The inclusion of these ex-officio members is to enrich the deliberations of the Council and to create and maintain a collaborative relationship with their respective constituencies.

~~1.17.7.11.17.6.1~~ The Principal~~Director~~ shall serve as the primary decision maker on all educational issues and will make recommendations to the Council when appropriate and upon request. *Unless otherwise noted, limitations of ex-officio members will exclude the Principal~~Director~~.*

~~1.17.7.2~~ ~~Parent(s) will be elected by the Student-Parent-Staff Organization and is/are responsible to liaise between, communicate with, and report to~~

~~the SPSO, the school's parents in general and to the Council as appropriate.~~

~~1.17.7.3~~1.17.6.2 Staff representatives are elected by the staff of the school and will act as a go-between for the staff and Council, communicate faculty sentiment and Council opinions and action, and regularly report to both groups as appropriate.

~~1.17.7.4~~1.17.6.3 The EMHS Foundation is dedicated to the support of East Mountain High School through various fundraising efforts. The Foundation selects individuals from its Board of Directors to liaise between the two groups and to report salient information on a regular basis. In turn, an individual Governing Council member volunteers to attend each regular meeting of the Foundation Board of Directors.

~~1.17.7.5~~1.17.6.4 The student representatives are chosen by the students and are responsible to communicate student opinions and events to the Council on a regular basis and provide feedback to the Council upon request.

1.17.81.17.7 **Ex-officio, non-voting members access to information.**

Ex-officio members have access to all materials distributed to the voting Council with the exception of those which relate to personnel matters or legally privileged information. The Principal Director will not be subject to this limitation.

1.17.91.17.8 **Ex-officio, non-voting members meeting participation.**

Ex-Officio members represent their particular group with fairness and accuracy, separating when they are speaking on behalf of the group from when expressing as an individual.

~~1.17.9.1~~1.17.8.1 Members participate as contributing Council members in all council meetings, both regular and special as well as designated work sessions.

~~1.17.9.2 Ex-officio members are encouraged to become a member of one of the Council's committees.~~

~~1.17.9.3~~1.17.8.2 Ex-officio members (except the Principal Director) shall not actively participate in closed sessions as defined in the Open Meetings Act

1.17.101.17.9 **Ex-officio, non-voting members expectations.**

Individual ex-officio Council members are expected to conform to all standards applicable to voting members as described in the East Mountain High School Charter, as well as to sign appropriate sections of the East Mountain High School Ex-Officio **Governing Council Code of Ethics**.

~~1.17.10.1~~1.17.9.1 Attend all scheduled Governing Council meetings insofar as possible, and devote the time, thought and study to the duties and responsibilities of an ex-officio Governing Council member in order to render effective and creditable service;

- ~~1.17.10.21.17.9.2~~ Understand that ex-officio members are subject to the rules of the Governing Council attendance as written in the Governing Council Bylaws;
- ~~1.17.10.31.17.9.3~~ Work with my fellow Governing Council members in a spirit of openness, harmony and cooperation in spite of differences of opinion that may arise during vigorous debate of points of issue;
- ~~1.17.10.41.17.9.4~~ Remember, at all times, ~~that, ex~~that, ~~ex~~ ex-officio members have no Council standing outside of the meeting of the Council, and, as such, conduct relationships with the school staff, local citizenry, and all communication media on that basis;
- ~~1.17.10.51.17.9.5~~ Avoid being placed in a position of conflict of interest and refrain from using the Governing Council position for personal or partisan gain;
- ~~1.17.10.61.17.9.6~~ Contribute to, and maintain a professional atmosphere within the school environment by voicing concerns regarding school employees only to the East Mountain High School Principal;
- ~~1.17.10.71.17.9.7~~ Welcome and encourage cooperation and participation by citizens of the community for better understanding of their needs and improvement of relations with the public served;
- ~~1.17.10.81.17.9.8~~ Welcome and encourage cooperation and participation by teachers, administrators and other personnel in developing policies that affect their welfare and that of the students served;
- ~~1.17.10.91.17.9.9~~ Avoid speaking on behalf of the Governing Council except at those times authorized by the Governing Council by official action;
- ~~1.17.10.101.17.9.10~~ Stay informed about current educational issues through individual study and participation in voluntary and mandatory training programs;
- ~~1.17.10.111.17.9.11~~ Make sure the school has financial support, within the capabilities of the community and the state, to support its mission and goals;
- ~~1.17.10.121.17.9.12~~ Listen to members of the school community, referring all concerns to the proper authorities, and discussing such concerns only at an authorized Governing Council meeting if an administrative resolution fails;
- ~~1.17.10.131.17.9.13~~ Speak on behalf of the group represented, clearly distinguishing the group's interest from personal ideas and opinions, and;
- ~~1.17.10.141.17.9.14~~ Understand that ex-officio members do not attend closed Governing Council sessions.

~~1.17.111.17.10~~ **Replacement of Ex-Officio Members (except ~~the Principal~~the Director)**

In a case of malfeasance, non-attendance, breach of ethics, or resignation of an ex-officio member, the Council, with recommendations from the appropriate constituencies, may choose to request that the representative group appoint another representative to complete the term of the disengaged ex-officio

member.

1.18 Governing Council Meetings

The East Mountain High School Governing Council will meet at least once each month to hear reports, consider and adopt policies, act on committee recommendations, allow for public input, and engage in public discourse about matters of the school.

1.18.1 Location of Regular of Meetings

Meetings shall be held at East Mountain High School unless otherwise provided by the Governing Council or at such other place as may be designated from time-to-time by resolution of the Governing Council of East Mountain High School.

1.18.2 Agenda for Regular Meeting

1.18.2.1 The East Mountain High School Governing Council Chair and the ~~Principal~~ Director set the Governing Council meeting agenda.

1.18.2.2 Every East Mountain High School Governing Council agenda shall contain a list of specific items of business to be discussed or transacted at the meeting.

1.18.2.3 Except for emergency matters, the East Mountain High School Governing Council shall take action only on items appearing on the agenda.

1.18.2.3.1 The Governing Council may discuss, but cannot take action on, items that do not appear on the agenda.

1.18.2.3.2 Action on items outside the agenda must be taken at a subsequent special or regular meeting.

~~1.18.2.4~~ The Governing Council must provide an agenda for an emergency meeting, but it needs to be available at least 24 hours before the meeting. If an emergency matter arises too late to appear on a meeting's agenda, the Governing Council may take action on, as well as discuss the matter.

~~1.18.2.5~~ ~~1.18.2.4~~ No later than one week before a regular meeting, the Council secretary shall send a "call for agenda items" to the Administration and Governing Council members. Once assembled, the secretary forwards the assembled agenda to the Council Chair and Principal for final approval.

~~1.18.2.6~~ ~~1.18.2.5~~ No later than two working days before the regular meeting, the approved agenda is sent to the school office for posting.

~~1.18.2.6.1~~ ~~1.18.2.5.1~~ The current agenda is also distributed to the East Mountain High School E-mail Distribution List and published on the East Mountain High School Webpage.

~~1.18.2.6.2~~ ~~1.18.2.5.2~~ For a Regular or Special Meeting, the agenda will be sent to the East Mountain High School E-Mail Distribution List no later than the end of the workday ~~three~~ two business days in advance of the meeting.

~~1.18.2.6.3 The agenda will also be posted in the school office, available to the public at least three two business days prior to the meeting.~~

~~1.18.2.7~~1.18.2.6 In the case of an Emergency Meeting, all attempts will be made to provide that the agenda is sent to the East Mountain High School E-mail Distribution List no later than twenty-four hours in advance of the meeting, ~~and posted in the School Office and the Entry Door to Building 1, available to the public at least twenty-four hours prior to the meeting.~~

1.18.3 The Council Meeting Packet.

1.18.3.1 The Governing Council will provide a Council Packet of preparatory materials for each of its regular meetings.

1.18.3.2 The Governing Council Chair, the Governing Council Secretary, and the Principal Director (or their delegate) will assemble the Governing Council ePacket collaboratively. The Council ePacket will contain:

- 1.18.3.2.1 the meeting agenda;
- 1.18.3.2.2 the minutes of the previous meeting;
- 1.18.3.2.3 written administrative reports;
- 1.18.3.2.4 Council committee reports;
- 1.18.3.2.5 supportive and explanatory documents for agenda business items to be discussed and/or acted upon, particularly proposals by Governing Council committees, and
- 1.18.3.2.6 any other material(s) deemed necessary for the quality operation of the Council. The Governing Council Packet will be made available to the Governing Council in the School Office at least two business days ~~before~~ each regular meeting. Governing Council members may either pick up their Packet or choose to have it mailed to their home address.

1.18.4 Public Comment During Regular Meetings

1.18.4.1 Time will be allowed for citizens to speak on their concerns ~~at the regular East Mountain High School Governing Council meetings.~~

1.18.4.2 An individual may speak on any item that appears on the adopted agenda by signing a "Sign in Sheet" at the beginning of the East Mountain High School Governing Council meeting and subsequently being recognized by the Chair of the Governing Council.

1.18.4.3 Governing Council members are not to engage in conversation with or debate community concerns unless so authorized by the Chair.

1.18.4.4 All presentations by the public to the Governing Council should be given during the Public Comments section of the agenda, and those individuals should limit their remarks to three (3) minutes.

1.18.4.5 The Chair may modify these procedures when deemed appropriate.

1.18.5 New Mexico Open Meetings Act.

Governing Council meetings will reflect the requirements of the New Mexico Open Meetings Act.

- 1.18.5.1 Regular meetings of the Governing Council members shall be held in accordance with the annually adopted New Mexico Open Meetings Act Resolution.
- 1.18.5.2 Public or other notice of such meetings shall be timely and in accordance with that resolution, these Bylaws and the New Mexico Open Meetings Act.
- 1.18.5.3 The Council may recess any Open Meeting and reconvene, if prior to recessing the Council specifies for the minutes the date, time, and place for the continuation of the meeting, the reason for the recess, and immediately prior to recessing, posts notice of the date, time, place and agenda of the reconvened meeting on or near the door of the place where the meeting was held, or in accordance with the New Mexico Open Meetings Act Resolution.
- 1.18.5.4 Resolution to be voted on each July below:

**Governing Council
East Mountain High School
EMHS Resolution 20__-20__**

WHEREAS, the East Mountain High School Governing Council is a public body established to form policy and provide oversight of the operations of East Mountain High School; and WHEREAS, the East Mountain High School Governing Council met in regular session at East Mountain High School on July ____, 20__ at 6p.m. as required by law; and WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 4) states that , except as otherwise provided in the Constitution or the provisions in the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Governing Council of East Mountain High School to determine annually what constitutes reasonable notice of its public meetings;

NOW THEREFORE, BE, IT RESOLVED, by the East Mountain High School Governing Council that:

- 1) All Governing Council meetings during the 202__-202__ school year shall be held at East Mountain High School at 6:00p.m. or as indicated otherwise in the meeting notice. All meeting notification requirements if notice of the date, time, place and agenda are posted in the East Mountain High School Administrative Office and e-mailed to the East Mountain High School E-Mail Distribution List. Copies of the written notice shall be made available to newspapers of general circulation that have made a written request for notice of public meetings.
- 2) Regular meetings shall be held on the fourth Monday unless otherwise specified. The agenda will be available at least three business days prior to the meeting from the East Mountain High School Administrative Office located in Building 1 of the campus in Sandia Park, New Mexico. This agenda

shall be disseminated to those on the East Mountain High School E-Mail Distribution List and shall be displayed in the Administrative Office.

- 3) A special meeting may be called by the Chair of the Governing Council or a majority of the members upon three days' notice. The agenda shall be available to the public at least twenty-four hours before any special meeting. This agenda shall be disseminated to those on the East Mountain High School E-Mail Distribution List and shall also be displayed in the Administrative Office.
- 4) An emergency meeting will be called only for unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The East Mountain High School Governing Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members upon twenty-four hours notice, unless threat of personal injury or property damage requires less notice. An agenda for the emergency meeting will be posted in the school's Administrative Office and disseminated to those on the East Mountain High School E-Mail Distribution List.
- 5) In addition to the information specified above, all notices shall include the following language: *"If you are an individual with a disability who is in need of a reader, amplifier, or qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Assistant Principal of East Mountain High School at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be located on the school's website at <http://www.eastmountainhigh.net/index.aspx>. Please contact the Secretary of the Governing Council at East Mountain High School if a summary or other type of accessible format is needed."*
- 6) The East Mountain High School Governing Council may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
 - a) If any meeting is closed during an open meeting, such closure shall be approved by a majority roll-call vote of a quorum of the East Mountain High School Governing Council taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
 - b) If a closed meeting is conducted when the East Mountain High School Governing Council is not in an open meeting. The closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
 - c) Following the completion of any closed meeting, the minutes of the meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
 - d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the East Mountain High School Governing Council in an open public meeting.
- 7) A member of the Governing Council may participate in a meeting of the Council by means of a conference telephone call or other similar communications equipment when it is difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to

hear each other at the same time and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting.

- 8) Once transcribed and approved, all minutes produced as a result of open meetings will be available to the public on the school's website <http://www.eastmountainhigh.net/index.aspx> and in accordance with the Open Meetings Act.
- 9) This resolution will become effective on the ___nd day of July, 20__.

PASSED, APPROVED, AND ADOPTED BY THE EAST MOUNTAIN HIGH SCHOOL GOVERNING Council on this 22nd day of July, 2019.

// Signed//

//Signed//

EMHS Governing Council Chair

EMHS Governing Council Secretary

1.19 Closed Meetings

Closed meetings of the Governing Council are limited to those subject matters allowed to be closed to the public under the New Mexico Open Meetings Act, NMSA 1978 § 10-151.

- 1.19.1** A closed meeting may be called during an Open Meeting or when the Council is not meeting, according to the provisions of law.
- 1.19.2** Any Council member may attend a meeting via teleconference if unable to attend in person.
- 1.19.3** No business other than the business on the published agenda for a closed meeting may be covered in a closed meeting of the Governing Council, and no action shall be taken.
- 1.19.4** At the next Open Meeting immediately following the closed meeting, the Council shall state on the record that a closed meeting was held, the date, time and place, and that nothing other than the published matter or matters were discussed.
- 1.19.5** A reconvened meeting shall constitute the next Open Meeting for purposes of this requirement. This shall be done in accordance with NMSA 1978 § 10-15-1(I).

1.20 Special Meetings

Special meetings of the Governing Council may be called by the Chair of the Governing Council, the Vice-Chair/Chair-Elect, or by any two (2) Council members together.

- 1.20.1** Such meetings shall be held at the ~~principal-Director's~~ office of East Mountain High School or, if different, at the place designated by the person or persons calling the special meeting.
- 1.20.2** All special meetings shall be noticed and held in accordance with the New Mexico Open Meetings Act and the Open Meetings Act Resolution.
- 1.20.3** Any Council member may attend a meeting via teleconference if unable to attend in person.
- 1.20.4** The Governing Council may, in its discretion, adopt a course of action that some meetings will be working and/or training sessions at which no action shall be taken.

- 1.20.4.1 These meetings shall be open to the public and announced in the local media pursuant to the New Mexico Open Meetings Act Resolution.
- 1.20.4.2 At these meetings, the Governing Council may also approve the minutes from a previous meeting in order to expedite timely public notification.

1.21 Meeting of Council Organization

The organizational meeting for each term shall be at the first regular meeting in July. At that meeting, all Council members will be seated, and the officers shall be elected. It is recommended that the Governing Council include the following items on the agenda of its annual Organizational Meeting:

- 1.21.1 Council Evaluation.** Evaluation of last year's Governing Council operation – The Council will conduct an East Mountain High School annual review of the Governing Council goals and assess the effectiveness of the ongoing Council operation, either at this organizational meeting or at the final meeting of the previous school year.
- 1.21.2 Council Seating.** Seating of the Governing Council members for the upcoming year – The Chair will seat all Council ~~members~~members who will sign the Governing Council Code of Conduct and the Governing Council Conflict of Interest.
- 1.21.3 Determination of Council Terms.** The Governing Council will designate new member terms to assure, to the extent reasonable feasible, that at least a majority of members will carry over from one year to the next.
- 1.21.4 Officer Election.** Election of the chair, statement of the chair's declaration of target length of service, election of vice-chair/chair elect, and election of secretary.
- 1.21.5 Meeting Date and Time.** Determination of the monthly regular meeting date(s) for the upcoming year.
- 1.21.6** In compliance with the stipulations of the New Mexico Open Meetings Act, the Council Secretary will prepare the annual resolution certifying the information above for Council approval at the first regular meeting following the Organizational Meeting.
- 1.21.7 Retiree Recognition.** At the Direction of the Council development Committee, the Council members retiring during the past Council year will be recognized for their service via a plaque and Council resolution.

1.22 Notice of Meetings to Council Members

Unless otherwise provided by these Bylaws, or the laws of this State, the following provisions shall govern the giving of notice for meetings of the Governing Council to Council Members:

- 1.22.1 Regular Meetings.**
 - 1.22.1.1 If the regular meeting of the Governing Council is determined by the Governing Council to be held consistently, no notice to Council members need be given.

1.22.1.2 However, if regular meetings are held only at the discretion of the Governing Council, then at least one-week prior notice shall be given by the Chair or the Secretary or an individual so authorized by the Chair to give such notice.

1.22.2 Special Meetings.

1.22.2.1 The Chair or the Secretary of the Governing Council shall give at least one-week prior notice to each Council member of each special meeting of the Governing Council, unless the meeting is called on an emergency basis consistent with the New Mexico Open Meetings Act and the Open Meetings Act Resolution.

1.22.2.2 Such notice may be oral, written, or electronic, may be given personally, by first class mail, by telephone, by e-mail, or by facsimile, and shall state the place, date and time of the meeting and the matters on the agenda for action or discussion at the meeting.

1.22.2.3 In the case of facsimile or e-mail notification, the Council member contacted shall acknowledge personal receipt of the facsimile or e-mail notice by a return message or telephone call within twenty-four (24) hours of the initial facsimile or e-mail transmission.

1.22.3 Closed Meetings.

The Chair or the Secretary of the Governing Council shall give at least one-week prior notice to each Council member of each closed meeting of the Governing Council in the same manner as for special ~~meeting's~~ meetings in subsection above.

1.22.4 Waiver of Notice.

1.22.4.1 Whenever any notice of a meeting is required to be given to any Council member of this Governing Council under provisions of these Bylaws or the law of this State, a waiver of notice in writing signed by the Council member, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

1.22.4.2 Attendance at the meeting, recorded in the official minutes, shall be deemed to be a valid waiver by a member who was not noticed pursuant to these provisions.

1.23 Quorum for Meetings

1.23.1 A quorum is defined as a majority of voting Governing Council members and a majority vote will constitute the action by the Governing Council. ~~{Taken from the 2010-2015 Renewal Charter.}~~

1.23.2 Except as otherwise provided under these Policies, or provisions of law, discussion may occur, but no decisions will be made by the Governing Council at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

1.23.3 Any Council member may attend a meeting via teleconference if unable to attend in person.

1.23.3.1 The physical setup must be in accordance with the conditions of the New Mexico Open Meetings Act.

1.23.3.2 The member participating via teleconference will also be considered as present when deciding a quorum.

1.24 Conduct of Meetings

Meetings of the Governing Council shall be presided over by the Chair of the Governing Council.

1.24.1 Or, if no such person has been so designated, or, in his or her absence, by the Vice-Chair/~~Chair-Elect~~ if in attendance, or by ~~a Chair pro tem~~Chair pro tem chosen by a majority of the Council members present at the meeting.

1.24.2 The Secretary of the Governing Council shall act as secretary of all meetings of the Governing Council, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

1.24.3 Robert's Rules of Order Revised shall govern the Governing Council meetings, except when other regulations prevail. When appropriate, the Chair may use discretion in the adherence to any procedural rule.

1.25 Majority Action as Governing Council Action

Every act done or decision made by a majority of the Council members present at a meeting duly held at which a quorum is present shall be construed as an act of the entire Governing Council, unless these policies require a greater percentage or different voting rules for approval of a matter by the Governing Council.

1.26 One-Voice Principle

The GC subscribes to the "one voice" best-practiced described by John Carver in the Policy Governance model.

1.26.1 As such, the Governance Council can act only as a plurality where quorum exists.

1.26.2 By definition, then, there is no such thing as an individual governing council member.

1.26.3 When operating outside of quorum, all GC members serve as volunteers without GC authority except as explicitly delegated to them by the entire GC.

1.26.4 When in the minority of a GC decision, it is expected that you will be publicly and privately in support of the majority following a decision.

1.27 Governing Council Use of Committees

1.27.1 The GC uses various committees to assist in accomplishing the work of governance.

1.27.2 The Governing Council may choose to adopt rules and regulations pertaining to the meetings of its committees to the extent that such rules and regulations are not inconsistent with the provisions of these Policies.

- 1.27.3** If any committee meeting has a quorum of Governing Council members in attendance, it must follow the procedures outlined for an open Governing Council meeting.
- 1.27.4** In addition to standing committees that accommodate policies, procedures and budget oversight, the East Mountain High School Governing Council shall create such committees that are necessary for the operation of the school and for the principal work of the Council, including the support necessary for the realization of the East Mountain High School Charter and the East Mountain High School Vision, Mission and Stakeholder Goals.
- 1.27.5** Committees may be modified, added or deleted when determined necessary by resolution of the Council.
- 1.27.6** Each Governing Council committee shall be chaired by a member of the Governing Council appointed by the Council Chair, and shall include at least one other Council member as a committee member, when possible.
- 1.27.7** Additional committee members shall be appointed by the respective committee chair, and, where appropriate, shall be representative of the school community – staff, parents, and community members. When appropriate, some committees may also include students.
- 1.27.8** Council committees are non-decision making but have the power as they fulfill their responsibility to recommend to the full Governing Council.
- 1.27.9** The Council Chair may from time-to-time appoint any other committees he/she deems necessary.
- 1.27.9.1 These committees will consist of persons designated by the Governing Council Chair and shall act in an advisory capacity to the Governing Council.
- 1.27.9.2 Ad hoc committees may be established either to make recommendations to the Governing Council, to evaluate the advantages and disadvantages of optional actions, or for any other support function to assist the Council.
- 1.27.9.3 Examples include a Principal Search Committee, a Council Recruitment Task-Force, a Conflict Resolution Committee, or a committee to suggest alternative actions for consideration by the Council.
- 1.27.9.4 Because of its importance, the GC has provided specific policies regarding **Principle-Director** Search Committee below:
- 1.27.9.4.1 East Mountain High School shall select and hire the best possible Principal to lead the school to achieve its Vision, Mission, and Goals.
- 1.27.9.4.2 Council assigns several of its members to staff an ad hoc search committee.
- 1.27.9.4.3 The search committee will be chaired by a GC member.
- 1.27.9.4.4 The appointed Council members meet in preliminary sessions to outline the search process, including the ~~the~~ scope of the search, funds required, a tentative timeline for

the key decision points, a method of interviews and decision making and selection criteria.

- 1.27.9.4.5 The full committee membership is solicited, and should include a minimum of two of each of the following school stakeholders: students, teachers, administration/staff, parents and community
- 1.27.9.4.6 Operating principles of Principal Search Committee:
 - 1.27.9.4.6.1 There will be an equal opportunity for participation by all stakeholder groups and all individuals within those groups.
 - 1.27.9.4.6.2 The selection process will focus on a definition of desired characteristics for the new principal.
 - 1.27.9.4.6.3 These characteristics will be ~~linked to~~linked to the Vision, Mission, and Charter.
- 1.27.9.4.7 The Committee reviews the search process outline, then proceeds to design and post notices of vacancy as defined in the scope of the search.
- 1.27.9.4.8 During this time, members meet with their constituencies to establish the content and format of the interviews.
- 1.27.9.4.9 All stakeholder groups have the opportunity to interview candidates and provide ranking to Council.
- 1.27.9.4.10 After all applications are received, those candidates meeting the minimum selection criteria are scheduled for interviews.
- 1.27.9.4.11 After initial interviews have been completed, the Principal Search Committee members consult with their constituents and determine their top candidates.
- 1.27.9.4.12 The committee then meets to select its overall top candidates and invites them to ~~return for~~return for a presentation to Council and second interview.
- 1.27.9.4.13 All of the process except the final decision is held in sessions open to the public.
- 1.27.9.4.14 The final decisions about who is selected, the salary to be offered and any subsequent negotiations are made by Council in closed session.

1.27.10 The general purpose of each of the Council committees shall be stated in the charter of each committee.

1.27.11 Annual committee goals are set annually and committee accomplishments are evaluated in the form of a written report at the regular June Governing Council meeting.

1.27.12 Committee Chair Responsibilities

1.27.12.1 Attend all meetings

1.27.12.2 Call and reside over meetings of the committee.

- 1.27.12.3 Set the agenda for the committee meetings.
 - 1.27.12.4 Record the decisions and recommendations made by the committee.
 - 1.27.12.5 Report the committee's activities and recommendations to the full Council.
 - 1.27.12.6 Invite the ~~Principal~~Director, as appropriate, and Council Chair to attend committee meetings.
 - 1.27.12.7 Work with the ~~Principal~~Director and Council Chair to decide who should serve on the committee.
 - 1.27.12.8 Delegate responsibilities to other committee members and encourage their full participation.
 - 1.27.12.9 Evaluate the work of the committee with other committee members, the Council Chair, and the ~~Principal~~Director.
 - 1.27.12.10 Ensure the committee has a written committee charter, which details the scope of work, composition of the committee (number of people and skills and qualifications desired), constituencies to be represented, and skills and qualifications desired and committee ground rules.
 - 1.27.12.11 Ensure that clear, tangible goals are set for the committee and approved by the Council.
 - 1.27.12.12 Council committees of the East Mountain High School Governing Council have a variety of ~~means to~~means to and/or ~~seek input~~seek input from the Governing Council, among which are
 - 1.27.12.12.1 Committee agendas and minutes distributed to the Governing Council;
 - 1.27.12.12.2 Discussion/action items at regular Governing Council meetings; and/or
 - 1.27.12.12.3 A special Council meeting.
 - 1.27.12.13 As a courtesy to Governing Council members and as a method of keeping the Governing Council continuously informed, it is desired that each Council committee will communicate the agenda and minutes of each of its meetings using email.
 - 1.27.12.14 Committees are expected to use regular Governing Council meetings to either seek Council input by means of Governing Council discussion or to submit recommendations (motion) for the Governing Council to act upon from time to time.
 - 1.27.12.15 On occasion, the Council committee may request that the Governing Council convene a special session to thoroughly explore a specific topic.
 - 1.27.12.16 The Assembly of past governing council Members may be convened by the Council Chair or designee for general or specific matters associated with East Mountain High School.
- 1.27.13** Standing committees (may include but are not limited to) the following:
- 1.27.13.1 Executive Committee/Policy Committee
 - 1.27.13.1.1 Consists of Chair, Vice-Chair/~~Chair-Elect~~, and Secretary
 - 1.27.13.1.2 Manages the policy revision described above

1.27.13.2 Finance, Facilities -and Audit Committee

1.27.13.3 ~~Governing Council Members Recruitment Committee~~Strategic Planning and Outcomes

~~1.27.13.4 Board Development~~Principal Evaluation Committee

~~1.27.13.5 Facilities Committee~~

~~1.27.13.6~~1.27.13.4 ~~Foundation Liaison Committee~~

1.28 Designation of Officers

The officers of the Governing Council shall be a Chair, Vice-Chair/Chair Elect, and a Secretary.

1.28.1 The Governing Council may also have assistant secretaries and such other officers as the Governing Council may determine from time to time.

1.28.2 All members of the Governing Council are encouraged to assume the role of an officer during their tenure on the Council.

1.29 Qualification of Officers

Any Member of the Governing Council may serve as an officer of this Governing Council, at the discretion of the Governing Council, with all rights and responsibilities afforded those offices.

1.30 Election of Officers and Terms

Officers shall be elected by the Governing Council to a term specified for a given opening, at any time. Each officer shall hold office until the end of the term of that office, his or her successor is elected and qualified, or until s/he resigns, is removed or is otherwise disqualified to serve, whichever occurs first.

1.31 Removal and Resignation of Officers

1.31.1 The Governing Council may remove any officer from office at any time, with or without cause, by a vote of two-thirds (2/3) of the members of the Governing Council present at the meeting.

1.31.2 Any officer may resign from office at any time by giving written notice to the Governing Council or to the Chair or Secretary of the Governing Council.

1.31.2.1 Any such resignation shall take effect on the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein.

1.31.2.2 Council acceptance of such resignation shall not be necessary to make it effective.

1.31.2.3 The above provisions of this Section shall be superseded by any conflicting terms of a contract that has been approved or ratified by the Governing Council relating to the employment of any officer of the Governing Council.

1.32 Officer Vacancies

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise (except for expiration of term) of any officer shall be filled by majority vote of the Governing Council.

- 1.32.1 Vacancy may be filled temporarily by appointment by the Chair until such time as the Governing Council shall fill the vacancy.
- 1.32.2 Vacancies occurring in offices appointed at the discretion of the Governing Council may or may not be filled, as the Governing Council shall determine.
- 1.32.3 To the extent reasonably feasible, no office shall remain vacant for longer than thirty (30) days.

1.33 Continuity of Governing Council Leadership.

To encourage continuity of Governing Council leadership, when the conclusion of the term of the Immediate Past-Chair of the Governing Council coincides with the completion of his/her term of membership, the Immediate Past-Chair may exercise a prerogative to serve on the Governing Council as a non-voting, ex-officio member for one additional year.

1.34 Duties of Chair of the Governing Council

- 1.34.1 The chair is the senior volunteer leader of East Mountain High School who presides at all meetings of the Governing Council and other meetings as required.
- 1.34.2 Term is for one year, renewable for three years or more at the Council's discretion.
- ~~1.34.3 Ideally, no parent of a current EMHS student shall serve as Governing Council Chair in order to avoid the appearance of a conflict of interest, and due to the nature of the relationship of the Principal with the Governing Council Chair necessitated by their individual and joint leadership roles. This policy can be excepted at the discretion of the GC and as long as the chair recuses himself/herself of any votes that would directly benefit or impact their child.~~
- ~~1.34.4~~ 1.34.3 The chair is an ex-officio member of all committees of the Council.
- ~~1.34.5~~ 1.34.4 The Council Chair oversees implementation of corporate and local policies and ensures that appropriate administrative systems are established and maintained.
- ~~1.34.6~~ 1.34.5 Works with the Principal Director, Council officers, and committee chairs to develop the agendas for Governing Council meetings, and presides at these meetings.
- ~~1.34.7~~ 1.34.6 Chairs all meetings of the Governing Council, facilitates discussions and rules on questions of procedure. ~~[Approved August 23, 2010]~~
- ~~1.34.8~~ 1.34.7 Must vote to break tie votes, and may vote on any issue, including to cause a tie, as might any other member in good standing. ~~[Approved August 23, 2010]~~
- ~~1.34.9~~ 1.34.8 Must remain neutral on matters in debate until voting. May, however, participate in debate and move Governing Council action, as any other member in good standing, by appointing a Chair pro-tem for the period of the debate and thereby vacating the Chair. ~~[Approved August 23, 2010]~~

~~1.34.10~~**1.34.9** Collaborates with the Council to set annual Governing Council Goals

~~1.34.11~~**1.34.10** Assigns volunteers to key leadership positions

~~1.34.12~~**1.34.11** Appoints chairs of Council committees.

~~1.34.13~~**1.34.12** Supports annual fund-raising efforts and sets an example for other Council members.

~~1.34.14~~**1.34.13** Works with the Governing Council and paid and volunteer leadership, in accordance with these policies, to establish and maintain systems for:

~~1.34.14.1~~**1.34.13.1** Planning the school's human and financial resources and setting priorities for future development.

~~1.34.14.2~~**1.34.13.2** Reviewing operational effectiveness and setting priorities for future development.

~~1.34.14.3~~**1.34.13.3** Controlling fiscal affairs.

~~1.34.14.4~~**1.34.13.4** Acquiring, maintaining, and disposing of property.

~~1.34.14.5~~**1.34.13.5** Maintaining a public relations program to ensure community involvement.

~~1.34.14.6~~**1.34.13.6** Ensuring the ethical standard.

~~1.34.15~~**1.34.14** Communicates on a regular basis with the ~~Principal~~**Director** ~~[Approved July 12, 2010]~~ without implying to speak on behalf of the Governing Council unless given formal authority to do so by the council.

~~1.34.16~~**1.34.15** Conveys to the Governing Council, when necessary, appropriate matters communicated directly and privately by ~~the Principal~~**the Director**, either prior to or at a subsequent Governing Council meeting. ~~[Approved July 12, 2010]~~

~~1.34.17~~**1.34.16** Qualifications:

~~1.34.17.1~~**1.34.16.1** One year of previous Governing Council Service

~~1.34.17.2~~**1.34.16.2** A dedication to East Mountain High School and its values

~~1.34.17.3~~**1.34.16.3** A commitment to realizing the East Mountain High School Charter and the East Mountain High School Vision, Mission and Stakeholder Goals.

~~1.34.17.4~~**1.34.16.4** Ability to understand concepts and articulate ideas

~~1.34.17.5~~**1.34.16.5** Excellent facilitator

1.35 Duties of Vice-Chair/~~Chair-Elect~~

1.35.1 Preside in the Chair's absence

1.35.2 May serve as a member of any standing committees

1.35.3 Length of term: One year, renewable for three consecutive terms or more at the Council's discretion.

~~**1.35.4** NOTE: At its annual Organizational Meeting, the Governing Council may vote to exercise its option to establish the position of Chair-Elect, in lieu of the position of Vice-Chair.~~

~~**1.35.4.1** The position of Chair-Elect is established when the duly elected Chair declares his/her unwillingness to serve more than a subsequent one-year term.~~

~~1.35.4.2 Upon Council approval, the Chair shall proclaim that the position of Chair-Elect supersedes that of Vice-Chair, the Council shall elect one of its members as Chair-Elect, who shall automatically move to the office of Chair one (1) year later, upon the resignation or retirement of the current Chair.~~

~~1.35.4.3~~ **1.35.3.1** Key Responsibilities:

~~1.35.4.3.1~~ **1.35.3.1.1** Presides at meetings of Governing Council at the request of the Chair or in his/her absence

~~1.35.4.3.2~~ **1.35.3.1.2** Works closely with the Chair to acquire the skills, competencies, and knowledge of EMHS objectives, activities, procedures, and services,

~~1.35.4.3.3~~ **1.35.3.1.3** In case of the disability of the Chair, temporarily exercises all the powers and perform all the duties of the Chair,

~~1.35.4.3.4~~ **1.35.3.1.4** Performs such liaison duties as the Governing Council or the Chair may determine.

~~1.35.4.3.5~~ **1.35.3.1.5** In case of resignation or death of the Chair, succeeds to the office of the Chair for the remainder of that term of office as well as for his/her subsequent term of office as Chair,

~~1.35.4.3.6~~ **1.35.3.1.6** ~~Generally~~ **Generally**, exercises such other powers and duties as may be prescribed by the Chair and or the Governing Council.

1.36 Duties of Secretary

The secretary is the designated member of the East Mountain High School Governing Council who ensures that, via minutes, all business of the Council is accurately recorded, maintained, and disseminated in a timely manner.

1.36.1 Length of Term: One year; renewable for three consecutive years or more at the council's discretion.

1.36.2 Facilitate preparation of agendas, when appropriate, with cooperation and under the direction of the Chair.

1.36.3 Certify and keep at the principal office of the school the original or a copy of the Policies as amended or otherwise altered to date.

1.36.4 Keep at the principal office of the school or at such a place as the Council may determine a book of minutes of all meetings of the Council.

1.36.4.1 Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.

1.36.5 Ensure that all notices are duly given in accordance with the provisions of the Policies.

1.36.6 In general, ensure all duties incident to the office of the secretary and such other duties as may be required by law, or by the Policies, or which may be assigned to him or her from time to time by the Governing Council. Including

- 1.36.6.1 Certify and keep at the principal office of the Governing Council the original, or a copy, of the East Mountain High School Governing Council Bylaws as amended or otherwise altered to date;
- 1.36.6.2 Provide the school Principal the approved minutes and non-confidential Council Packet contents of each Council meeting in the Council Book of Minutes. The Principal-Director will be responsible for filing and ~~maintaining the~~ maintaining the approved official minutes of all meetings and file same in the principal office of the Governing Council or at such other place as the Governing Council may determine;
- 1.36.6.3 Ensure the recording of the proceedings of the Governing Council in abbreviated “action” minutes as opposed to “narrative” minutes. The essentials of the action minutes are as follows:
 - 1.36.6.3.1 the kind of meeting, regular, special, or emergency or adjourned regular, adjourned special, or adjourned emergency;
 - 1.36.6.3.2 the name of the organization, i.e., Governing Council;
 - 1.36.6.3.3 the date of meeting and place;
 - 1.36.6.3.4 the fact of presence or absence of Council members, both official and ex-officio;
 - 1.36.6.3.5 whether the agenda of this meeting was approved;
 - 1.36.6.3.6 whether the minutes of the previous meeting approved, or their reading dispensed with;
 - 1.36.6.3.7 all the main motions, who made the motion, the vote of each council member, and whether approved or defeated; and
 - 1.36.6.3.8 the time of meeting and adjournment.
- 1.36.6.4 Within ten (10) working days of the meeting, ensure availability for public inspection a draft copy of the minutes and clearly indicate on the draft that they are not the official minutes and are subject to approval by the Governing Council at its next meeting at which there is a quorum.
- 1.36.6.5 Ensure dissemination the approved official minutes of each Governing Council meeting to the east Mountain High School E-mail Distribution List and posting the minutes on the East Mountain High ~~school~~ School Webpage within ten (10) working days of the meeting at which the minutes were approved. Official minutes are open to public inspection and subject to public inspection under the Inspection of Public Records Act, NMSA 11978, Sections 14-2-1 to -12.

1.37 Execution of Instruments, Deposits and Receipt of Gifts

1.37.1 Execution of Instruments

- 1.37.1.1 The Governing Council, except as otherwise provided in these Policies, may by resolution authorize any officer or agent of the Governing Council to enter into any contract or execute and deliver any instrument in the

name of and on behalf of East Mountain High School, and such authority may be general or confined to specific instances.

1.37.1.2 Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Governing Council to any contract, or to render it liable monetarily for any purpose or in any amount.

1.37.2 Deposits

All funds of East Mountain High School shall be deposited from time to time to the credit of East Mountain High School in such banks, trust companies, or other depositories as the Principal-Director may select.

1.37.3 Gifts

The Governing Council may accept on behalf of East Mountain High School any contribution, gift, bequest, or device for the nonprofit purposes of East Mountain High School subject to the provisions of Policy K-004 Gifts and Donations.

1.38 Maintenance of Records

The Governing Council shall ~~electronically maintain the following:keep at its principal office:~~

- 1.38.1** Minutes of all meetings of Governing Council members and committees of the Governing Council, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- 1.38.2** Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- 1.38.3** A copy of the East Mountain High School Charter, Bylaws as amended to-date, and Governing Council policies, which shall be open to inspection at all reasonable times during office hours or by appointment.

1.39 Council Member's Inspection Rights

Every Council member shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of East Mountain High School.

1.40 Right to Copy and Make Extracts

Any inspection under the provisions of this Article may be made in person or by agent or attorney, and the right to inspection shall include the right to copy and make extracts.

1.41 Periodic Report

The Governing Council shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state to be so prepared and delivered within the time limits set by law.

SECTION 2: Outcomes Policies

Section 3: Executive Limitations Policies

Section 4: Governing Council Executive Linkage Policies

ADOPTION OF POLICIES:

The undersigned, in consent with and on behalf of the Governing Council members of East Mountain High School, hereby adopts the foregoing Policies, consisting of the preceding pages.

CHAIR OF THE GOVERNING COUNCIL

Dated

SECRETARY OF THE GOVERNING COUNCIL

Dated