

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

TEACHER

“All genuine learning is active not passive. It involves the use of the mind, not just the memory. It is a process of discovery, in which the student is the main agent, not the teacher.” ~ Mortimer Adler

The responsibilities of the instructor fall within seven major areas:

Instructional Strategies / Leadership

Curriculum Development (Students & Parents)

Classroom Management

Public Relations

Professional Growth

Student Evaluation

Other

The teacher's job is to assure that all students learn the basic and essential skills at each grade level.

Instructional Process

The teacher will:

Utilize seminar as a central teaching and learning device

Utilize product-oriented coaching techniques for the majority of the instructional program

Minimize didactic teaching

Be dedicated to life-long learning

Help students perfect their skills by producing projects of the highest quality

Serve as —master to apprentice students

Promote active learning

Speak fluently and precisely

Present lessons and activities using concepts and language understandable to the students

Provide relevant examples and demonstrations to illustrate concepts and skills

Assign tasks that students can complete with a high rate of success

Ask appropriate levels of questions that students can answer with a high rate of success

Make transitions between lessons and between instructional activities within lessons efficiently and smoothly.

Make sure that assignments are clear; summarize the main points of the lesson at the end of the lesson or instructional activity.

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Plan and implement a program of instruction that adheres to the school philosophy, goals and objectives.

Make purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.

Plan and implement a program of study designed to meet individual needs of students.

Create a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.

Instill enthusiasm for the learning process and the development of good study habits.

Provide progress and interim reports as required.

Prepare substitute folder containing appropriate information as required by the Executive Director.

Plan and prescribe purposeful assignments for paraprofessionals, tutors and volunteers.

Recognize learning problems and make referrals as appropriate.

Demonstrate a strong grasp of subject matter.

Use effective oral and written expression.

Curriculum Development

The teacher will:

Keep current in subject matter knowledge and learning theory and willingly share this knowledge for continual improvement of the school's curriculum.

Assist in the ongoing curriculum revision process, including the revision of written courses of study.

Become acquainted with supplemental services beneficial to students as an extension of regular classroom activities.

Classroom Management

The teacher will:

Aid students in learning to become self-governing, active participants in the democratic process.

Develop and consistently apply, in accordance with MVHS guidelines, reasonable rules of classroom behavior and appropriate techniques.

Take necessary and reasonable precautions to protect students, equipment, materials and facilities.

Share responsibility during the school day for the supervision of students in all areas of the school.

Provide for the supervision of assigned students when circumstances require a brief absence from the assignment.

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Public Relations / Communications

The teacher will:

Provide feedback on the correctness or incorrectness of in-class work to encourage student growth.

Provide prompt feedback on assigned out-of-class work.

Uphold and enforce Governing Council policy, administrative procedures, and school rules and regulations, both within the school and to the public.

Maintain appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.

Strive to communicate the positive aspects of our school program to the public in word and deed.

Work cooperatively with parents to strengthen the educational program for their children.

Establish and maintain cooperative relationships with other staff members.

Establish a set of rules and procedures that govern the handling of routine administrative matters.

Establish a set of rules and procedures that govern student verbal participation and talk during different types of activities—whole-class instruction, small group instruction, etc.

Establish a set of rules and procedures that govern student movement in the classroom during different types of instructional and non-instructional activities.

Monitor the behavior of all students during whole-class, small group, and seat work activities, and during transitions between instructional activities.

Stop inappropriate behavior promptly and consistently, yet maintain the dignity of the student.

Professional Growth

The teacher will:

Continue professional growth through attendance at workshops, seminars, conferences, and/or advanced course work.

Maintain membership in appropriate professional organizations.

Cooperate with the administration in planning appropriate in-service training programs at a school or at the district level.

Attend staff, department, and committee seminars and meetings as required, regardless of whether the teacher is part-time or full-time.

Student Evaluation

The teacher may:

Individualize assessment of student work through the use of portfolio, narrative and traditional assessment techniques.

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Emphasize individual growth.

Evaluate accomplishments of students on a regular basis using multiple assessment methods such as teacher-made tests, samples of students' work, mastery skills check lists, criterion-referenced tests and norm-referenced tests.

Make appropriate adjustments in the instructional program as required by the Executive Director.

Respect the confidentiality of records and information regarding students, parents and teachers in accordance with accepted professional ethics, and state and federal laws.

Use diagnostic information obtained from tests and other assessment procedures to develop and revise objectives and/or tasks;

Maintain accurate records to document student performance;

Develop instructional plans that align objectives, learning strategies, assessment and student needs to the appropriate level of difficulty;

Use available human and material resources to support the instructional program.

Other Non-Instructional Duties

The teacher will carry out non-instructional duties as assigned; adhere to established laws, policies, rules, and regulations; follow a plan for professional development (PDP) and demonstrate evidence of growth.

Knowledge, Skills and Abilities

Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity.

Ability to motivate students.

Ability to maintain a clean and orderly environment.

Ability to perform general clerical duties.

Ability to maintain order and discipline in a classroom.

Ability to operate common office machines.

Ability to maintain basic files and records.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships

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EMPLOYEE CONTRACTS

All employee contracts between MVHS and certified school personnel must be in writing on forms approved by the Public Education Department. The contract is for a school year, which is specifically defined in the contract.

Faculty are contracted to work a designated number of days before school begins for students. These days are determined by the Executive Director yearly.

This time may involve daily seminars, meetings and trainings as needed to meet state and federal requirements and to ensure quality functioning of the staff during the school year. Extensive time will be provided for classroom preparation.

Depending on funding and enrollment figures contracts will be offered fifteen days prior to the last day of classes.

FACULTY/STAFF DEVELOPMENT

Faculty/Staff members are encouraged to continue developing professional skills during their tenure, and are expected to seek out opportunities to do so. The Executive Director will promote opportunities for staff development and provide at least two professional opportunities for the entire staff in continuing Paideia implementation. Regular seminars will be conducted as part of ongoing faculty development.

Each faculty/staff member is expected to complete at least one professional development activity per year, outside those provided by the Executive Director. The activity may be financed by MVHS professional development funds or by personal funds of the faculty member. Documentation of the activity must be provided to the Executive Director for approval. A copy of the documentation will be retained in the faculty/staff member's permanent file.

TRAVEL/TRAINING EXPENSES

MVHS may reimburse employees for expenses incurred for travel in connection with school business or professional training opportunities. The travel must first be approved by the Executive Director in advance, with reimbursement not to exceed State or MVHS per diem and mileage regulations. If the employee is required to belong to an association or organization in conjunction with the professional training opportunity, the employee must pay their own membership fees.

Per Diem. Employees may be eligible for employment-related travel at the school's expense. All reimbursed travel must be approved by the Executive Director prior to the travel date. Generally, all employees will travel on a per diem rate. This means that the school will reimburse them based on the rates for the areas they are traveling to (in-state and out-of-state). This will cover their lodging and food. After completion of a trip, the employee submits to the Business Office the travel grant with any applicable receipts. Reimbursements will be made according to the per diem schedule as stated on the travel request form. Travel Request Forms are available in the Business Office.

Actual Expenses. Paying for actual expenses is a special occurrence that requires written approval from the Executive Director and must be requested prior to the event.

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Use of Personal Vehicle. Employees who are required to travel from one location to another during the same day in a personal vehicle will be reimbursed at the rate specified by state DFA Rule for the distance from their first assignment to the location of any additional assignments. Reimbursement for employees who use their personal vehicle requires prior approval from the Executive Director.

PAYROLL

Compensation

MVHS complies with New Mexico State minimum salaries per teacher's tier designation. See salary schedule in Appendix.

Pay Schedule

Checks are deposited directly into employees' accounts every two weeks. The Business Office will arrange for direct deposit.

Mandatory Deductions

1. Federal Income Tax
2. State Income Tax
3. Retiree Health Care Authority
4. State Retirement (ERB)
5. Social Security (FICA)
6. Worker's Compensation Assessment Fees

Optional Deductions

1. Group Insurance (NMPSIA)
2. Voluntary Long-Term Disability (NMPSIA)
3. Additional Life Insurance (NMPSIA)

PERSONNEL FILES

Moreno Valley High School shall maintain a personnel file for each employee that will be kept under the supervision of the Executive Director in accordance with the Record Retention Act. The following types of information will be collected and maintained:

Application and Resume

Education and Training

Job Description

Experience and verification of employment

Payroll

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Insurance

Performance

Medical

Safety and Workers Compensation

Attendance

Grievances

Background and Fingerprint Checks (An offer of employment is contingent upon the satisfactory completion of all background investigations.)

Administrators, with approval from the Executive Director and with legitimate school business related to employment, shall have access to an employee's files. An employee shall be permitted to review his/her personnel file after submitting a written request to the Executive Director. The Executive Director or his/her designee shall schedule a meeting to provide for the requested review at a mutually agreeable time within ten (10) working days of the date of the request. Materials directly and solely related to pre-employment references and internal transfers and other related materials shall be removed from the file prior to its review by the employee. No document pertaining to the employee shall be placed in the file maintained in the Office of Human Resources unless a copy has been first given to the employee. Employees shall have the chance to submit a written response to any document placed in his or her file; such a response will be attached to the document to which it relates. No anonymous or unsigned information may be placed in an employee's file. Administrators retain the right to keep personal notes for the purpose of evaluation and an annual evaluation file. Employee insurance information will be kept in a separate file.

Protection of Privacy

MVHS will protect the privacy of current, former and prospective employees to the extent permitted by law. All personnel information retained by MVHS shall be considered confidential unless the Inspection of Public Records Act, 14-2-1, et seq., requires otherwise.

EMPLOYEE BENEFITS AND LEAVE

Definitions:

Full Time Equivalency (FTE). Full time equivalency is the standard method of measuring an employee's scheduled work status. For example, an employee scheduled to work 40 hours per week is considered to have an FTE of 1.00. An employee scheduled to work 20 hours per week is considered to have an FTE of .50. Etc.

School Year Employee. An employee who works essentially the same days that students are in school including the days immediately before and after student days for typically less than 200 days per fiscal year.

Extended School Year Employee. An employee who is scheduled to work more than 200 days per fiscal year.

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Professional Staff. Twelve (12) month support employees.

Insurance Benefits

Moreno Valley High School offers the following insurance plans for employees working the minimum qualifying number of hours per week (20 hours for classified employees or .50 FTE for certified employees):

Health Insurance – Medical

Life Insurance

Dental Insurance

Vision Insurance

Worker’s Compensation

Paid Leave

The primary purpose of leave time is for use during illness, doctor appointments, medical emergencies, etc. Employees accrue 10 days paid leave per year. Unused leave time will accrue to the next contract year, although no more than 240 hours may be accrued. All leave time must be approved by the Executive Director. There are two types of paid leave available to employees:

Paid Time Off (PTO) may be used for illness, appointments, or personal days

Professional Leave is used for professional development and training, and does not decrease the employee’s available leave time.

Professional Staff Vacations

Vacation leave is an accrued and authorized absence for rest, recreation, or other purposes. Twelve (12) month support employees shall have two weeks vacation yearly. Vacation time does not accumulate from year to year. Vacation time may be taken upon approval of the Executive Director.

Leave Without Pay

If an employee requests leave but has not accumulated sufficient leave time to cover the absence, his/her pay will be reduced by the number of scheduled working hours the employee was absent multiplied by the employee’s calculated hourly rate. Leave Without Pay will be granted only in emergencies. All Leave Without Pay must be pre-approved by the Executive Director.

The full text of each leave policy is recorded in the MVHS Policy Manual. Please refer to the manual for clarification, etc.

Sick Leave

Moreno Valley High School grants sick leave to all employees except substitutes, student workers and seasonal employees. Sick leave is allowed for a personal illness, illness within the immediate family or a death in the family.

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Maternity Leave

Reasonable leave of absence without compensation will be granted for maternity.

Family Leave

Moreno Valley High School will comply with all provisions of the Family Medical Leave Act of 1993.

Judicial Leave

Employees summoned for jury duty or subpoenaed to testify as a witness in a court case, to which the employee is not a party, will be granted leave with pay minus the amount of compensation paid for serving. Judicial leave will not count against the employee's banked hours.

Military Leave

Employees who are called to active duty during the contract year in the United States armed forces shall be given military leave with pay. Reservists called to duty for training shall be given military leave with pay. Such leave shall not exceed 15 working days per federal fiscal year. All additional days the teacher is absent from work will be leave without pay.

Personal Leave

Personal leave is included in the 10 days leave per year and may be deducted from the employee's salary. Personal leave must receive prior permission from the Executive Director.

Other Leave

After an employee is employed for the fourth consecutive year in a full-time capacity, it is possible to request leave of absence for academic study, extended illness or community service. Each request will be considered on an individual basis.

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TEACHER EVALUATIONS

State Requirement: PED Regulation Title 6, Chapter 69, art 4: Performance Evaluation System Requirements for Teachers states —every public-school teacher must have an annual performance evaluation based on an annual professional development plan. Annual performance evaluations shall be based on, among other things, how well the professional development plan was carried out and the measurable objectives were achieved. The Executive Director shall observe each teacher’s classroom practice at least once annually to determine the teacher’s ability to demonstrate state adopted competencies and indicators for each teacher’s licensure level. (6.69.4.8D and 6.69.4.10.C & D)

Goals

The evaluation process shall be a positive and constructive tool for the purpose of continuing to improve employee effectiveness by emphasizing strengths and working constructively with weaknesses to enhance the individual’s professional performance. Evaluation of employees is the responsibility of the Executive Director. An employee may request and receive an additional observation report by the Executive Director or his/her designee, which will become a part of the teacher’s final evaluation.

The evaluation process seeks:

To assist in identifying and building upon teacher strengths.

To serve as the basis for the improvement of instruction.

To develop remediation goals.

To enhance the implementation of curriculum.

To plan meaningful professional development.

To address accountability and teacher quality.

To support fair, valid and legal decision for rehire, promotion and termination.

Required Documentation:

1. Professional Development Plan (PDP) – required of every teacher every year.

2. Reflection on Annual Professional Development Plan (PDP) – required of every teacher every year.

3. Progressive Documentation of Teacher Performance – required for level II and level III teachers for year one and year two of each three-year cycle.

4. New Mexico Teacher Performance Summative Evaluation for Licensure – required every year for level I teachers, every three years for level II and level III teachers.

TEACHER PERFORMANCE EVALUATION FOR 3-TIERED LICENSURE

The New Mexico 3-Tiered Licensure System created by the passage of HB212 and the Public Education Department Regulation 6.69.4 Performance Evaluation System Requirements for Teachers sets forth specific requirements for a Highly Objective Uniform Statewide Standard of

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Evaluation (HOUSSE) for teacher licensure. New Mexico Statute 22-10A-4.B states that the New Mexico licensure framework for teachers is a progressive career system in which licensees are required to demonstrate increased competencies and undertake greater responsibilities as they progress through the licensure levels. PED Regulation 6.69.4.8.D states the format for this evaluation shall be established by the department and shall be uniform throughout the state in all public schools.

The 3-Tiered Licensure annual teacher performance evaluation system provides a differentiated approach to teacher performance evaluation in compliance with the requirements on NMSA2210A-4.B for each level of licensure: Level I Provisional Teacher, Level II Professional Teacher, and Level III Master Teacher. The teacher performance valuation instrument has nine competencies with differentiated indicators for each licensure level. The teacher performance evaluation procedures and the Professional Development Plan (PDP) procedures are also differentiated for each of the three licensure levels.

Required Performance Evaluation Components

Teacher Performance Evaluation Requirement: PED Regulation Title 6, Chapter 69, art 4: Performance Evaluation System Requirements for Teachers, states "every public school teacher must have an annual performance evaluation based on an annual professional development plan...Annual performance evaluations shall be based on, among other things, how well the professional development plan was carried out and the measurable objectives were achieved. The school principal shall observe each teacher's classroom practice at least once annually to determine the teacher's ability to demonstrate state adopted competencies and indicators for each teacher's licensure level." (6.69.4.8.D and 6.69.4.10.C & D)

There are many purposes for evaluation. Among them:

1. To assist in identifying and building upon teacher strengths.
2. To serve as the basis for the improvement of instruction.
3. To develop remediation goals.
4. To enhance the implementation of programs of curriculum.
5. To plan meaningful professional development.
6. To address accountability and teacher quality.
7. To support fair, valid and legal decisions for rehire, promotion decisions or termination.

Required Documentation:

1. Professional Development Plan (PDP) - required for every teacher every year.
2. Reflection on Annual Professional Development Plan (PDP) - required for every teacher every year.
3. Progressive Documentation of Teacher Performance - required for level II or level licensed teachers for year one and year two of three-year cycle.

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4. NM Teacher performance Summative Evaluation for Licensure - required every year for level I licensed teachers, required every three years for level II and level III licensed teachers.

Professional Development Plan Requirement: PED Regulation 6.69.4.10.BI-3 requires that the teacher and the school principal create the Professional Development Plan (PDP) no later than forty (40) days after the first day of each school year. The Plan must have measurable objectives, and must be based on, among other things:

- The nine teacher competencies and indicators for the teacher's licensure level,
- The previous year's annual evaluation (if applicable), and
- Assurance that the teacher is highly qualified in the core academic subjects the teacher teaches.

Classroom Observation Requirements and Data Collection: PED Regulation 6.69.4.10.D requires that the principal "observe each teacher's classroom practice at least once annually to determine the teacher's ability to demonstrate state adopted competencies/indicators for each teacher's licensure level".

In addition to observations, collection of additional forms of data will assure a valid assessment of each employee's ability to demonstrate the competencies. Options for additional data collection include but are not limited to: review of videotape; written documentation of activities; locally developed survey of staff, students, and/or parents; review of student work and performance; review of the teacher's contribution to the school's vision, mission, and outcomes; portfolios; information gained through peer observation and/or peer coaching; anecdotal records; reflective journals; self-evaluations; instructional artifacts; and other formats satisfactory to the teacher and the principal.

Evaluation Criteria Requirement: Evaluation for different purposes requires different procedures. The 3-Tier Licensure and Performance Evaluation System emphasizes teacher growth through differentiated teaching indicators that are reflective of the competency levels of teachers and the creation of individual Professional Development Plans.

Each of the three levels of licensure has nine (9) common competencies with differentiation occurring through license level-specific indicators. The performance evaluation system will indicate a teacher's proficiency in these license level-specific indicators and competencies. The nine common competencies are:

1. The teacher accurately demonstrates knowledge of the content area and approved curriculum;
2. The teacher appropriately utilizes a variety of teaching methods and resources for each area taught;
3. The teacher communicates with and obtains feedback from students in a manner that enhances student learning and understanding;
4. The teacher comprehends the principles of student growth, development and learning, and applies them appropriately;
5. The teacher effectively utilizes student assessment techniques and procedures;

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6. The teacher manages the educational setting in a manner that promotes positive student behavior, and a safe and healthy environment;
7. The teacher recognizes student diversity and creates an atmosphere conducive to the promotion of positive student involvement and self-concept;
8. The teacher demonstrates a willingness to examine and implement change as appropriate; and
9. The teacher works productively with colleagues, parents, and community members.

Moreno Valley High School (MVHS) MSD Competencies:

1. The teacher participates positively in the promotion of the school;
2. The teacher works positively with the school's supporters for the purpose of community development.

Assessment Guidelines for Teacher Competencies and Indicators:

The purpose of the Assessment Guidelines for Teacher Competencies and Indicators is to give teachers and administrators a tool to differentiate different levels of performance for Licensure Levels I, II, and III-A. The Assessment Guidelines provide concrete descriptions of effective teaching that develop over time. The descriptions contained in the Assessment Guidelines will accomplish three purposes:

1. Help teachers and administrators evaluate daily teaching practices in order to maintain and advance professional licenses;
2. Help teachers and administrators across the state develop consistent understandings of professional growth and evidence of student learning growth; and
3. Provide educators with professional language to talk about and build evidence for what they know and do that makes a difference for their students.

Training for Teachers and Administrators Requirement:

Training must assure that all participants at the school level understand the purpose of and criteria for performance evaluation through an annual Evaluation Orientation. The Evaluation Orientation must address the Teacher Competencies and Indicators for each level of licensure, and the role of the Professional Development Plan in the Performance Evaluation System. The Evaluation Orientation must also include an overview of the process whereby observations will be made and performance data collected, the forms to be used, and the timeline for completion. All teachers and administrators new to the district must attend the Evaluation Orientation.

Professional Development Plan Procedure

Within the first 40 days of the school year, the teacher and the school principal will establish a PDP utilizing the MVHS PDP format.

1. The plan must identify one or more measurable objectives.
2. The measurable objectives must be based on the nine teacher competencies and indicators as determined by the teacher and the school principal. All nine competencies do not have to be addressed every year.

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3. The PDP may include multi-year measurable objectives and a plan to annually review the progress toward meeting measurable objectives.
4. The PDP may be correlated with the district and or school's Educational Plan for Student Success (EPSS).

The PDP should include measures for determining progress, at regular intervals, toward meeting the goals. Once the teacher and the school principal have established the measurable objectives and goals, both parties should collaboratively develop a clearly written plan to include the following:

1. Goals including competencies and indicators to be addressed;
2. Action plan including key actions, person responsible for the actions, resources, timelines, measures to assure desired results have been met; and
3. Observable target or desired results.

Before the end of the school year the teacher and the administrator will meet:

1. To assess how well the PDP was carried out;
2. The extent to which measurable objectives were achieved including a description of student achievement and learning growth; and
3. Will complete the annual formative evaluation of the PDP utilizing the Reflection on Annual Professional Development Plan (PDP) form.

The results of the annual formative evaluation of the PDP will be documented on the summative evaluation. [Annually for Level I; every 3 years for Levels II and III].

The PDP process shall be differentiated for level of licensure to meet the varied needs of the teachers at each level.

LEVEL I LICENSE PDP GUIDELINES :

The Level I license PDP process should have a structured focus on feedback and support regarding the teacher's performance on the nine teacher competencies during the first three years of the teacher's career. This focus should include the active involvement of a mentor teacher in the PDP process.

The Level I License PDP goals should focus on the teacher's efforts during the third year to develop a Professional Development Dossier (PDD) for advancement toward a Level II license.

LEVEL II LICENSE PDP GUIDELINES :

The Level II license PDP process may have multi-year objectives and have an option for a collaborative PDP with a colleague.

The Level II license PDP process may also address, after three years of experience as a Level II licensed teacher, the teacher's efforts to develop a Professional Development Dossier (PDD) for advancement to a Level III license.

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LEVEL III LICENSE PDP GUIDELINES :

The Level III License PDP Process should empower the teacher's self-directed development of the PDP, allow for multi-year objectives, and have an option for a collaborative PDP with a colleague.

Evaluation Procedures

The principal may complete a summative evaluation and hold a conference with the teacher at any time during the school year.

A summative evaluation of a teacher must be carried out by a licensed administrator.

The summative evaluation shall address how well the professional development plan was carried out and the measurable objectives achieved including a description of student achievement and learning growth.

Evaluation of Level I Teachers:

Evaluations will be completed annually, and will include:

1. Reflection on Annual Professional Development Plan (PDP) progress toward accomplishing PDP goals and objectives;
2. Documentation of annual observation of classroom practice;
3. Completion of the NM Teacher Performance Summative Evaluation based on Level I Competencies/Indicators.

Progressive Documentation and Evaluation of Level II and Level III Teachers:

Progressive documentation of a teacher's performance and professional development plan is a continuous process by which data are collected and analyzed annually to improve teacher quality. Progressive documentation is a process of ongoing formative evaluation over a three--year period. It includes a running record of authentic information about a teacher's performance in the areas of instruction (Strand A), student learning (Strand B), and professional learning (Strand C).

Progressive documentation includes:

1. Reflection on Annual Professional Development Plan (PDP) progress toward accomplishing PDP goals and objectives;
2. Documentation of annual observation of classroom practice;
3. Other formative performance data.

Unless the principal determines that teacher performance indicates a need for more frequent evaluation, a Summative Performance Evaluation will be completed for Level II and III teachers only at the end of each three-year period based on appropriate Level II or Level III Competencies/Indicators.

PED Relations Regarding Demonstration of Essential Competencies at Level II or III:

If a level II or level III-A teacher does not demonstrate essential competencies for a given school year, the school district shall provide the teacher with professional development and peer intervention, including mentoring, for a period the school principal deems necessary. If by the

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end of that school year the teacher still fails to demonstrate essential competencies, a district may choose not to contract with that teacher. [ED Regulation 6.69.4.10.E]

If a level III-A teacher does not demonstrate essential competencies at level III-A for a given school year, the school district shall provide the teacher with professional development and peer intervention, including mentoring, for a period the school principal deems necessary. If by the end of the following school year the teacher still fails to demonstrate essential level III-A competencies, the superintendent may recommend to the Secretary of Education of public instruction that the teacher's level III-A license be suspended until such time as the teacher demonstrates the essential competencies a level III-A. Depending on the outcome of any due process proceeding under the Uniform Licensing Act, Sections 61-1-1 through 61-1-31, NMSA 1978, and if the superintendent verifies that the teacher meets the standards for a level II license, the teacher may be issued a level II license during the period of level III-A licensure suspension. A suspended level III-A license may be reinstated by the Secretary of Education of public instruction either upon verification by a local superintendent that the teacher now demonstrates the essential competencies at level III-A or through the process described in 6.69.4.11 NMAC. [PED Regulation 6.69.4.10F]

Summative Evaluation Conference:

The principal shall conference with the teacher to discuss the results of observations and to review the Summative Evaluation. This conference may be combined with the meeting with the teacher to review the Reflection on Annual Professional Development Plan. A PDP for the next school year may also be initiated in this conference.

The teacher will sign the summative evaluation to indicate that he/she has received a copy of the evaluation. If the teacher refuses to sign for acceptance of the evaluation, a third party will witness that the teacher received a copy of the evaluation and will sign the evaluation as a witness to its delivery. The teacher may provide a written response to summative evaluation within five (5) working days. The teacher's written response will be attached to the summative evaluation in the teacher's personnel file.

The summative evaluation conference shall be a confidential conference between the teacher and the principal unless the parties mutually agree to allow other individuals to attend the conference.

Timeline for Assessment

Signed copies of required written documentation are due in the office of the Director for Human Resources on or before the following:

Professional Development Plan (PDP)	the 40th day of the school year
Reflection of the PDP	Spring
Progressive Documentation of Teacher Performance, Level II & III	Spring
Summative Evaluation	Fall

If any of the above dates fall on a non-working day, the deadlines will be the following working day.

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Employees hired after the 40th day of the school year are required to have a PDP within 40 days of first date of employment.

Employees hired before April 1st must have a summative evaluation completed.

A signed copy of the PDP, Reflection of the PDP, Progressive Documentation of Teacher Performance and Summative Evaluation will be placed in the certified school employee's personnel file.

Professional Growth Plan

A Professional Growth Plan may be initiated whenever the teacher's principal has reason to believe that the teacher's performance may not meet the competency standard for the level of licensure.

A Professional Growth Plan shall be initiated when a teacher receives a "I" rating of "does not meet competency" on the NM Teacher Performance Summative Evaluation.

The teacher's principal may initiate a summative evaluation and a PGP at any time during the year when the principal has reason to believe the teacher's performance may not meet the competency standards for the level of licensure. The PGP is developed collaboratively by the supervisor and the employee. It is the supervisor's responsibility to monitor the implementation of the PGP and to ensure that help is provided to the employee. It is the employee's responsibility to implement the PGP and to meet the goals of the plan.

The teacher's principal will identify the competency areas where the teacher does not meet competency on a summative evaluation. The teacher will have an opportunity for input into the development of the PGP and will be provided with direction and assistance by the teacher's principal. A PGP must be written and implemented within ten (10) working days of a Summative Evaluation with a "I" rating. When the teacher is placed on a PGP, the principal will make a good faith effort appropriate to the circumstances to suggest improvement action and to give the teacher a reasonable amount of time to make the improvements before evaluating the teacher's performance. The expected completion date for the PGP will be stated on the plan. The expected completion date cannot be later than April 15t of the school year. A copy of the PGP will be filed in the employee's personnel file in the district Human Resources Office.

Should a teacher on a growth plan transfer to another position in the district, the growth plan will follow the teacher to the new position. The teacher shall continue to implement the PGP and is expected to meet the goals of the plan.

Conferences:

Three or more conferences shall have been held with the employee on a PGP before a notice of intent to non-renew or to discharge is served upon him/her by the local school board. Such conferences shall be held with the teacher's principal and any other resource person(s) as the PGP may designate. The conference during which the principal first makes a rating of "does not meet competency" on the summative evaluation shall be counted as one of the required conferences. Sufficient time shall have elapsed between the conferences to allow the teacher to correct the "does not meet competency" and to have been observed for an adequate time in the performance of his or her duties.

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The teacher will be asked to sign the PGP to indicate that he/she has received a copy of the plan. If the teacher refuses to sign for acceptance of the POP, a third party will be asked to witness that the teacher received a copy of the POP and will also sign the PGP as a witness. The teacher may provide a written response to the POP for the teacher's personnel file within five (5) working days.

The PGP conference shall be a confidential conference between the teacher and principal unless the parties mutually agree to allow other individuals to attend the conference.

A copy of the POP shall be kept at the school site, given to the teacher, and a copy shall be placed in the teacher's personnel file at the district central office. The teacher may submit a written rebuttal within ten (10) working days after the conference in which competencies are identified as "does not meet competency".

STUDENT RELATIONS

Student Records

Any staff member accessing student records is expected to maintain the highest degree of professionalism relating to the use of and maintenance of confidentiality of the material contained within those records. Anyone accessing a student's file must sign the form in the front of the file.

The correct handling of student records is a prime responsibility of all personnel, especially teachers, counselors, and the Executive Director. These persons should be thoroughly familiar with the records, which must be maintained, where they are kept, and how the information may be disclosed to parents, students, school personnel, and persons outside the school system. Any questions concerning student records and their management may be directed to the Executive Director.

Grades

When teachers submit final grades, office personnel will enter them into the students' cumulative files. All grades are maintained on PowerSchool. It is suggested that teachers maintain their grading scales, curriculum syllabus and explanation of grading expectations each year in case it's necessary to re-examine a student's semester or final grades.

Attendance Records

Teachers must maintain accurate attendance records for each of their students through PowerSchool.

Tardy Students. Students entering class after class has begun, regardless of the reason, should be marked tardy. If a student is tardy by more than 15 minutes, the instructor will record an absence. Teachers should send students who are tardy at 1st or 4th period to the office. Teachers may determine their own policy for students who are tardy to their class. That policy must be approved by the Executive Director.

Absent Students. All students who are absent should be marked absent regardless of the reason. All notes from parents or doctors or other explanations regarding the student's absence should be timely submitted to the office.

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Extended Absence Request. Students who plan to be absent due to a family vacation or other family related reasons that exceed one week of school must submit an Extended Absence Request Form (available from the Executive Director) ten days before an extended absence. If approved, the student's absence is excused so long as the student fulfills the requirements of agreements with individual teachers contained in the Extended Absence Request Form. The excused absences will not count toward the ten days that may jeopardize a student's credit.

Student Conduct

The staff shall develop specific written guidelines for personnel to follow as they encourage and maintain acceptable student conduct. These guidelines shall include methods of positive reinforcement for appropriate behavior as well as consequences for inappropriate behavior. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their reasonable and lawful requests and instructions followed by students.

The schools shall strive to provide for the basic welfare, educational opportunity, and safety of all students. Student conduct in the school shall be supervised in an attempt to provide for reasonable order and courtesy and the recognition of student rights and responsibilities.

School authorities shall give clear guidance to staff members concerning discipline procedures, teacher authority, and limitations as to personal actions.

Staff members may use physical restraint/force when handling disruptive students only when necessary for self-defense, defense of others, and defense of property or when circumstances render such actions reasonably necessary to aid in enforcing the established rules of conduct. If such action becomes necessary, the employee is required to report the incident to the Executive Director, in writing, within 24 hours of the occurrence. The Governing Council prohibits the use of corporal punishment, in any form, as a disciplinary action for unacceptable student behavior.

Reporting Substance Abuse

In accordance with State Board of Education Regulation NMAC Title 6, Chapter 11, Moreno Valley High School prohibits students from use, possession, sale, trading, manufacturing, deal, distributing, or transportation of alcohol and/or other illicit drugs and drug analogs on school property, at school, at school-sponsored activities, or in school vehicles. Legal authorities will be contacted by the school in the event that students are found to possess illegal substances or be under the influence of illegal substances on campus.

Reporting Child Abuse and Neglect

In accordance with NMSA 32A.4.3, it is the legal responsibility of all school employees to report suspicion or instances of child abuse or neglect to the Children, Youth, and Families Department or to the police. Failure to make a report is a misdemeanor. School personnel need NOT verify that a child has actually been abused or neglected. Although school personnel may discuss their concerns with their Executive Director, this discussion does not relieve the individual employee of his/her legal responsibility to make a report. Reports may be made anonymously and will remain confidential.

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STUDENT RIGHTS

Due Process

This guideline cites standards of conduct, prohibited activities, and disciplinary actions that may be taken for inappropriate behavior. School authorities shall follow procedures that provide a student with due process when taking appropriate disciplinary actions. The following points are intended to acquaint staff, students and parents with these procedures. A fuller explanation of due process procedures is contained in State Board of Education Regulation NMAC Title 6, Chapter 11.

1. A student who is immediately removed from school or class or who is given a temporary suspension shall have a rudimentary hearing at which the following will occur:
 - a. The student will be notified of the charges against him/her.
 - b. The student shall be told what evidence supports the charge(s), and there will be an opportunity to present his/her version of the facts.
 - c. The hearing may be an informal discussion and may follow immediately after the notice of the charges is given, unless the administrative authority decides a delay is essential to permit a further exploration of the facts. Before a student is removed from class or school for more than the remainder of a school day, reasonable effort must be made to notify the parent and offer the opportunity for a conference with the parent/student and school personnel.
 - d. The administrative authority is not required to allow the student to secure counsel, to confront or cross-examine witnesses supporting the charge(s), to call witnesses to verify the student's version of the incident, or to appeal the decision.
2. A student recommended for long-term suspension or expulsion shall have a right to be given notice, a formal hearing, and have the right to appeal. In such cases the student and parent are provided with a copy of State Board of Education Regulation NMAC Title 6, Chapter 11, which contains clear and explicit information as to due process rights.

Homebound Instruction

Students enrolled in Moreno Valley High School who, for reasons of disciplinary action, illness, or other disabilities, are prevented from attending regular classes in school may receive guidance to complete assignments at home.

Student Assistance Team Referrals (SATs)

When a student shows signs of needing some type of special help, faculty members may refer the student to the Student Assistance Team (SAT) through the Executive Director. The SAT makes referrals for special education services, 504 interventions, Family Counseling services, school social work, English as a Second Language, and other appropriate intervention services.

SAT forms must be filed in the front of the student's cumulative file. The teacher or the SAT coordinator is responsible for making sure this form is filed properly. All teachers and other relevant personnel should be familiar with all SAT procedures. See the Executive Director for specific instructions.

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Individual Educational Plans (IEPs)

IEP forms for students that qualify for special education services must be submitted to the Special Education Coordinator. The Special Education Coordinator will be responsible for making sure the IEP forms are filed accordingly. All teachers and other relevant personnel should be familiar with IEP procedures. Instructions are available from the Special Education Coordinator.

FUNDRAISERS

The Executive Director must approve all fundraisers. All fundraisers will be channeled through the Moreno Valley School activity fund. All monies raised through school-sponsored fundraisers become the property of Moreno Valley High School. A general ledger will be maintained which will show individual account groups and funds.

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MORENO VALLEY HIGH SCHOOL ACCEPTABLE USE POLICY

(Amended 07/2015)

Please read this document carefully before signing and returning the Acceptable Use Agreement.

Electronic information resources are available to staff of Moreno Valley High School (School). These resources include access to the school's Local Area Networks and Internet services. All users are expected to use these resources in a manner that is respectful of others and in accordance with all rules and regulations governing communication, school policy, school rules and the law. Use of the network is a privilege dependent on agreement to and compliance with this Acceptable Use Policy (AUP).

The signature on the Acceptable Use Agreement is legally binding. All access and rights are privileges granted by the School, and users should expect no privacy rights. Email, Internet use and Network use may be monitored to ensure compliance with this agreement.

Acceptable Use and Etiquette

1. The use of an assigned account must be in support of educational goals and/or job performance.
2. All users are expected to abide by the generally accepted rules of network etiquette. Be polite in electronic communications.
3. Intentionally searching, emailing, viewing, downloading, uploading, copying, forwarding, creating, storing, printing, sharing or sending inappropriate material is prohibited. Inappropriate material includes, but is not limited to
 - a) software not licensed;
 - b) pornographic or obscene material;
 - c) material insulting to ethnic, religious, or other groups;
 - d) personally insulting or disrespectful material;
 - e) material which threatens a person's well-being or safety;
 - f) intentionally falsified or misleading statements or documents;
 - g) chain letters;
 - h) activities of any kind that do not conform to the rules, regulations and policies of Moreno Valley High School or law. The decision of the school with respect to what is inappropriate is final.
4. Users may not use the school's private network to access or post material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (including hate literature), is defamatory, harassing or bullying.
5. Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. Users also must refrain from

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abusing email distribution lists. Acts of abuse include, but are not limited to: forwarding non-school emails, advertising or solicitation.

6. Gaining access to or attempting to gain access to unauthorized resources or systems or other user's files is prohibited.

7. You may only use web-based applications (i.e., email, chat rooms, search engines) when authorized for instructional, school activity or job purposes.

8. Users may not use any type of internet proxy service or proxy server to bypass school filters.

9. You may not use the network for financial gain, business enterprise, or partisan politics.

10. Malicious activity is not allowed. Maliciousness includes, but is not limited to

a) willful destruction or defacement of hardware, software or data;

b) flooding a system with unwanted data (spamming the network);

c) damaging, defacing or removing equipment;

d) intentional introduction of viruses or failure to follow accepted procedures for prevention;

e) falsifying the true origin of a mail message;

f) destruction, appropriation, or modification of another's data;

g) learning another person's password by any method.

11. Users may not deliberately disrupt or harm hardware or systems, interfere with computer or network performance, interfere with another's ability to use equipment and systems, or destroy data.

12. Users may not post personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures or videos.

13. Users may not use the school's private network to engage in illegal acts, such as threatening the safety of another person, accessing or sharing unauthorized copyrighted music, movies, and other intellectual property.

14. If you encounter inappropriate material, immediately report it to your supervisor.

Network Access

1. Every account will have a user name and a password. Account owners have responsibility for all use of their accounts.

2. Users are responsible for the use of their individual account(s) and should take all reasonable precautions to prevent others from being able to use their account(s), including staff, friends, or family. Under no conditions should a user provide his/her password to another person.

3. Users should be aware of current guidelines for the creation and maintenance of secure passwords.

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- a) minimum of six characters
 - b) not a dictionary word or common name
 - c) should include a number and/or special character (!, #, \$ etc.)
4. Do not use another individual's account. Attempting to log on as a system administrator is forbidden.
 5. Users may not connect unauthorized devices including wireless devices to the school network. Unauthorized devices include personal computers, routers, switches, wireless access points, wireless routers or any type of wireless gateway device.
 6. Users are not given administrative privileges on school computers. It is a violation of this agreement for non tech department personnel to attempt to gain administrative access to school equipment and network.
 7. Users may not attempt to gain unauthorized access to any computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of browsing, snooping, or electronic discovery.
 8. Security violations should be reported to your supervisor.

Network Administration

1. Email and any other accounts on the network are not private.
2. Accounts may be monitored on a regular basis.
3. Users should be aware that the Network Administration cannot absolutely guarantee the confidentiality of a user's files or communications. Extremely sensitive material should not be on the network.
4. The Network Administration is not responsible for the loss of data due to system failure either of hardware or software. Backup important files!
5. All files on the system may be viewed, executed, deleted, copied, restricted or compressed by the Network Administration.
6. The Network Administration has the right to grant or deny access to network computer resources depending on system requirements, memory space needed, school policy, and history of past activities by the user.
7. There may be a storage quota imposed on an account.
8. Any known abuse of the network should be reported immediately.

School Responsibilities

1. The School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school's private network.
2. In the event there is an allegation that a staff member has violated the School Acceptable Use Policy, disciplinary actions may be taken.

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3. Violations of the School Acceptable Use Policy will be handled in accordance with law, Governing Council Policy or administrative guidelines, as applicable.
4. Local management has the responsibility to enforce and interpret this policy.

NEED FORM INSERTED? Or FORM IN APPENDIX?

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MVHS EMPLOYEE DISPUTE RESOLUTION/GRIEVANCE POLICY AND PROCESS

(Amended 7/2015)

POLICY:

This policy provides an accessible and fair procedure for the resolution of legitimate employment-related concerns or conflicts. The intent of this process is to support communication and dialogue among MVHS staff, to encourage internal resolution of conflicts between staff/staff and administration/staff and Governing Council in a safe environment, at the lowest appropriate level, and to clarify the roles of administration and Governing Council in dispute resolution.

PURPOSE:

The purpose of this policy is to provide an accessible and fair procedure for the reporting and resolution of legitimate employment-related concerns of, or conflicts between, MVHS employees in a timely and equitable manner. The intent of this process is to support communication and dialogue among MVHS staff, to encourage internal resolution of conflicts between staff/staff and administration/staff and Governing Council in a safe environment, at the lowest appropriate level, and to clarify the roles of administration and Governing Council in dispute resolution. All grievances and disputes shall be processed as provided herein.

DEFINITIONS:

1. “Day” shall mean working school days and Mondays.
2. A “grievance” shall mean an allegation by an employee or a group of employees with the same claim that there has been a violation, misinterpretation, or inequitable application of any provision of the Employee Handbook, or any other administrative rule, policy, or procedure, which negatively impacts the grievant(s).
3. “Grievant” or “aggrieved party” shall mean an employee or a group of employees who is affected by a grievance as defined above.
4. “Mediation” is the confidential process by which an impartial third party or a team of co-mediators facilitates a mutually acceptable resolution between the parties.
5. “Parties in interest” shall be the grievant and the Executive Director, Governing Council member, or other employee(s) of the school whose actions or conduct are the subject of the grievance.
6. “Relief” or “remedy” shall mean the recommended resolution by the grievant.
7. “Resolution” shall mean the written decision by the appropriate authority in response to the grievance.

APPLICABILITY:

The following situations are not grievable under this policy:

1. The contents of an evaluation of any employee by his/her immediate supervisor;

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2. Discharge or termination decisions made by the Executive Director or the Governing Council for which recourse is provided through state statute;
3. Situations in which the remedy for the alleged violation resides exclusively in some person, agency, or authority other than MVHS, its Executive Director or Governing Council;
4. A former employee cannot file a grievance after the effective date of separation from employment.

The following situations are grievable under this policy:

1. Claims of violation or misapplication of the evaluation policy or process;
2. Disciplinary actions of letter of reprimand or written warning or above, including disciplinary actions relating to work performance.
3. Unfair treatment
4. Discrimination
5. Slander

GENERAL PROCEDURES AND REQUIREMENTS

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be maximum, and every effort shall be made to proceed as quickly as possible. The time limits specified will be extended if mutually agreed to in writing by the grievant and the administrator receiving the grievance at that level or due to a long holiday.
2. Effort to resolve the grievance through Informal Processes 1 and 2 must be attempted within 8 work days of the act or discovery of the act that caused the grievance. If informal efforts are unsuccessful, the aggrieved employee must file a written grievance within this 8-day period.
3. No employee shall suffer retaliation, recrimination, discrimination, harassment, or be otherwise adversely affected because of his/her use of or participation in this grievance process.
4. Failure of the grievant to file or appeal the grievance within the time limits specified shall result in dismissal of the grievance, with prejudice (the same incident may not provide the basis for a future grievance). In the event the Executive Director fails to submit the decision in writing within specified time limits, the grievant may proceed directly to the next level.
5. Whenever possible, any grievance conference, mediation, or hearing at any level shall be scheduled during a mutually convenient time that does not conflict with the regularly scheduled school program.
6. All expenses for release time, substitutes, or coverage shall be borne by the school when hearings, mediation, or conferences must be scheduled during the school day. All expenses for professional mediators or hearing officers shall be borne by the school.
7. A grievant shall have the right to bring such witnesses as are willing to testify in his/her behalf. Any necessary substitutes or release time for staff who serve as witnesses shall be provided with all expenses borne by the school.

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8. A separate file shall be maintained by the school for grievances. All documents produced during the grievance process, including any documents relating to mediation, shall be filed therein. This file shall not become part of the employee's personnel file and shall not be included when authorized individuals seek legitimate access to the employee's personnel file.
9. Confidentiality is an essential element to the objectivity and efficacy of the grievance proceedings, and shall be maintained by all parties, including grievant, Executive Director, and Governing Council members. Confidentiality shall be construed to mean the exercise of sound judgment regarding the appropriateness of the recipient, context, nature, substance, and intention of disclosure of any details regarding the issue at grievance or the grievance process, by any party to the grievance. The requirement of confidentiality shall not prevent any party to the grievance from discussing the grievance in confidence with trusted friends or colleagues for the purpose of guidance or counsel. Confidentiality requires restraint at all times from discussing the grievance with students, or in any public or community forum, or in a manner to promote divisiveness. All parties are encouraged to recognize the importance of confidentiality in the maintenance of professional relationships within the MVHS community.
10. The resolution of the grievance shall be made public only upon written agreement between the grievant and the Executive Director, or unless the grievant pursues outside remedy after exhaustion of the internal grievance process, or as otherwise stipulated in the mediation or hearing settlement.
11. All parties shall maintain confidentiality regarding settlement achieved through mediation. The mediator, mediation process or settlement achieved shall not be subject to review, discovery, witness, or testimony in the event the grievant pursues outside remedy after exhaustion of the internal grievance process.
12. The mediator, hearing officer, or administrator responsible for rendering a decision may not change or add to the handbook, policies, or administrative rules.
13. All grievances shall be processed as provided herein, and shall be filed and processed on grievance forms prepared by the school and available in the office of the Executive Director or from his/her designee.
14. The grievant must exhaust internal remedy through this grievance procedure before seeking remedy in outside administrative agency or court.
15. As the intention of this process is to resolve issues internally, legal counsel shall not be admitted at any level of the grievance proceedings.

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PROCESS:

INFORMAL PROCESS 1 - SELF-ASSESSMENT

A. The employee is encouraged to consider, individually and personally, his/her role in the situation creating the concern, conflict, complaint, or grievance. What are the issues? How did my response, behavior, attitude contribute to the situation? What could I have done differently? What are my motives if I choose to pursue this issue?

B. The employee may find it appropriate to discuss the situation and to seek guidance in confidence with a trusted colleague or administrator. Such dialogue shall not be cause for that individual to recuse him/herself from participation or decision-making as called for in subsequent levels of this procedure.

C. If this self-evaluation yields a decision to pursue the issue through this process, the employee is encouraged to do so with the goal of resolution, conciliation, and maintenance of professional and productive working relationships, rather than retribution.

D. The employee with the concern is encouraged to put in writing the issue causing the dispute, and suggested solutions. This document may be for private use, or may be shared in the next step.

INFORMAL PROCESS 2 - DIALOGUE

A. Prior to the filing of a formal written grievance, and within 8 work days of the act or discovery of the act that caused the conflict or grievance, the employee shall first discuss the issue with the person with whom he/she has the dispute.

B. If the issue is between two employees, a good-faith effort to resolve the issue through dialogue or self-mediation is recommended. To facilitate this dialogue, both employees are encouraged to put in writing the issues causing the dispute, and suggested solutions. The disputants may find this to be a valuable tool to share with each other in order to find common ground upon which to build resolution.

C. If a conflict is not able to be resolved informally, the employee may choose to file a grievance at Formal Level 1.

FORMAL LEVEL 1 - BRING GRIEVANCE TO EXECUTIVE DIRECTOR

A. If a dispute is not resolved through informal dialogue, and the grievant wishes to proceed with the process, the grievant shall submit the grievance in writing to the Executive Director within four days. The grievant may include documentation and other evidence. The Executive Director at his/her discretion, may interview witnesses and other parties in interest, and/or may meet with the grievant and/or the other parties in interest.

B. The Executive Director with the agreement of the parties to the dispute, may conduct a mediation or may proceed directly to Level 2 - Mediation.

C. In any meeting held as part of this level, the grievant or any party in interest may be accompanied by a colleague who will serve as an observer. The observer may not advocate for any party.

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D. The Executive Director shall submit his/her response and proposed resolution to the grievant, in writing, within 4 work days of receipt of the written grievance.

E. If the grievance is against the Executive Director, the Executive Director shall give the written grievance to the Governing Council President.

FORMAL LEVEL 2 – MEDIATION

A. If the grievant is not satisfied with the Executive Director's or administrative designee's response, or if the Executive Director or designee fails to issue a timely written response, and the grievant wishes to proceed with the process, the grievant may, within 4 work days after the decision was received or due, submit a Request for Mediation at Level 2.

B. The Executive Director or designee shall appoint a qualified mediator or co-mediators. The mediator may be trained internal mediators, external volunteer community mediators, external professional mediators, or a combination. If any party in interest, including the mediator(s), can demonstrate a conflict of interest, another mediator shall be appointed. Any party may request that the services of a professional mediator be engaged; the Executive Director has the sole discretion and authority to make this determination.

C. The mediator shall be provided with the employee's initial grievance, the supervisor's response, and the employee's Request for Mediation.

D. The mediation shall be conducted within 8 work days of submission of the Request for Mediation. The mediator(s) shall attempt to facilitate resolution by the parties.

E. All parties shall maintain confidentiality regarding settlement achieved through mediation. Any settlement achieved shall be shared only with those who need to know in order to effectuate the settlement, and shall be filed in the separate grievance file.

F. The mediator, mediation process or settlement achieved shall not be subject to review, discovery, witness, or testimony in the event the grievant pursues outside remedy after exhaustion of the internal grievance process.

G. Observers are not part of the mediation process.

H. If the grievance is against the Executive Director, the Governing Council President shall appoint the mediator.

FORMAL LEVEL 3 - GOVERNING COUNCIL

A. In the event that a mutually satisfactory resolution is not achieved through mediation, and the grievant wishes to proceed with the process, the grievant may, within 4 work days of the mediation, submit a Request for Hearing to the President of the Governing Council, with a copy to the Executive Director.

B. In the event that the grievant can demonstrate that a settlement achieved through mediation has been violated within 20 working days of the settlement, the grievant may submit a Level 3 Request for Hearing.

C. The President of the Governing Council shall serve as or appoint a Hearing Officer and shall conduct a closed, informal hearing within 8 work days of receipt of the request. The President

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has the sole discretion and authority to engage the services of a professional external Hearing Officer. An external Hearing Officer shall be required whenever the action of the Governing Council is the subject of the grievance.

D. As an alternative, the President may determine that the hearing shall be held before the entire Council in executive session. Any Council member who is involved in the dispute, or who has a conflict of interest with the grievant or any party in interest, shall disclose such conflict and shall recuse him/herself from the hearing or decision-making process.

E. In the event that release time or substitute employees may be necessary, the parties in interest shall provide a list of witnesses to the Hearing Officer or President a minimum of 2 work days prior to the hearing. The parties shall, at the same time, indicate the name of a representative or advocate, if any. Legal counsel shall not be admitted to the grievance hearing proceedings.

F. The grievant shall submit all documentation and evidence submitted at Formal Level 1 to the Hearing Officer a minimum of 2 work days prior to the hearing. The other parties to the dispute may submit documentation and evidence to the Hearing Officer within this time frame. New evidence or documentation may be submitted only upon 2 days prior notification to both parties, as verified by the Hearing Officer.

G. The procedure for the hearing is as follows:

1. The grievant shall present his/her grievance first, through oral statement, documentation, evidence, testimony of witnesses, etc.
2. The other party (parties) in interest to the grievance shall present their responses, which may also include documentation, evidence, testimony, etc.
3. The Hearing Officer or President may ask any questions deemed necessary of parties or witnesses.
4. The Hearing Officer or President shall make arrangements for a taped recording or written minutes of the proceedings. A verbatim written transcript is not required; any minutes or other written record shall fairly reflect the substance of the hearing.

H. The Hearing Officer or President may not change, add to or delete from existing policies, handbook, administrative rules, or procedures of MVHS.

I. The Hearing Officer or President shall, within 8 work days after the hearing, render the decision in writing, setting forth the resolution and reasons therefore, and determination of relief, if appropriate, regardless of the relief requested. The written decision shall be transmitted to the grievant and all parties in interest.

J. All parties shall maintain confidentiality regarding grievance proceedings.

K. Level 3 concludes the MVHS internal Employee Dispute Resolution/Grievance Process.

Forms are available in the Appendix.

APPENDIX

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GOVERNING COUNCIL DIRECTORY

GOVERNING COUNCIL COMMITTEES

STAFF AND FACULTY DIRECTORY

CALENDARS

FORMS

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Council Member Directory

2021 – 2022

Seat 1 Ed McCracken Treasurer Term 2 Expires 2023

Mailing Address: PO Box 1239 Angel Fire NM 87710

Phone: 415 . 517 . 8887

Email: emccracken@morenovalleyhigh.org

Seat 2 VACANT Term 1 Expires 2024

Mailing Address: PO Box 2099 Angel Fire NM 87710

Phone: 918 . 399 . 6149

Email: tbertucci@morenovalleyhigh.org

Seat 3 Matthew Mitchell Vice President Term 1 Expires 2023

Mailing Address: PO Box 249 Angel Fire NM 87710

Phone: 202 . 631 . 3744

Email: mmitchell@morenovalleyhigh.org

Seat 4 Bonavita Quinto MacCallum Member Term 1 Expires 2023

Mailing Address: **NEED INFO**

Phone: **NEED INFO**

Email: bmacallum@morenovalleyhigh.org

Seat 5 Lisa Olson Secretary Term 1 Expires 2022

Mailing Address: PO Box 386 Angel Fire NM 87710

Phone: 505 . 310 . 9281

Email: lolson@morenovalleyhigh.org

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STANDING BOARD COMMITTEES

GOALS:

Average optimum committee size 2 to 5 members.

One member of each committee should be a parent/community member.

Facilities / Building Security

Matthew Mitchell

Tammy Dunn

Finance / Audit Committee

Ed McCracken

Lawana Whitten

Tammy Dunn

Charter Renewal

Matthew Mitchell

Bonavita Quinto MacCallum

Dr. J. Boyd

Tammy Dunn

Recruiting / Marketing

Rashel Larson

Matthew Mitchell

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STAFF & FACULTY DIRECTORY

EXECUTIVE DIRECTOR Tammy Dunn tdunn@morenovalleyhigh.org
PO Box 1037
56 Camino Grande
Angel Fire NM 87710
Phone: 575 . 377 . 3100
Fax: 575 . 377 . 7263

STAFF:

Executive Assistant	Jiliann Williams	jiliann@morenovalleyhigh.org
Art, Spanish		
History		
English, Journalism		
Physical, Special Education	Jenna Pepper	jenna@morenovalleyhigh.org
Drama, Digital Arts, ASL	Beth Tafoya	beth@morenovalleyhigh.org
Math	Sally Torres	sally@morenovalleyhigh.org
Science, Math	Ted Werre	ted@morenovalleyhigh.org
Music, Special Education	Melissa Grassmick	melissa@morenovalleyhigh.org
Technology	Rashel Larson	rashel@morenovalleyhigh.org
Education Assistant??	Melissa Ponce de Leon	mel@morenovalleyhigh.org
Health Aide	Kathy Serna	kathy@morenovalleyhigh.org

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

2021-2022 School Calendar

2021																				
July				August				September												
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2					2	3	4	5	6				1	2	3			
5	6	7	8	9			9	10	11	12	13		6	7	8	9	10			
12	13	14	15	16			16	17	18	19	20		13	14	15	16	17			
19	20	21	22	23			23	24	25	26	27		20	21	22	23	24			
26	27	28	29	30			30	31					27	28	29	30				
July Instructional Days: 0.0				Aug Instructional Days: 1.0				Sept Instructional Days: 19.0												
In-Service Days: 0.0				In-Service Days: 1.0				In-Service Days: 1.0												
October				November				December												
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1				1	2	3	4	5				1	2	3			
4	5	6	7	8			8	9	10	11	12		6	7	8	9	10			
11	12	13	14	15			15	16	17	18	19		13	14	15	16	17			
18	19	20	21	22			22	23	24	25	26		20	21	22	23	24			
25	26	27	28	29			29	30					27	28	29	30	31			
Oct Instructional Days: 19.0				Nov Instructional Days: 1.0				Dec Instructional Days: 1.0												
In-Service Days: 0.5				In-Service Days: 1.0				In-Service Days: 1.0												
January				February				March												
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1	1	2	3	4					1	2	3	4		
3	4	5	6	7			7	8	9	10	11		7	8	9	10	11			
10	11	12	13	14			14	15	16	17	18		14	15	16	17	18			
17	18	19	20	21			21	22	23	24	25		21	22	23	24	25			
24	25	26	27	28	29		28						28	29	30	31				
Jan Instructional Days: 16.5				Feb Instructional Days: 18.0				Mar Instructional Days: 15.0												
In-Service Days: 1.5				In-Service Days: 0.0				In-Service Days: 1.0												
April				May				June												
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1				2	3	4	5	6		6	7	8	9	10			
4	5	6	7	8			9	10	11	12	13		13	14	15	16	17			
11	12	13	14	15			18	19	20	21	22	23	20	21	22	23	24			
18	19	20	21	22			25	26	27	28	29		27	28	29	30				
25	26	27	28	29			30	31												
April Instructional Days: 19.0				May Instructional Days: 15.5				June Instructional Days: 0.0												
In-Service Days: 0.0				In-Service Days: 1.5				In-Service Days: 0.0												
July	13 Council Meeting						January	03 Staff In-Service 10 P/T Conferences 11 Council Meeting												
August	03, 04, 30 Staff In-Service 10 First Day of School and Enrollment Day 10 Council Meeting						February	08 Council Meeting												
September	13 Staff In-Service 14 Council Meeting						March	08 Council Meeting 14 Staff In-Service 22-25 Spring Break												
October	12 Council Meeting 18 P/T Conferences						April	12 Council meeting												
November	08 Staff In-Service 09 Council Meeting 23-26 Thanksgiving Break						May	10 Council Meeting 21** Graduation 26 Students Dismiss at 1:00pm 26 Staff In-Service pm 27 Staff In-Service												
December	13 Staff In-Service 14 Council Meeting 21-31 Winter Break						June	14 Council Meeting												
Student Membership Reporting Dates																				
20 days		August 12-September 10																		
40 days		September 11-October 13																		
60 days		October 14-November 05																		
80 days		November 06-December 10																		
100 days		December 11-January 21																		
120 days		January 22-February 23																		
140 days		February 24-March 18																		
160 days		March 19-April 22																		
EOY		April 23-May 27																		
2021-2022 State Reporting: Please make sure your students in attendance! Thank you!																				
40th	October 13, 2021 - 1 st Reporting Period (2nd Wednesday in October)																			
Dec 1	December 1, 2021 - 2 nd Reporting Period (December 1st or the first working day in Dec)																			
120th	February 09, 2022 - 3 rd Reporting Period (2nd Wednesday in February)																			
Thanksgiving Break:	School will dismiss at regular time on November 19. School will resume at regular time on Nov. 30.																			
Christmas Break:	School will dismiss at regular time on December 17. School will resume at regular time on January 4.																			
Spring Break:	School will dismiss at regular time on March 18. School will resume at regular time on March 29.																			
Parent/Teacher Conferences:	October 18 and January 10																			
Staff In-Service:	PD HOURS 8 August 3 8 August 4 8 August 30 8 September 13 counts as school day 0 October 18 P/T Conferences 8 November 8 8 December 13 8 January 3 4 January 10 P/T Conferences 8 March 14 4 May 26 8 May 27 PM 80																			
Edulastic Testing:	Quarter 1: Quarter 2: Quarter 3:																			
Grading Periods:	*1st Quarter: August 11 - October 08 *2nd Quarter: October 12 - December 17 *3rd Quarter: January 4 - March 4 *4th Quarter: March 8 - May 25																			

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

BOARD MEETINGS

CIMARRON MUNICIPAL SCHOOLS

BOARD OF EDUCATION

2021-2022 MEETING SCHEDULE

(3RD WEDNESDAY OF THE MONTH)

(Approved 04/14/2021)

July 21, 2021 Cimarron High School Media Center 6:30 pm

August 18, 2021 Eagle Nest Elementary/Middle Schools Board Meeting Room 6:30 PM

September 15, 2021 Moreno Valley High School Meeting Room 6:30 PM

October 20, 2021 Cimarron Administration Board Media Center 6:30 PM

November 17, 2021 Eagle Nest Elementary/Middle Schools Board Meeting Room 6:30 PM

December 15, 2021 Cimarron High School Media Center 6:30 PM

January 19, 2022 Eagle Nest Elementary/Middle Schools Board Meeting Room 6:30 PM

February 16, 2022 Cimarron High School Media Center 6:30 PM

March 16, 2022 Eagle Nest Elementary/Middle Schools Board Meeting Room 6:30 PM

April 20, 2022 Moreno Valley High School Meeting Room 6:30 PM

May 18, 2022 Cimarron High School Media Center 6:30 PM

June 15, 2022 Eagle Nest Elementary/Middle Schools Board Meeting Room 6:30 PM

The agenda for each of the meetings listed above will be available in the Cimarron Municipal School Administrative Offices 72 hours prior to each meeting. The Board Meeting Packet will be available on the School District Website www.cimarronschools.org 72 hours prior to each meeting. This is an open meeting, and the citizens of the Cimarron Municipal Schools District are invited to attend. Individuals with disabilities who need any form of auxiliary aid or service to attend or participate in the meetings, please contact the Superintendent of Schools at (575)-376-2445 at least one week prior to the meeting or as soon as possible.

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

Moreno Valley High School Governing Council Meetings

(Approved July 2021)

Monthly meetings are held the second Thursday at 5:15 p.m.

Meetings are held at MVHS, 56 Camino Grande, Angel Fire, NM 87710

August 12, 2021

September 09, 2021

October 14, 2021

November 11, 2021

December 09, 2021

January 13, 2022

February 10, 2022

March 10, 2022

April 14, 2022

May 12, 2022

June 09, 2022

Annual Meeting July 14, 2022

The agenda for each of the meetings listed above will be posted on the MVHS entry doors 72 hours prior to each meeting. The agenda will be posted on the MVHS Website www.mvhsnm.org 72 hours prior to each meeting. This is an open meeting; everyone is invited to attend. Individuals with disabilities who need any form of auxiliary aid or service to attend or participate in the meetings, please contact Executive Director Tammy Dunn at (575)-377-3100 at least one week prior to the meeting or as soon as possible.

MVHS Special Meetings: MVHS Committee Meetings are scheduled as needed.

MVHS Retreats are held in August. Is this still true?

FORMS

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

This Confidentiality and Non-disclosure Agreement (the “Agreement”) is made and entered into this _____ day of _____, 20____ by and between Moreno Valley High School Governing Council/Cimarron Municipal School District and _____ (the “GC Member”) for the purposes of preventing the unauthorized disclosure of Confidential Information.

1. Confidentiality and Non-disclosure. Member agrees that all information, records and/or documents provided by MVHSGC and/or District information which member has access to relating to the services provided shall remain confidential and that member shall not make any unauthorized use or disclosure of any such information disclosed by MVHSGC/ District. Confidential Information shall include, but not be limited to, personal information of employees, students, parents or others maintained by MVHSGC/ District in written or electronic files.

2. Obligations of Recipient. Recipient acknowledges and agrees that in the course of the performance of services rendered, Recipient may be given access to, or come into possession of, confidential information of the District which information contains proprietary data, privileged material, or other Confidential Information. Member acknowledges and agrees, except if required by judicial or administrative order, trial, or other governmental proceeding pertaining to this matter, that it will not use, duplicate, or divulge to others any such information disclosed to member by the Board without first obtaining the prior written permission from MVHSGC/ District.

3. Term. The non-disclosure provisions of this Agreement shall survive the termination of any services performed by member. Member’s duty to hold Confidential Information in confidence shall remain in effect until the District notifies the member in writing, releasing the member from this Agreement.

4. Strictly confidential matters will be discussed in executive session, which may be called by the President or Vice President. This will include, but not be limited to, personnel issues, legal matters, and financial issues. The content, the discussion, and the decisions reached will not be shared with non-board members except as designated by the board.

5. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of New Mexico

My signature below indicates I have read and agree to adhere to the above stated confidentiality statement.

GC Member Signature: _____

Name (print): _____

Address: _____

MVHSGC Signature: _____

President Name (print): _____

Address: _____

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

NEW MEXICO OPEN MEETINGS ACT COMPLIANCE GUIDE

www.nmag.gov/uploads/files/Publications/ComplianceGuides/Open

Open Meetings Resolution 2021-2022

WHEREAS, THE Governing Council met in regular session at Moreno Valley High School on July 13, 2021, at 5:15 p.m., as required by law; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Governing Council to determine annually what Office of the Attorney General State of New Mexico 14 constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Governing Council that:

1. All regular meetings shall be held at Moreno Valley High School, or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on _____ . The agenda will be available at least seventy-two hours prior to the meeting and posted at the entrance of Moreno Valley High School. The agenda will also be posted on Moreno Valley High School's website at www.mvhsnm.org.
3. Notice of regular meetings other than those described in Paragraph 2 will be given ten days in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two hours before the meeting and posted on the Moreno Valley High School's website at www.mvhsnm.org.
4. Special meetings may be called by the President and/or Vice President or a majority of the members upon three days' notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained a copy of the agenda. The agenda will be available at least seventy-two hours before the meeting and posted on the Moreno Valley High School's website at www.mvhsnm.org.
5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and welfare of the students and/or staff of the Charter School, property of the Charter School, or to protect the public body from substantial financial loss. The Governing Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members with twenty-four hours prior notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the _____ will notify the Attorney General's Office.
6. For the purposes of regular meetings described in Paragraph 3 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted in the following locations: at the school's entrance and on the Moreno Valley High School website.

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

7. For the purposes of special meetings and emergency meetings described in Paragraphs 4 and 5, notice requirements are met if notice of the date, time, place and agenda is provided at the school's entrance, and on the school's website.
8. In addition to the information specified above, all notices shall include the following language: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Moreno Valley High School at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.
9. The Governing Council may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15- 1(H) of the Open Meetings Act.
 - (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Governing Council taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
 - (b) If a closed meeting is conducted when the Governing Council is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
 - (c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
 - (d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Governing Council in an open public meeting.

Passed by the Governing Council this 13th day of July, 2021.

Vice President, Matt Mitchell

Secretary, Lisa Olson

Code of Ethics 2018-2019 – Doc needed here??

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

GRIEVANCE FORMS

Grievance Form – Formal Level 1 – Executive Director: after thoughtful consideration and efforts at informal dialogue, and with the goal of conciliation and maintenance of professional and productive working relationships, I hereby seek resolution of the following grievance:

Grievant's name: _____

Position: _____ Phone # _____

Directions:

- Include time, location, names of witnesses, if any, names of parties in interest.
- Attach additional pages, if necessary.
- Attach a copy of policy, procedure, or rule, if any, claimed to have been violated, misinterpreted, or inequitably applied.
- Attach any additional relevant documentation.
- Submit one copy to the Executive Director. Keep one copy.

Date of incident causing grievance: _____

Describe _____ incident:

Names _____ of _____ witnesses:

Names of other parties involved: _____

Describe policy, procedure, or rule, if any, claimed to have been violated, misinterpreted, or misapplied: _____

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

Date of Informal Dialogue: _____

Names of parties engaging in informal dialogue: _____

Relief/remedy sought: _____

Signature of Grievant

Date

Signature of Executive Director

Date

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

Executive Director's Resolution Form – Formal Level 1

Grievant's name: _____

Position: _____ Phone # _____

Date of submission of grievance: _____

Executive Director's response:

Relief/remedy: _____

Signature of Executive Director

Date

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Request for Mediation – Formal Level 2 - I have received the Executive Director’s or designee’s resolution to my grievance. After thoughtful consideration, and with the goal of conciliation and maintenance of professional and productive working relationships, I hereby seek mediation so that mutual resolution may be achieved for this grievance.

Signature of Grievant

Date

Signature of Executive Director

Date

For administrative use:

Mediator assigned _____ Date: _____

Full disclosure of potential conflicts of interest (attach, if any): _____

Accepted by parties: _____ Date: _____

Agreement to mediate signed: _____ Date: _____

Date of mediation: _____

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

Agreement to Mediate Form – Formal Level 2

1. We, the undersigned parties, are currently engaged in a dispute with one another, and we hereby submit this dispute for mediation.
2. We understand that mediation is a required step in the Moreno Valley Charter School Employee Dispute Resolution/Grievance Policy and Process, and we agree to make a good faith effort to resolve this dispute through mediation in a conciliatory, respectful, professional, and non-adversarial manner. We recognize that we each must acknowledge our share of responsibility for the issues in dispute.
3. We recognize that mediation is a confidential process by which an impartial third party or a team of co-mediators will attempt to facilitate a mutually acceptable resolution. The mediator will not impose a resolution, nor does the mediator have authority to change or add to existing policies or administrative rules. We take full ownership of a settlement thus achieved, including any compromise from our initial request for remedy.
4. The mediator may be a qualified internal mediator, a qualified community volunteer mediator, or a professional external neutral, or a combination. The Executive Director or administrative designee shall have the sole authority to appoint a mediator or to engage the services of a professional external neutral.
5. The name(s) of the mediator(s) has been shared with us. We understand that the mediator(s) have provided full disclosure of any potential conflict, and we can demonstrate no conflict of interest.
6. We agree to maintain confidentiality regarding settlement achieved through mediation. We understand that the mediator(s) shall not discuss the process or substance of the mediation outside of the mediation. We understand that any settlement achieved shall be shared only with those who need to know in order to effectuate the settlement, and shall be filed in the separate grievance file.
7. We agree that the mediator, mediation process or settlement achieved shall not be subject to review, discovery, witness, or testimony in the event that I/we pursue further levels of the Employee Dispute Resolution/Grievance Policy and Process or outside remedy after exhaustion of the internal grievance process.

Signatures:

Dates:

Grievant

Party in interest

Party in interest

Mediator

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

Attach additional pages if necessary.

This agreement is binding upon all parties. This document will be filed in the separate Grievance File and will be shared only on a need-to-know basis with those individuals with a responsibility to effectuate this settlement.

Signatures:

Dates:

Grievant

Party in interest

Party in interest

Witnessed by:

Mediator

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

Request for Hearing Form – Governing Board - Formal Level 3

Submit this form and ALL evidence and documentation, including a copy of the forms and all information submitted to Formal Levels 1 and 2, to the President of the Governing Council within 4 work days of completion of Mediation if settlement was not achieved, or 20 work days if a violation of settlement is claimed. New evidence or documentation may be submitted ONLY upon 2 days' prior notice to all parties, as verified by the Hearing Officer. Submit one copy to the Executive Director or administrative designee. Keep one copy. Attach a copy of the mediation settlement ONLY if a violation of that settlement is claimed.

Grievant's name:

Position: _____ Phone # _____

After thoughtful consideration, and with the goal of conciliation and maintenance of professional and productive working relationships, I hereby seek a hearing and request that the President of the Governing Council serve as or appoint a Hearing Officer to determine the resolution to this grievance. I understand that the Hearing Officer may accept, reject, or revise the Executive Director's resolution in part or in whole, or may fashion a remedy to the grievance regardless of the relief requested or previously recommended. I understand that response to this appeal concludes the Moreno Valley Charter School internal employee dispute resolution/grievance process.

Signature of Grievant

Date

Signature of President, Governing Council

Date

For administrative use:

Hearing Officer _____ Date of hearing: _____

MORENO VALLEY HIGH SCHOOL GOVERNING COUNCIL HANDBOOK

Hearing Officer's Resolution Form – Formal Level 3

Please attach additional pages, if necessary. Please send a copy of this resolution to the Executive Director, the Grievant, and all parties in interest within 4 work days of the hearing.

Hearing Officer's response:

Determination of relief/remedy:

Signature of Hearing Officer

Date