

2014 CHARTER RENEWAL APPLICATION



COTTONWOOD VALLEY CHARTER SCHOOL

2014

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COTTONWOOD VALLEY CHARTER SCHOOL 2014

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2. **PART B – THE RENEWAL CHARTER** (The Charter for the Renewal Term)

PART A – PERFORMANCE REPORT

PART A

PERFORMANCE REPORT

(A Report on the Current Charter Term)

PART A – PERFORMANCE REPORT

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I. REPORT ON PROGRESS

Cottonwood Valley Charter School (CVCS), located in Socorro New Mexico, serves 170 children, grades K-8. Our student population is culturally and ethnically diverse with 40% who qualify for free and reduced lunch, and approximately 24% in special education programs including 8% in gifted programs. CVCS uses the Core Knowledge Curriculum and is committed to meeting individual needs through Personal Learning Plans, partnerships with families, integrated instruction, and “world as classroom” community-based experiences.

CVCS was founded by parents and remains a parent governed school as it enters its third charter renewal. The school met AYP every year measured until 2011. The school’s yearly school grade has been a C for 2010-11, 2011-12, 2012-13, and improved to a B in 2013-2014. The most recent improvement to a B grade was so strong that it has led to the school’s three-year average becoming a B. In addition to robust school performance, CVCS has formed a strong, positive working relationship with its authorizer, the Socorro Consolidated Schools, and values the support received from the local school district and Board of Education.

In reviewing the school’s performance of the current charter term, its goals must be reviewed clearly. Cottonwood Valley Charter School’s 2009-2014 charter identified the following priorities and measurable goals for its five year term:

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

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Organizational Goal #1 Parent Engagement.

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

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

Organizational Goal #2 Parent Involvement in Student Progress

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

Family/School participation will be measured by the following:

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

Organizational Goal #3 Community Connection

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

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

Engagement with the community will be measured by the following:

- Community Connections classroom documentation form

Organizational Goal #4 Community Participation in School

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

Engagement with the community will be measured by the following:

- Community member participant documentation form

We provide summaries and data indicating the school's overall performance and performance on its organizational goals in this section.

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1. New Mexico Educational Standards (as measured by the New Mexico Standards Based Assessment and reported in the NMPED School Accountability Reports)

AYP SUMMARY – ALL STUDENTS

Year	Percent Proficient		Met AYP Goal	
	MATH	READING	MATH (yes/no)	READING (yes/no)
2014	52.7	59.1	no	no
2013	54.6	54.2	no	no
2012	50.9	59.1	no	no
2011	45.4	62.0	no	no
2010	52.2	66.4	yes	yes
2009	53.2	72.1	yes	yes
2008	54.8	61.9	yes	yes
2007	54	64	yes	yes
2006	54	71	yes	yes
2005	44	50	yes	yes

2. Student Academic Performance Standards Identified in the 2009 Current Charter

High academic achievement is a top priority of the school. The intent of the objectives under this section were to use Personal Learning Plans, small class size, hands-on educational experiences, and a challenging curriculum to meet individual student needs and encourage high achievement.

The following charts summarize Cottonwood Valley Charter School's academic progress over the years. The academic goals in the 2009 Charter were overly ambitious, and the school did not meet them. However, a majority of our students continue to score at the proficient and advanced levels on the NMSBA assessments.

2.1. Grades 3-8 Student Achievement Goals (2009-2014)

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

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NMSBA Reading Test

Percentage Proficient or Advanced by Year

Grade Level	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
3 rd	53	64	65	60	47	44	65	40	45	70
4 th	47	67	68	50	70	44	44	65	40	55
5 th	56	68	71	63	60	69	42	50	65	53
6 th	35	47	44	78	85	60	71	47	50	47
7 th	55	78	63	58	82	85	72	82	44	74
8 th	50	85	71	71	93	94	76	72	88	59

Average Percentage Proficient or Advanced (2009-2013)

Grade Level	Average Percentage
3 rd	48.2
4 th	52.6
5 th	57.2
6 th	62.6
7 th	73
8 th	84.6

NMSBA Writing Test

Percent Proficient or Advanced by Year

Grade Level	2008	2009	2010	2011	2012	2013	2014
3 rd	65	65	35	76	45	50	58
4 th	50	55	50	38	NT	NT	NT
5 th	63	70	63	47	39	63	59
6 th	89	75	85	76	NT	NT	NT
7 th	74	76	85	67	NT	NT	NT
8 th	36	87	81	82	78	76	53

NT = Not Tested

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Average Percentage Proficient or Advanced (2009-2013)

Grade Level	Average Percentage
3 rd	54.2
4 th	47.67
5 th	56.4
6 th	78.67
7 th	76
8 th	80.8

NMSBA Mathematics Test

Percentage Proficient or Advanced by Year

Grade Level	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
3 rd	40	50	55	60	41	56	59	45	80	80
4 th	53	47	63	60	55	36	31	70	50	70
5 th	31	37	41	63	45	42	32	28	71	59
6 th	45	33	56	44	60	40	47	30	28	42
7 th	40	56	44	53	47	60	39	71	25	32
8 th	50	62	65	57	67	82	59	61	71	28

Average Percentage Proficient or Advanced (2009-2013)

Grade Level	Average Percentage
3 rd	56.2
4 th	48.4
5 th	43.6
6 th	41
7 th	48.4
8 th	68

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NMSBA Science Test

Percentage Proficient or Advanced by Year

Grade Level	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
3 rd	80	86	100	90	88	89	NT	NT	NT	NT
4 th	53	87	79	80	85	53	50	60	65	55
5 th	38	74	71	58	65	84	NT	NT	NT	NT
6 th	45	33	56	44	60	55	NT	NT	NT	NT
7 th	40	56	44	53	47	80	67	70	25	47
8 th	50	62	65	57	67	76	NT	NT	NT	NT

Average Percentage Proficient or Advanced (2009-2013)

Grade Level	Average Percentage
3 rd	88.5
4 th	62.6
5 th	74.5
6 th	60
7 th	57.8
8 th	71.5

2.2. Grades K-3 Reading Goal (2009-2014)

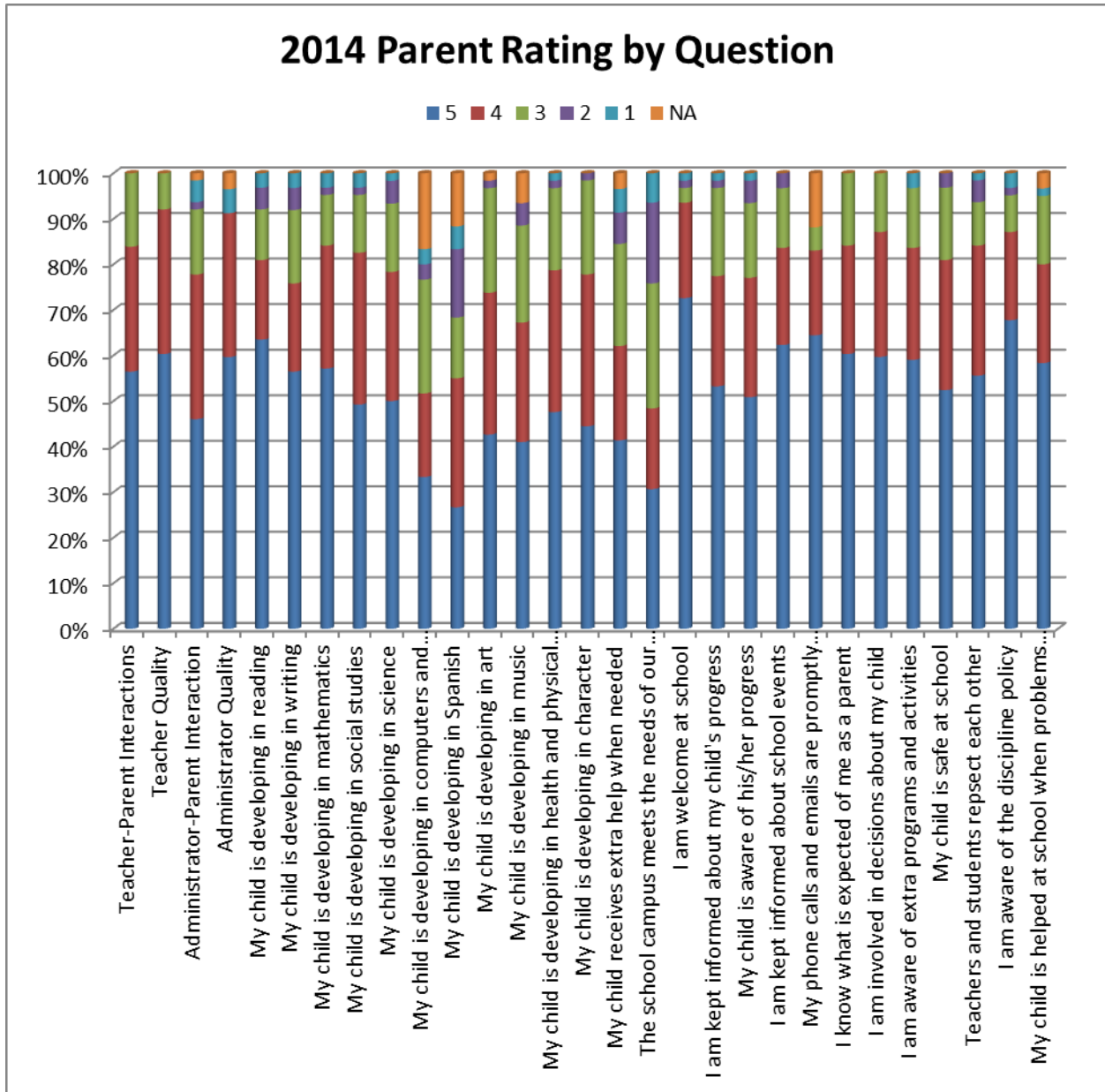
The percentage of K-3 students in each grade cohort who meet DRA grade level targets will increase a total of 15 points over three years.

Grade Level	DRA Target Level	07-08	08-09	09-10	10-11	11-12	12-13	13-14
K	4 +		58	63	55	85	80	80
1 st	16+	55	78	79	70	50	70	80
2 nd	28+	65	30	84	74	55	80	68
3 rd	38+	80		56	78	47	67	70

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3. Results of Parent Surveys

Results of annual parent surveys indicate a high degree of satisfaction with most aspects of Cottonwood Valley Charter School. Results from the most recent, 2014, survey are summarized in the chart below. A scale from 1-5 was used where 5 was excellent. Parents also had the option of responding NA (Not Applicable) to a question. Two questions were left out of the summary because they were worded in such a way that the meanings of the responses were unclear.



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The annual parent survey also contains free form questions. While only the results of the 2014 parent survey are included here, results from previous years are available and show a similar positive pattern of responses.

The questionnaire indicates that CVCS is particularly strong in the areas of communication with parents, administrator quality, teacher quality, academics, extracurricular activities, and school expectations. A table indicating the questions with the highest average parental response is given below, followed by a summary of general areas of strength indicated by the parent survey and specific actions CVCS takes to maintain excellence in these areas.

Question	Average Response
My phone calls and emails are promptly returned	4.67
I am welcome at school	4.61
Teacher Quality	4.52
I am involved in decisions about my child	4.47
I am aware of the discipline policy	4.47
Administrator Quality	4.45
I know what is expected of me as a parent	4.44
I am kept informed about school events	4.43
Teacher-Parent Interactions	4.40
My child is helped at school when problems arise	4.40
I am aware of extra programs and activities	4.36
My child is developing in reading	4.33
My child is developing in mathematics	4.33
Teachers and students respect each other	4.32

Home/School Communication:

Communication with parents is taken seriously at CVCS. While many communication channels are informal, for example, a teacher emailing/calling a parent directly about a missing homework assignment or the principal consulting a parent about a discipline plan that is tailored to a specific student's need, there are also many formal communication channels maintained at CVCS:

- **School Website**
CVCS maintains a website that is updated with academic information, event information, and governing council meeting information. Recently the website was revamped into a more modern format emphasizing graphics and dynamic content. The format also supports mobile devices.
- **Weekly Newsletter**
The school continues to publish a weekly newsletter which is available in printed format and archived on the school website. The newsletter contains information about school events, governing council meetings, and student news. It is personalized with a short biography of one of the CVCS's "Super Star" students.

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- **Student Led Parent/Teacher Conferences**
Personal Learning Plan (PLP) conferences for every student are scheduled in September. Personal Learning Plan conferences are followed-up with a mid-year conference between students, teachers and parents to assess progress at school and with the PLPs. In 2013, the parent teacher conferences became student-led, with students taking an active role in reporting on their performance to their parents.
- **Home/School Folders and Agendas**
A standardized system of daily communication between the family and the classroom was established in the fall of 2008. Grades K-3 use a home/school folder and grades 4-8 use a CVCS agenda. Parents are asked to look at their child's agenda on a daily basis.
- **Parent Orientation**
CVCS provides an extensive Parent Orientation during the first week of school. Parents are invited to attend the first day of school with their children for about an hour. Presentations about various opportunities to participate in all aspects of the school are also provided. The parents at the same grade level get an opportunity to meet each other. The orientation is repeated on an evening during the first week of school for families that were unable to attend during the day. An annual back to school family potluck is held on the same evening. This potluck is attended by 150-200 people, which represents 50-60% of our school community.
- **Family Events**
Evening events such as Literacy Night, Math Night, Science Night, Talent Shows, Book Fairs and other events planned especially for parents and their children help to further keep parents and teachers in touch.

School Wide Expectations:

An effort is made to clarify both behavior and achievement expectations for students, families and staff of Cottonwood Valley Charter School. Formal efforts to develop a positive school-wide culture include the following:

- The CVCS Parent Association developed a Family/School Compact that is signed by every new student, family and teacher at the beginning of the school year. The compact describes responsibilities of each member of this partnership between students, parents and the school. The compact program has been fully implemented and 90% of students have a signed compact in place.
- CVCS teachers adopted Positive Behavior Support (PBS) in 2012 for its school wide discipline plan. PBS creates a positive atmosphere on the campus and provides clear communication about the expectations for both staff and students. PBS sets forth a framework for dealing with various behaviors and helps teachers

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determine which infractions would be considered minor or major violations of the Cottonwood Coyotes' HOWL Code of Conduct below:

- H Honor yourself and others
- O Own your Actions
- W Work to do your Best
- L Listen to others and be Heard

Academics:

CVCS uses the following strategies and methods to implement a strong academic program:

- An integrated, concept-based approach is used in the classroom so that a unit of study may be explored by using a combination of skills across content areas. For example, when students are preparing science fair projects, they may be composing abstracts in their writing classes, studying the scientific method and experimental techniques in science, and learning statistical techniques for summarizing and analyzing data in math.
- Teachers use differentiated instruction in their classrooms. While it takes extra work to tailor assignments to meet the needs of both gifted and struggling students, the teachers at CVCS are dedicated to providing a learning environment that is responsive to the needs of each individual student.
- The teachers at CVCS recognize that there are many opportunities for learning in the community. For example, the 4th and 5th grade students participate regularly in a hands-on learning program that explores the rich ecosystem of the Rio Grande Bosque.
- There are many supplemental academic activities supported by the school that complement the academic program. A selection of these include:
 - Science Olympiad
 - Science Fair
 - Spelling Bee
 - Prose and Poetry Recitations
 - Supercomputing Challenge

Teacher and Administrator Quality:

CVCS has been very fortunate to attract and retain an exceptional administrator and a team of high-quality, dedicated teachers during this charter period. The fact that the responses to the annual parent survey were so positive indicates the professionalism and positive atmosphere the school staff contributes to the school. The school strives to maintain that atmosphere going forward, including during the start of Dr. Avery Ewing's tenure as the school's administrator.

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Extracurricular Activities:

CVCS strongly supports extracurricular activities for its students by providing after hours classroom space for the activities and encouraging students to participate in them. The school also has a special activities fund that can be used to pay fees for CVCS students attending special events as a result of an extracurricular activity. In addition, the school supports fund-raisers for special activities, and advertises them on its website and newsletter. Parents are provided with information about extracurricular activities at the beginning of the year teacher orientation. There is a strong culture of volunteering at CVCS; most of the extracurricular activities are the result of community members and teachers who volunteer their time after the school day ends. Some of the many extracurricular activities that support CVCS's academic program are listed below:

- Beginning and Intermediate Band
- Scratch
- Supercomputing Challenge
- Amateur Radio Club
- SOUL Sisters
- Music Jam
- Chess Club

The table below shows the questions in the parental survey that got the lowest average response:

Question	Average Response
My child is developing in computers and technology	3.9
My child receives extra help when needed	3.89
My child is developing in Spanish	3.64
The school campus meets the needs of our students	3.48

The school is taking the following actions to address the lack of computer/technology instruction at CVCS:

- In 2013, the school hired a part-time computer instructional specialist who is working to integrate technology into the classroom.
- In 2014, the governing council decided to reform the Technology Committee as a standing committee to recommend to the council initiatives that will better support technology in the classroom.
- In 2014, the school purchased a new set of Chrome books for students to use in taking standardized tests and doing classroom assignments. Formerly, students

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were using four year-old laptops that suffered from security and performance related issues.

- Increased emphasis on computer instruction through after school activities including Scratch for younger students and the Computing Challenge for older students.

Several initiatives have been put into place to better identify and help students needing extra academic assistance. A Student Assistance Team (SAT) is formed for each student needing extra help. The student's parents as well as teachers participate on the SAT team to plan classroom interventions customized to each student's need. Each student's progress is monitored and documented, and the SAT team meets periodically to review the student's progress and make adjustments to the plan as needed. The Reads to Lead Initiative, which was begun in 2013, has a corresponding intervention component called Sound Partners. This program provides individualized reading help to students who need extra help developing solid literacy skills.

The responses to Spanish instruction may be low due to the fact that Spanish is no longer offered in grades 6-8. The principal and teachers are examining ways in which Spanish instruction may be more effectively delivered to the students.

The governing council is currently working to build permanent classrooms to better address campus needs. Once the classroom infrastructure is in place, concerns about the playground and environment can be addressed.

4. School-Level or Organizational Goals Identified in the Current Charter

Active parent participation in the school continues to be one of CVCS's strengths. Two of the 2009 charter goals involved strengthening parental participation in the school.

Goal 1. Parent Engagement (2009-2014)

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

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	2010-2011	2011-2012	2012-2013	2013-2014
Percentage of Families Completing at Least One Activity	56%	63%	69%	67%
Total Family Volunteer Hours	757	1416	1489	1191

While CVCS is to be commended for achieving this very ambitious goal, even more impressive is the number of volunteer hours family members are contributing to the school. The governing council examines the parent participation data annually and is always looking for ways to involve the small number of families who do not volunteer at the school.

Goal 2. Parent Involvement in Student Progress (2009-2014)

During each year of operation during the current charter term, at least 80% of parents will participate in the following parent involvement activities:

- Beginning of the Year Orientation
- PLP Meeting
- Mid Year Conferences
- Parent Survey

Parent Involvement Activity	2010-2011	2011-2012	2012-2013	2013-2014
Beginning of Year Orientation	77.1%	85.9%	72%	81%
PLP Meeting	91.2%	85.1%	89.4%	94.1%
Mid Year Conferences	88.2%	87.1%	91%	85%
Parent Survey	88.2%	79.5%	57%	57%
Overall	80.6%	84.8%	79.2%	81%

CVCS has been consistently meeting this goal over the term of the charter. The governing council continues to examine ways in which to improve the survey response rate, which is higher than the response rate for most surveys, but lower than the participation rate in the other categories of parent participation.

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The goal of maintaining a strong connection between the community and our students continues to be a top priority for our school, and two of the organizational goals reflect this. The intent of the objectives under this section was to develop partnerships with individuals and community organizations that would support students and teachers to explore various academic areas and to develop a sense of civic responsibility and leadership. CVCS works hard to strengthen the ties connecting the school and community for the benefit of our students and the future of our community. Teachers are encouraged and expected to plan instruction with community resources in mind and give students a sense of belonging to a broader community.

Goal 3. Community Connections (2009-2013)

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

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

It is clear from the tables below that CVCS continues to maintain strong ties between the classroom and community. These tables summarize the number of community connections for each class by area and year.

Learning from Community Leaders and Experts

	K	1	2	3	4	5	6	7	8	Total
2010-2011	10	7	8	7	5	5	7	5	7	61
2011-2012	6	7	8	6	5	5	9	2	4	52
2012-2013	10	6	8	7	10	7	6	8	8	70
2013-2014	8	7	8	4	4	5	7	6	5	54

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Connecting the Curriculum to the Real World

	K	1	2	3	4	5	6	7	8	Total
2010-2011	7	2	3	3	2	2	10	3	7	39
2011-2012	5	3	2	2	4	4	9	6	5	40
2012-2013	2	2	2	1	4	6	3	2	2	24
2013-2014	2	7	4	4	5	4	6	6	5	43

Community Service

	K	1	2	3	4	5	6	7	8	Total
2010-2011	2	2	2	0	1	1	2	3	1	14
2011-2012	3	4	4	3	1	1	3	2	2	23
2012-2013	2	2	2	2	4	9	2	1	1	25
2013-2014	1	1	1	0	1	6	1	2	3	16

Environmental Awareness

	K	1	2	3	4	5	6	7	8	Total
2010-2011	1	3	1	2	6	6	2	2	3	26
2011-2012	1	3	1	1	5	5	2	2	1	21
2012-2013	1	4	2	2	7	0	1	1	2	20
2013-2014	2	1	1	3	3	1	1	2	2	16

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Total Community Connections

	K	1	2	3	4	5	6	7	8	Total
2010-2011	20	14	14	12	14	14	21	13	18	140
2011-2012	15	17	15	12	15	15	23	12	12	136
2012-2013	15	14	14	12	25	22	12	12	13	139
2013-2014	13	16	14	11	13	16	15	16	15	129

The 2008-09 school year was the first time that CVCS began keeping data on how many members of the community and how many community hours were contributed to the school. Because the many contributions that community members make to the school are very important, the 2009 Charter made increasing community participation at CVCS one of its charter goals.

Goal 4. Community Participation in School (2010-2014)

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

While this goal was overly ambitious, the following table documents that community engagement at CVCS during the current term of the charter has remained strong.

Community Participation

	2010-2011	2011-2012	2012-2013	2013-2014
Community hours	168.75	894.75	633	776.45
Number of community participants	30	86	83	88

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II. FINANCIAL STATEMENT

Cottonwood Valley Charter School receives funding from the Public Education Department, based on the prior year’s average enrollment, using the same funding formula as applied to all other public schools in New Mexico.

Funds from Title I, Title II, and IDEA are allocated to Cottonwood Valley Charter School by the Socorro School District. The School District has also allocated a portion of their SB-9 and bond funds to CVCS for construction of permanent facilities.

Funds are also received from various miscellaneous fundraising activities, and from private and State grants. Teachers, Administration, and Parents all participate in applying for competitive funding that will enhance school programs.

These various funding sources have allowed the school to operate efficiently, provide educational and ancillary services, as needed, to all students, plus maintain a healthy cash balance of operational funds at the end of each year. Financial information for Cottonwood Valley Charter School is included annually in the audited financial reports for the Socorro School District. Each year there have been between none and three audit findings that were minor in nature and focused on improving procedures. Any deficiencies identified by the auditors during the annual review process have been quickly corrected to avoid repetition in future years.

Maintaining enrollment at the maximum allowable 170 students is one of the key factors in ensuring adequate funding for school programs through the current State funding formula.

A table which summarizes the 2010-2014 fiscal years follows:

Budget Summaries Fiscal Years 2010-2014

Budget		6-30-10	6-30-11	6-30-12	6-30-13	6-30-14
State Equalization		1,165,673	1,180,182	1,089,686	1,121,814	1,165,260
Guarantee						
SEG – Federal Stimulus		112,787	15,062			
Unrestricted Cash		156,785	200,343	223,478	208,086	162,205
Balance						

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Misc Operating Receipts		20,162	17,970	67,401	21,838	6,020
Instructional Materials		7,862	6,809	8,091	14,492	15,073
Activity Funds						3,970
Title Funds		112,771	76,966	66,762	62,388	61,504
Building Blocks Grant		274,450	234,072	107		
State & Private Grants		6,079	38,709	2,659	3,399	61,425
PSCOC Lease Reimb		96,139	92,303	123,870	120,747	120,947
Bond Fund Allocations		368,455	487,823	225,501	305,120	547,939
SB-9 Allocation		21,629	44,811	21,346	43,486	65,188
Total Budget		2,342,792	2,395,050	1,828,901	1,901,370	2,209,531
PSCOC Facility Funding			803,691			
Average Enrollment		170	170	170	170	170

III. FACILITIES

The school facility is in compliance with all building, health, safety, and insurance requirements, as described in Section 22-8B-4.2 NMSA 1978. The relationship with the Socorro County School District is excellent. The school is addressing all of its facilities needs through a combination of funding through the lease reimbursement fund and participation with the School District in its general obligations bonds.

Description of Current Facility

Currently, the school's continuing capital outlay needs are for lease reimbursement grants each year. CVCS facilities consist of eight mobile classroom type units, housing grades K through 8, with a total of 9,751 sq. ft. (60sq ft per student) at 95% utilization. One unit is a science room (1248 square feet) with two small offices that are used for therapy, and individual student services. Another is a two-classroom unit added in the summer of 2007 that provides space for special education and Spanish classes. All classrooms contain 768 square feet except for the Kindergarten room which contains 960 square feet. Each classroom has its own bathroom; kindergarten, science and art

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rooms each have an additional sink and prep area. All units have individual heating and cooling units and fire alarms. All buildings are connected with a fire alarm system. Commercial grade security fencing surrounds most of the entire school grounds.

There are two entrances for parents and staff with a separate bus pickup/drop off area. One entrance provides handicap parking. There is a small playground area and a half-court basketball court. Cement sidewalks provide access to all buildings.

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

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

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

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

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

In 2008, CVCS made a capital outlay request through the Public Schools Capital Outlay Committee and was granted a \$770,000 award for design and construction to provide a multipurpose building that would include an open common area, restrooms, storage, office, library, art room, and warming kitchen totaling approximately 4,000 sq ft. The local funding match of 24% was provided by General Obligation Funds from the Socorro Consolidated Schools that were approved in February 2009 Bond election and by the Charter School Capital Outlay Fund. This project was completed in 2011. Hot lunches delivered from the school district are served in the multipurpose room.

PART B – THE RENEWAL CHARTER

PART B

THE RENEWAL CHARTER

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II. RENEWAL CHARTER COVER SHEET/ABSTRACT

School Information:

Name of Charter School: Cottonwood Valley Charter School

Name of Principal: Avery Ewing

Daytime Telephone: 575-838-2026 Fax: 575-838-2420

E-mail: -

Name of Governing Council President: Ephraim Ford

Daytime Telephone: 575-835-7093

E-mail: -

Enrollment Information:

Grade span at full enrollment K-8

The total number of students at full enrollment (enrollment cap) for the 2010-2015 charter renewal was 170 students. In February, 2014, the size of the waiting list for the school exceeded the enrollment cap.

School Year	Grade Levels	Total Enrollment
First Year 2015-16	K-8	170
Second Year 2016-17	K-8	170
Third Year 2017-18	K-8	170
Fourth Year 2018-19	K-8	170
Fifth Year 2019-20	K-8	170

Abstract of Renewal Charter School:

Cottonwood Valley Charter School, located in Socorro New Mexico, serves 170 children: grades K-8. Our student population is culturally and ethnically diverse with 40% who qualify for free and reduced lunch, and approximately 24% in special education programs including 8% in gifted programs. CVCS uses the Core Knowledge Curriculum and is committed to meeting individual needs through Personal Learning Plans, partnerships with families, integrated instruction, and “world as classroom” community-based experiences.

CVCS was founded by parents and remains a parent governed school as it enters its fourth charter renewal. The school met AYP every year measured until 2011. CVCS has formed a strong, positive working relationship with its authorizer, the Socorro Consolidated Schools, and values the support received from the local school district and Board of Education.

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III. PETITIONS OF SUPPORT – RENEWAL

Petitions of Support

As part of the charter renewal, state law requires a petition in support of the charter school renewing its charter status signed by not less than 65 percent of the employees in the charter school (22-8B-12 NMSA 1978). It also requires a petition in support of the charter school renewing its charter status signed by not less than 75 percent of the households whose children are enrolled in the charter school.

Appendix A is a certified affidavit of the completed and successful employee support petition.

Appendix B is a certified affidavit of the completed and successful household support petition.

IV. CHARTER SCHOOL MISSION AND STATEMENT OF NEED

Mission Statement:

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

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

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

Organizational Goal #1 Parent Engagement.

At least 65% of the parents at CVCS will complete the parent survey and one volunteer activity during each year of the Charter School Performance Contract.

Family/School participation will be measured by the following:

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

Organizational Goal #2 Parent Involvement in Student Progress

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

Family/School participation will be measured by the following:

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

Organizational Goal #3 Community Connection

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

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

Engagement with the community will be measured by the following:

- Community Connections classroom documentation form.

Organizational Goal #4 Community Participation in School

At least 80 community individuals/organizations will contribute to and participate in CVCS activities each year of the Charter School Performance Contract.

Engagement with the community will be measured by the following:

- Community member participant documentation form

All organizational goal forms list the specific goal, the school year in questions, and calculate the performance against the goal.

Statement of Need

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

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

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

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

Evidence that the school serves a purpose in the community is reflected in the current full enrollment of 170 students and a waiting list that continually has exceeded the enrollment in the school.

V. EDUCATIONAL PLAN

A. CURRICULUM FRAMEWORK

1. Philosophy and Approach to Instruction

Cottonwood Valley Charter School will continue to use *The Core Knowledge Sequence* developed by Ed Hirsch Jr. in 1986. The sequence is a guide for teachers that allows students to build background knowledge and provide high interest content to teach skills. Hirsch believed students were more likely to learn skills when they are built on a content area. Students should also better construct their own learning as they make connections and apply acquired knowledge to new content. This sequence not only helps to prevent repetition and gaps in teaching, but the exposure it provides is valuable in particular to the students in Socorro's rural community filled with diverse backgrounds. The sequence accesses a rich knowledge of the world to help to prepare our students to become successful contributors and leaders in our society. Each primary grade has specific content to be learned. It is then revisited and enhanced at the intermediate and mid-school years. Cottonwood Valley focuses on the *Core Knowledge* sequence in Literature, Science, Social Studies, and Fine Art. Often the Social Studies or Science content is integrated across the curriculum.

2. Description of the Curriculum Aligned to New Mexico Standards

Language Arts

Reading and Writing Workshop

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

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

Mathematics

K-8 follows the CCSS for instruction and curriculum selection. Teachers use manipulatives and differentiation to meet student needs. All students should be able to reason and communicate proficiently in mathematics. They should have knowledge and achieve mathematical literacy and skills in problem solving within various disciplines of mathematics. Students should be proficient and able to use various tools and techniques to define and solve problems with creative reason and understanding.

Science

K-8 has developed units that integrate and follow the Common Core State Standards and New Mexico Standards and Benchmarks for instruction and curriculum selection. Students spend time reading informational text, writing, observing and doing hands-on science. Students are instructed in grade appropriate science literacy in areas of life, physical, earth, space science as well as in technology and science and society. As stated in the school's mission statement: Students will connect the curriculum to real world, hands-on experiences, community service and environmental awareness.

Social Sciences

Cottonwood Valley Charter School uses the Core Knowledge Sequence to integrate social sciences into its curriculum. The Core Knowledge Sequence has been aligned with New Mexico Standards and Benchmarks. As delineated in the School's mission statement,

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students will develop community and civic responsibility as well as a global awareness of the world as a result of the social science curriculum.

Foreign Language Instruction

Cottonwood Valley Charter School offers Spanish language instruction to its students through the Enrichment Bilingual model, aligned with the New Mexico Content Standards.

Music

Musical instruction is provided for the students. The students are given opportunities to learn about music history, composers, and traditions from around the world. The main focus is on making music together through singing, dance, and playing age appropriate instruments such as drums, recorders, keyboard, and student built instruments. The program integrates math with music through rhythm studies. Student presentations on assigned musical topics help develop research, organization, and presentation skills. CVCS also strongly supports musical education through after school activities such as band and music jam.

The Arts

Cottonwood Valley Charter School considers art to be an important part of each child's education and it is a priority in the development of our program. Art instruction is provided for grades K-8, and teachers integrate art into many of their classroom activities. Examples include music students decorating and painting homemade guitars, reading students creating Halloween pumpkins to resemble their favorite book character, and a dramatic recreation of Lee's surrender.

Physical Education

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

3. Strategies and Methods:

An Integrated Approach

An integrated, concept-based approach will be used in the classroom. A unit of study may be explored by using a combination of skills across content areas. The Core Knowledge curriculum works well with this strategy. The Core Knowledge literature and poetry content is easily integrated into literacy instruction as read aloud or shared

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reading selections. The Fine Arts teachers work closely with the individual grade levels to integrate activities with the Core Knowledge history units being studied.

Differentiated Instruction/Personal Learning Plan

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

The Community as Classroom

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

B. EDUCATIONAL PROGRAM

1. Length of School Day and School Year

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

2. Grade Levels, Class Size and Projected Enrollment:

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

C. TEACHER EXPECTATIONS

All teachers must have at least a Bachelor's Degree, N.M. Elementary Education Certification (or Secondary School Certification, as appropriate) or PED waiver. Full-time teachers will be required to work forty hours per week while school is in session, excluding school holidays and breaks. All teachers report directly to the administrator. Teachers at CVCS share the following philosophies:

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- **Collaboration/Ongoing Professional Growth**

There are numerous opportunities for collaboration at CVCS. Professional Learning Communities (PLC's) provide opportunities for teachers to discuss, assess, modify and develop curriculum tapered to our school's character. Current PLCs include Language Arts and Mathematics at both the elementary and mid-school levels. These communities are active through the year to support professional growth. A reading coach is employed to support and train K-3 teachers in Balanced Literacy for the classroom as well as to provide reading intervention activities for the classroom teacher. Book Clubs to explore best educational practices are encouraged.

- **Positive Discipline Policy**

CVCS teachers adopted Positive Behavior Support (PBS) in 2012 for its school wide discipline plan. PBS creates a positive atmosphere on the campus and provides clear communication about the expectations for both staff and students. PBS sets forth a framework for dealing with various behaviors and helps teachers determine which infractions would be considered minor or major violations of the Cottonwood Coyotes' *HOWL* Code of Conduct below:

- H Honor yourself and others
- O Own your Actions
- W Work to do your Best
- L Listen to others and be Heard

- **Active Communication with Families**

A weekly newsletter informing parents of ongoing events and important information is sent each Monday. School information is also available on-line at. Individual teachers also keep in close contact with parents through their own classroom newsletters, phone calls and e-mails. Evening events such as Literacy Night, Math Night, Science Night, Talent Shows, Book Fairs and other events planned especially for parents and their children help to further keep parents and teachers in touch.

D. STUDENT PERFORMANCE EXPECTATIONS

Grades 4-8 Student Achievement Goals:

- 1. Students in grades 4-8 will show growth in each content area (reading, writing, mathematics, and science) over the five year period.**

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Growth will be measured using the following criteria: Each student will be given +1 point for an increase and -1 point for a decrease on their previous year score in each of the content areas. Student points in each of the content areas, across grade levels will be summed.

In each content area the following standards will apply:

- Exceeds School Goal
Sum of points will be positive and at least 10% of students tested.
- Meets School Goal
Sum of points will be nonnegative.
- Falls Below School Goal
Sum of points is negative but does not represent more than 10% of students tested.
- Falls Far Below School Goal
Sum of points is negative and represents more than 10% of students tested.

- 2. Students in grades 4-8 will show growth on short cycle assessments over the five year period. The following terms are used in the standards:**

Catch-up = Move to proficient

Keep-up = Stay proficient

Move-up = Move up at least one level

The following standards will apply:

- Exceeds School Goal
At least 85% of students will catch-up, keep-up or move-up each year
- Meets School Goal
Between 75-84.9% of students will catch-up, keep-up, or move-up each year.
- Falls Below School Goal
Between 65-74.5% of students will catch-up, keep-up or move-up each year.
- Falls Far Below School Goal
Less than 64.9% of students catch-up, keep-up, or move-up each year.

Grades K-3 Achievement Goals

- 1. Students in grades K-3 will show growth on DIBELS reading assessments. Each student achieving Benchmark proficiency will be given +1 point, and each student moving from Well Below Benchmark to Below Benchmark proficiency will be given +1 point in a given year. Student points across grades will be summed.**

The following standards will apply:

- Exceeds School Goal
Total points will be at least 80% of students.

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- Meets School Goal
Total points will be between 65% and 79% of students.
- Falls Below School Goal
Total points will be between 40% and 64% of students.
- Falls Far Below School Goal
Total points are less than 40% of students.

2. Students in grades K-3 will show competency on Common Core State Standards for math fluency.

The following standards will apply:

- Exceeds School Goal
At least 80% of students will meet math fluency standards in a given year.
- Meets School Goal
At least 65% of students will meet math fluency standards in a given year.
- Falls Below School Goal
At least 50% of students will meet math fluency standards in a given year.
- Falls Far Below School Goal
Less than 50% of students meet math fluency standards in a given year.

E. PLAN FOR EVALUATING STUDENT PERFORMANCE

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

- DIBELS, Grades K-3
- Developmental Reading Assessment (DRA), Grades K-3
- Teacher designed formative assessments for Common Core Based Report Cards (can include portfolios, student work samples, rubrics)
- Short Cycle Assessments

Documentation and Reporting of Student Performance Data

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

The results of state-mandated testing and Short Cycle testing will be available for parents/guardians of students as soon as they are scored.

Student Assistance Team

The Student Assistance Team (SAT) will use the Three-Tiered Model of Student Intervention to develop a plan for all students who require additional support to succeed

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in the general education classroom. Intervention may involve one or more of the following strategies:

- In-class assistance
- Instructional modifications and accommodations
- After-school tutoring
- Small group instruction

Special education protocols are discussed further below.

Promotion of Students

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

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

Promotion

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

Academic Improvement Plan

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

Retention

If the student has not attained proficiency of standards upon completion of a prescribed remediation program that student shall either be retained in the same grade for no more than one academic year with an academic improvement plan incorporated into the student's SAT Plan, or promoted to the next grade if the parent refuses to allow the student to be retained pursuant to subparagraph (1) of this paragraph. In this case, the parent shall sign a waiver indicating a desire that the student be promoted with a SAT Plan designed to address the specific academic deficiencies at issue. Students failing to attain proficiency of standards at the end of the academic year shall be retained in the same grade or academic level for no more than one academic year.

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F. SPECIAL POPULATIONS

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

Special Education Plan

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

Cottonwood Valley Charter School offers a broad range of opportunities for students with disabilities and giftedness who meet eligibility criteria established by State and Federal laws. Cottonwood Valley Charter School offers inclusive services as appropriate for each child's needs. "Pull-out" services will be based on needs determined by Individual Education Plans (IEPs).

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

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

Advisory Committees

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

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The Gifted Advisory/Special Education Committee shall regularly perform the following functions:

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

Student Due Process Rights

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

Confidentiality of Records

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

Other Special Services

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

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

Meeting the Needs of English Language Learners

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

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VI. FINANCIAL PLAN

Fiscal Management

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

No changes to the Cottonwood Valley Charter School budget may be made by the Socorro Board of Education. As described in the 1999 Charter Schools Act, the Socorro Board of Education review and approval is limited to ensuring that the Cottonwood Valley Charter School budget is within the allotted resources. Cottonwood Valley Charter School will furnish written, monthly status reports on its budget to the Socorro Board of Education; a representative of the School will attend the District's monthly meetings to report on school activities and answer any questions that may arise.

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

Fiscal Responsibilities

- (a) The Governing Council provides oversight of all fiscal matters for the School, operates with and maintains a balanced budget, delivers quality instructional services in a fiscally prudent manner, and pursues funding from various federal, state and private grantors over and above that available from the Public Education Department.
- (b) The Governing Council has established a Budget Committee that meets monthly to review financial reports and make recommendations to the Board.
- (c) Monthly financial reports are provided to the Budget Committee, Governing Council and District Board for their review and approval.
- (d) All required annual and interim reports are submitted on a timely basis to the Public Education Department and other State, Federal, and private grantors. All required payroll related reports and payments are also submitted timely. Copies of all reports are maintained by the Business Manager and are available for review. Any questions arising from submitted reports are promptly resolved.
- (e) Governing Council Members, Administrator and Business Manager attend various training sessions to keep current on State and Federal laws and regulations. The Business Manager is properly licensed by the Public Education Department.
- (f) Audited financial information for Cottonwood Valley Charter School is included in the District's annual audit reports.
- (g) Internal Control Procedures have been implemented and are described below.

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Internal Control Procedures

General

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

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

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

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

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

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

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Budget

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

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

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

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

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

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

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

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

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

PART B – THE RENEWAL CHARTER

All original budget documents shall be maintained by the Business Manager. The original budget document file shall be made available to the Independent Auditors during the annual audit. A member of the Budget Committee reviews the monthly bank reconciliations.

Payroll

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

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

Upon authorization from the Administrator, the Business Manager shall enter pay rates and deduction changes. The Business Manager shall be responsible for insurance deductions, and the maintenance of employee insurance premium reconciliations, savings, tax-sheltered annuities and other voluntary payroll deductions.

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

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

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

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

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

Purchasing

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

PART B – THE RENEWAL CHARTER

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

Encumbrances

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

Receiving

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

Accounts Payable

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

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

All checks will be signed by any two designees of the Governing Council. The Business Manager is not authorized to sign checks. The check back-up documents will be assembled by the Business Manager. The check back-up documents are to be reviewed, verified and the checks signed. The Business Manager will then retain the check back-up documents for reconciliation purposes.

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

Travel

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

Cottonwood Valley Charter School employees may, under certain circumstances, find it necessary to use their personal vehicles for travel in the performance of their duties. The employee will obtain prior approval, using the Travel Authorization form. Once approved, the travel will be documented using the Travel Reimbursement Request form.

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Travel will be reimbursed based on the mileage between locations based upon odometer readings provided by the traveler. The rate of reimbursement will be in accordance with limits approved by the Public Education Department.

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

All Cottonwood Valley Charter School employees will be eligible for reimbursement of travel-related expenses upon return from their approved trip. Registration fees, lodging and airfare are generally prepaid by the school. Meal reimbursements are governed by State Statute. A Purchase Order will be required, and must be properly approved prior to departure on the trip.

Cash Receipts

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

Accounts Receivable

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

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

Petty Cash

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

The petty cash fund is intended for small purchases of \$20.00 or less, where an account with a local vendor has not been established, or when issuing a check for a small amount is impractical. The petty cash receipts documenting all purchases shall be maintained by the Business Manager. A purchase order will be used to replenish the petty cash fund.

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

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Investments

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

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

Fixed asset inventory records will be maintained by the Business Manager. The inventory database shall include asset number, a description of the item, the serial number, the purchase order number, the acquisition date, the fund code, and the location number.

Special Revenue Funds

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

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

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

Insurance

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

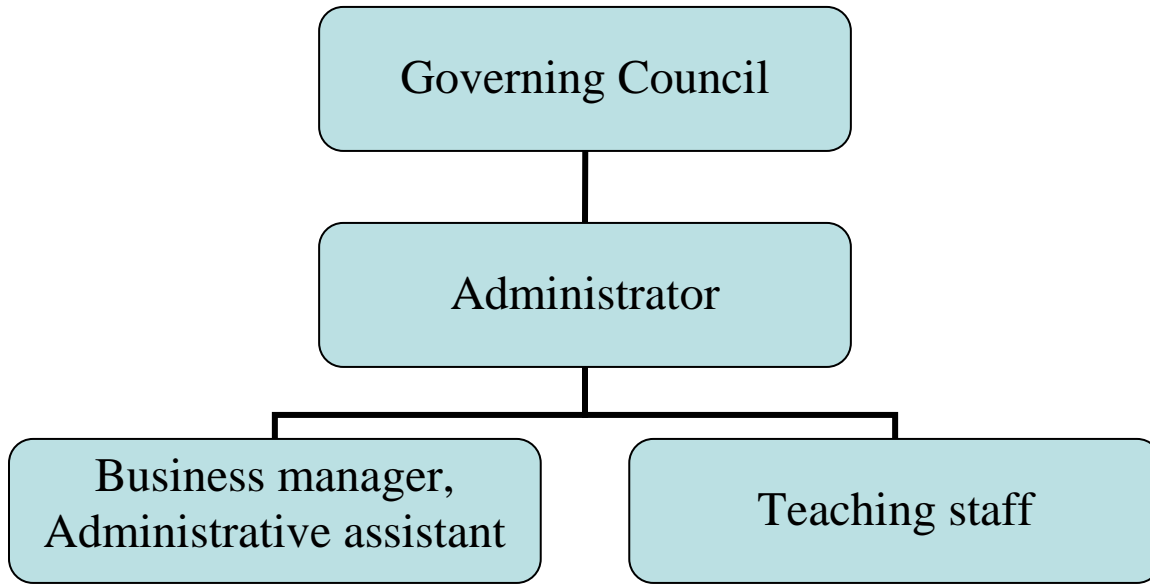
Reporting

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

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V. GOVERNANCE/MANAGEMENT PLAN

A. GOVERNANCE STRUCTURE



Policies and Procedures of Governing Council

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

Role of the Governing Council

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

Parental, Professional, and Community Involvement

The Governing Council shall establish standing and ad-hoc committees comprised of parents, students, faculty and the public. Standing committees will be in accordance with the Bylaws; the creation of ad-hoc committees is at the discretion of the Governing

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Council. Full descriptions of these committees are detailed in the Governing Council's Bylaws.

Standing Committees

Accountability and Advisory Committee:

- Produce a report listing the elements in the CVCS Charter where the school is not in compliance, or where the committee believes that the school is failing in meeting the spirit or intent of elements in the charter
- Examine school documentation with intention of measuring CVCS compliance with Statutes of the State of New Mexico and various NM PED regulations.
- Recommend strategic planning directions to the Governing Council.
- Assist CVCS in reviewing its educational programs.
- Ensure successful charter renewal by working with the local school district to complete the charter performance contract (subject to Governing Council approval).
- Provide the school district with annual data on yearly performance contract goals.

Budget/ Fundraising:

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

Gifted Advisory/Special Education Committee:

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

Facilities:

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

Safety/Discipline:

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

Technology:

- Develop and maintain an approved Technology Plan for the school.

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- Review compliance with the Technology Plan and technology requests from CVCS staff and students.

Volunteers

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

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

The Governing Council and the Administrator have established policies with regard to background checks for all volunteers who have direct, unsupervised contact with children.

B. DESCRIPTION OF THE GOVERNING BODY

Role of the Governing Council

The Governing Council will perform the duties outlined in the Bylaws. The day-to-day operation of the School will be the responsibility of the Administrator. The Administrator will be hired, supervised, evaluated, and directly accountable to the Governing Council. The Governing Council will oversee all budgetary procedures including the establishment of the Budget Committee and the development and revision of all budgets. The Governing Council will establish all standing and ad-hoc committees.

Selection of the Governing Council

Cottonwood Valley Charter School is governed by a Governing Council. In accordance with its Bylaws, the Governing Council is comprised of seven members: five parents, one community member and one at large (community and/or parent member). In addition, there is one non-voting teacher representative on the council. Members will have staggered two-year terms as defined in the Bylaws. The members will be elected by parents of enrolled students and any registered voters of Socorro County. The teacher representative will be chosen by the teaching staff. The School's Administrator and teacher member shall be ex-officio members of the Governing Council.

Meetings of the Governing Council

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

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

The Cottonwood Valley Charter School’s Governing Council will be autonomous from the Socorro Board of Education and will strive to create a cooperative relationship with the Socorro Board of Education and its Administrators. A Charter School Performance Contract shall be written upon approval of charter renewal, per state requirements. This contract will define the relationship between Cottonwood Valley Charter School and the Socorro Board of Education. The contract will also define a framework that clearly sets forth the academic and operations performance indicators, measures and metrics that will guide the Socorro Board of Education’s annual evaluation of the charter school. The performance framework shall include indicators, measures and metrics for, at a minimum:

1. student academic performance;
2. student academic growth;
3. achievement gaps in both proficiency and growth between student subgroups;
4. attendance;
5. recurrent enrollment from year to year;
6. financial performance and sustainability; and
7. governing body performance, including compliance with all applicable laws, rules and terms of the charter contract.

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

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

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

- Contract for goods and services
- Prepare a budget for approval by the Public Education Department and the

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- District
- Select, hire and fire employees, and determine compensation
- Establish employment policies
- Establish personnel performance evaluation standards
- Establish student and personnel discipline policies
- Determine educational format and curricula
- Procure insurance
- Lease facilities for educational purposes
- Purchase, lease or rent furniture, equipment and supplies
- Accept gifts, donations or grants of any kind consistent with law

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

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

Reports

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

Dispute Resolution Process

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

In lieu of an approved Performance Contract, the following resolution process shall apply:

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

In a dispute initiated by the Socorro District Board, the Board will submit in writing to the Governing Council any issue in dispute and a proposed resolution for consideration and a response deadline. The Governing Council then has until the stipulated deadline to respond. Either party can request formal mediation through a neutral third party.

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The costs of such mediation shall be born equally by Cottonwood Valley Charter School and the District.

D. SCHOOL ORGANIZATIONAL STRUCTURE

Administrator

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

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

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

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

Essential Functions

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

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

Duties

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

Committee Responsibilities

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

Professional Development

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

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

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Evaluation Procedures

The Governing Council will be responsible for ongoing evaluation of the Administrator, using the Cottonwood Valley Charter School Administrator Evaluation three part process. Part 1 evaluates the Administrator’s progress towards meeting the CVCS Charter Goals. Part 2 evaluates the Administrator’s progress towards meeting specific annual goals. Part 3 evaluates Administrator Performance Standards. All three parts are assessed using a combination of Administrator and Governing Council evidence and reflections.

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

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

Teachers

Required Duties

- Researching, implementing and updating curriculum.
- Maintaining current student performance level information.
- Assigning appropriate additional or alternative studies to students either not meeting or exceeding attainment.
- Keeping accurate and concise reports.
- Maintaining work portfolios.
- Establishing classroom procedures.
- Coordinating volunteers in the classroom.
- Reporting all education-related activities to the Administrator.
- Meeting with parents as needed.
- Other duties as assigned

Essential Responsibilities

- Implements and updates the curriculum
- Maintains current student performance level information
- Collaborates in the development and implementation of students’ Personal Learning Plans
- Monitors students’ progress in regards to their respective Personal Learning Plans
- Collaborates in appropriate additional or alternative studies for students either not meeting or exceeding their PLPs
- Keeps accurate and concise records

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- Coordinates volunteers in the classroom
- Reports education-related activities to the Administrator
- Meets with parents regularly or as needed
- Collaborates in their professional development plan
- Attends staff meetings

Professional Development

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

Evaluation Procedures

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

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

E. EMPLOYEE RELATIONS

Personnel Policies and Procedures

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

Contract Status

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

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

Hiring and Recruitment

The Cottonwood Valley Charter School is an Equal Opportunity Employer.

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

The Administrator of the School shall hire and fire teachers and all other personnel of the Cottonwood Valley Charter School in accordance with its policies. The Administrator shall inform the Governing Council of any changes in employment, contracts, or assignments of charter school employees.

Compensation and Benefits

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

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

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

Complaint and Dispute Procedures

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

Vacation, Sick Days, Personal Leave

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

Ancillary Staff

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

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

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

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

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

Establishment of Policies

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

Background Checks

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

F. STUDENT ENROLLMENT PROCEDURES AND DISCIPLINE POLICY

Student Enrollment, Lottery Procedures, Waiting List

The most recent CVCS Governing Council enrollment policy was approved in September of 2014. It can be found online at cottonwoodvalley.org. It complies with N.S.M.A. 1978 Comp.22-8B-4.1 (B).

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Public Advertisement of Enrollment Opportunities

Enrollment opportunities at the Cottonwood Valley Charter School will be advertised through the CVCS website. It is the school's intent to let the community know that CVCS is a public school and that all students regardless of race, disability, creed, gender, national origin, religion, ancestry, or need for special services are welcome to apply for admission. The CVCS lottery schedule will be publicly advertised. Lotteries will be held in early May and June, and every Friday beginning in August. No new students will be admitted during an academic year after the 120th day of the academic year.

No Tuition; No Admission Requirements

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

Discipline Policy

Cottonwood Valley Charter School uses a positive behavior support system which uses Primary, Secondary and Tertiary prevention measures in order to develop and maintain a productive learning environment. Cottonwood Valley Charter School will not use corporal punishment as part of its discipline policy.

G. FACILITIES

Description of Current Facility

In 2008, CVCS made a capital outlay request through the Public Schools Capital Outlay Committee and was granted a \$770,000 award for the design and construction of a multipurpose building that includes a restroom, storage, PE office, and warming kitchen totaling approximately 4,000 sq ft. The local funding match of 24% was provided by General Obligation Funds from the Socorro Consolidated Schools that were approved in February 2009 Bond election and by the Charter School Capital Outlay Fund. This project was completed in 2011. An E-occupancy certificate was approved in May of 2011.

Currently, the school's continuing capital outlay needs are for lease reimbursement grants each year. In addition to the Multipurpose Building, CVCS facilities consist of eight mobile classroom type units, housing grades K through 8, with a total of 9,751 sq. ft. (60sq ft per student) at 95% utilization. A separate classroom room (1248 square feet) is used as a math and science classroom. Another two classroom unit was added in the summer of 2007 to provide space for Music, special Education, and Spanish classes. All classrooms contain 768 square feet except for the Kindergarten room which contains 960 square feet. Each classroom has its own bathroom; kindergarten, science and art rooms each have an additional sink and prep area. All units have individual heating and cooling units and fire alarms. All buildings are connected with a fire alarm system.

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There are two entrances for parents and staff with a separate bus pickup/drop off area. One entrance provides handicap parking. There is a small playground area and a half-court basketball court. Cement sidewalks provide access to all buildings.

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

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

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

CVCS is located at the old Socorro General Hospital site at 201 Neel Avenue previously owned by Socorro County. Demolition of the original hospital structure was completed in June of 2006 through a direct legislative appropriation of \$75,000 and \$28,000 in General Obligation Funds. In 2006, Socorro County transferred ownership of the land to CVCS for \$1 in exchange for completing the demolition. The site is approximately 3.1 acres in size.

The CVCS portable classrooms have an E-occupancy certificate which is dated August 24, 2001.

Future Needs

CVCS completed a Facilities Program and Master plan in December of 2005 after a six month planning process. This document has served as the guideline for development of the campus as funds become available.

CVCS is currently working to build needed new classroom space by entering into a lease purchase agreement with the County of Socorro. The goal of the project is to replace current leased portable classroom space with twelve permanent classrooms. The available MACC for this project is \$1,700,000. The County has borrowed \$1,000,000 from New Mexico Finance Authority and the school will provide \$700,000 of general obligation bond funds. The school will repay the \$1,000,000 using lease reimbursement funds over a period of ten years. An architect was selected by the County in February of 2014. The classroom buildings will be built offsite during the 2014-2015 school year. During the summer of 2015, the current leased portables will be removed and the new classrooms brought onto the campus. CVCS has an additional \$100,000 in bond funds to use for the costs of removing the existing portables. The

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school currently uses a total of twelve portable leased classroom spaces for instruction. This plan will provide the same number of classrooms for instruction.

Maintenance

Cottonwood Valley Charter School is responsible for the maintenance of the portable classrooms and other structures on its campus except for repairs that fall under warranty policies. On February 6, 2013 a safety inspection was conducted at CVCS by the New Mexico Public Schools Insurance Authority. This report is available in the CVCS office.

Safety Plan

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

H. OTHER STUDENT SERVICES

Transportation

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

Meals

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

Counseling Services

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

Health Services

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

VIII. REQUIREMENTS

A. LEGAL LIABILITY AND INSURANCE COVERAGE

Insurance

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

Indemnification

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

B. WAIVERS

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

Socorro Consolidated School District Waivers

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

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

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SECTION I. BASIC COMMITMENTS

1.0 School District Vision

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

1.5 Standards of Excellence

Model of Educational Evaluation

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

A. Policy and Administrative Functions

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

B. Local Board of Education

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

C. Local Superintendent AND

D. Principal AND

E. Teachers AND

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

Addendum D. Statewide Testing Assessment Requirement

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

J. Evaluation of Administrative Policies and Procedures

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

ADDENDUM A: CLASS LOAD REQUIREMENTS

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

ADDENDUM B: LENGTH OF SCHOOL DAY AND YEAR

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

SECTION II. SCHOOL BOARD GOVERNANCE AND OPERATIONS

Waiver: To add the specific relationship, roles and responsibilities of Cottonwood Valley Charter School Governing Council. The Charter School Contract specifies the unique roles, responsibilities, standards of behavior, and operating procedures for the Charter School Governing Council.

SECTION III. FISCAL MANAGEMENT

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

SECTION IV. ADMINISTRATION

4.1 Administrative Goals

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

4.2 Superintendent AND

4.3 Assistant Superintendent AND

4.4 Assistant Superintendent of Curriculum and Instruction AND

4.6 Director of Food Services AND

4.7 Director of Transportation AND

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4.8 Director of Maintenance AND

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

4.10 Assistant Principal AND

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

4.5 Business Manager

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

4.11 Line and Staff Relations

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

4.12 Handbooks and Directives

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

4.13 Temporary Administrative Arrangements AND

4.13.1 Temporary Administrative Assignments at the School Level

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

4.14 State and Federal Programs Administration

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

4.15 Program Consultants

Waiver: To recognize the Governing Council and Charter School Administrator as the authorizing agents for Program Consultants. As specified in the Charter

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contract, the Cottonwood Valley Charter School Administrator may select and contract with consultants as deemed necessary by the Governing Council.

V. SUPPORT SERVICES

- 5.1 Building and Grounds Management AND**
- 5.2 Buildings and Grounds Inspection AND**
- 5.3 Building and Grounds Security and Energy Conservation AND**
- 5.4 Access to Buildings AND**
- 5.5 Vandalism AND**
- 5.6 Maintenance and Control of Instructional Materials AND**
- 5.7 School Safety Management AND**
- 5.8 Fire Safety AND**
- 5.9 Bomb Threats AND**
- 5.10 Disaster Preparedness Plan AND**

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

5.11 Inclement Weather Starting Time

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

5.12 Health Service Management

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

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

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

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

5.15 Visual and Hearing Screening Tests AND

5.16 Dispensation of Medication AND

5.17 Health Examinations AND

5.20 Reporting of Accidents AND

5.21 Accident Reports AND

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

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

5.22 Hazard Communication Program

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

5.23 Food Service Management

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

5.24 -

5.35 Transportation

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

5.36 Ethical Use of Technology

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

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SECTION VI. INSTRUCTION

6.1 Instructional Goals

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

6.3 Definition of Teaching Day AND

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

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

6.4 Curriculum Development-Adoption-Evaluation AND

6.5 Curriculum Design

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

6.6 Special Education

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

6.7 Alternative School Programs

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

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

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

6.9 Censorship of Materials AND

6.10 Additional Policy for Textbook Selection and Adoption

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

6.11 Library Media Services

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

6.12 Academic Achievement (Retention and Promotion)

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

VII. STUDENT POLICY GOALS

7.2 Promotion/Retention

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

7.3 Home Schooling

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

7.5 Supervision of Students

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

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Council shall establish policy regarding the supervision of students at Cottonwood Valley Charter School.

7.6 School Entrance Age

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

7.8 Attendance Policy

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

7.9 Released Time for Religious Instruction

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

7.10 Student Records

Waiver: To empower the Governing Council to make decisions regarding the maintenance of student records. The Charter School, Governing Council, and its School Administrator will act in lieu of the School District, Superintendent, and Principal. Cottonwood Valley Charter School will comply fully with state and federal regulations regarding the maintenance of school records. Policies pertaining to school records shall be established following approval of the Charter contract and prior to the first day of school.

7.11 Transfer of Students

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

7.12 Student Behavior AND

7.14 Student Discipline AND

7.15 Student Detention AND

7.16 Corporal Punishment AND

7.17 Suspension and Expulsion AND

7.18 Chemicals, Narcotics, Alcoholic Beverages or Weapons

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

7.19 School Activity Programs

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

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

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

7.22 Student Textbooks

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

7.28 Alcohol and Drug Abuse - Position Statement

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

7.29 Supervision of Facilities

Waiver: To empower the Governing Council to make decisions regarding the supervision of Cottonwood Valley Charter School's facilities. The Governing

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Council will designate the time for providing supervision of facilities based on the arrival and dismissal times of the academic program.

7.30 Homebound Service

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

7.31 Weapons in School

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

VIII. PERSONNEL

8.1 Statement of Purpose

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

8.2 Personnel Policy Goals AND

8.3 Non-Discrimination AND

8.4 Line-Staff Relations

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

8.5 Board-Staff Relationship

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

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8.7 Personnel Records

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

8.8 Staff Conflict of Interest

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

8.9 Staff Rights and Responsibilities

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

8.10 Employee Orientation/In-Service AND

8.11 Meetings

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

8.12 Right to Suspend

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

8.14 Assistance of Employees Assaulted in Line of Duty

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

8.15 Sexual Harassment AND

8.16 Non-School Employment

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

8.18 Leaves and Absences AND

8.19 Leaves of Absences AND

8.20 Sick Leave Bank AND

8.21 Leave of Absence AND

8.22 Family and Medical Leave of Absence AND

8.23 Professional Association Leave AND

8.24 Professional Leave AND

8.25 Sick Leave AND

8.26 Personal Emergency Leave AND

8.27 Personal Leave AND

8.28 Civic Leave AND

8.29 Political Leave AND

8.30 Short-Term Military Service AND

8.31 Advanced Professional Leave AND

8.32 Sabbatical Leave AND

8.33 Professional Staff Instructional Leave AND

8.34 Professional Staff Positions

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

8.35 Professional Staff Licensure Requirements

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

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

8.36 Professional Staff Recruiting and Posting of Vacancies

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

8.37 Professional Staff Hiring

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

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8.38 Background Investigations

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

8.39 Professional Staff Assignments

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

8.41 Professional Staff Contracts

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

8.42 Conditions of the Professional Staff Contract

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

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

8.46 Professional Staff Resignations

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

8.47 Substitute Teachers AND

8.48 Request for Substitute Teachers

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

8.49 Administrative and Supervisory Staff Time Schedules

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

8.50 Professional Staff Vacations and Holidays

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

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8.51 Evaluation of Licensed Staff

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

8.52 Absence without Prior Approval AND

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

8.54 Educational Assistants Eligibility Requirements AND

8.55 Support Staff Position AND

8.56 Support Staff Probation AND

8.57 Support Staff Assignments and Transfers AND

8.58 Support Staff Time Schedules AND

8.59 Support Staff Development AND

8.60 Evaluation of Support Staff AND

8.61 Support Staff Vacations AND

8.62 Support Staff Overtime Compensation Plan AND

8.63 Workers' Compensation AND

8.64 Employee Grievance Resolution Procedure AND

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

9.1 Rentals AND

9.2 Use of School Facilities by Non-School Groups

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

9.3 Public Gifts to the Schools

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

9.4 Public Solicitations/Advertising in the Schools

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

9.5 Public Complaints about School Personnel

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

PART B – THE RENEWAL CHARTER

IX. APPENDICES

A - Petition of Support from Employees

I am the head administrator of the Cottonwood Valley Charter School and hereby certify that: the attached petition in support of the Cottonwood Valley Charter School renewing its charter was circulated to all employees of the Cottonwood Valley Charter School. There are 22 persons employed by the Cottonwood Valley Charter School. The petition contains the signatures of 22 employees which represents 100 percent of the employees employed by the Cottonwood Valley Charter School.

STATE OF NEW MEXICO)

ss.

COUNTY OF SOCORRO)

I, Avery Ewing, being first duly sworn, upon oath state:

That I have read the contents of the attached Petition, and my statements herein are true and accurate to the best of my knowledge and belief.

Subscribed and sworn to before me this day of 2014.

Notary Public

My Commission Expires:

PART B – THE RENEWAL CHARTER

B - Petition of Support from Households

I am the head administrator of the Cottonwood Valley Charter School and hereby certify that: the attached petition in support of the Cottonwood Valley Charter School renewing its charter was circulated to households whose children were enrolled at the Cottonwood Valley Charter School. The petition contains the signatures of 93 households which represents 85 percent of the households whose children were enrolled at the Cottonwood Valley Charter School.

STATE OF NEW MEXICO)

ss.

COUNTY OF SOCORRO)

I, Avery Ewing, being first duly sworn, upon oath state:

That I have read the contents of the attached Petition, and my statements herein are true and accurate to the best of my knowledge and belief.

Subscribed and sworn to before me this day of 2014.

Notary Public

My Commission Expires: