

CMS EMPLOYEE HANDBOOK SECTION 10: *District Information*

Board Policy/District Regulation Changes

Changes to Board Policies may be proposed through the Policy Committee and/or administration. Such proposed changes that relate to employment issues are generally presented to the Policy Committee and/or administration, which may present the proposed changes to the Superintendent. The Superintendent, in turn, may submit all proposed changes to the Board of Education. The Board of Education may amend the proposals.

Generally, policy changes approved by the Board, in whole or part, are reviewed for one month. Policies are introduced at a regular Board meeting; then, the Board will take action the following month at the meeting. The Board may approve policies in a shorter time frame. Only policy changes approved by the Board will become effective.

Regulations are developed and approved by the Superintendent or his/her designee. Generally, input and review by appropriate District staff is sought, and notification is generally made to the Board prior to the implementation of changes in regulations. Staff will be notified by email regarding policy changes approved by the Board.

Board of Education Meetings

Regular Board of Education meetings are generally held at 5:30 p.m. on the fourth Tuesday of each month at the Clovis Municipal Schools - Administration, Board Room, 1009 Main Street, Clovis, New Mexico. Specific meeting dates are published in a legal notice each year and are available in the Superintendent's Office and on the District's website.

To obtain information on how to place an item on a Board agenda, contact the Superintendent's Office. Staff members are invited to attend the meetings. The Board may allow comments by the public, including employees. This does not, however, preclude employees from following the proper chain of command when addressing work-related concerns.

Policy Committee

The Policy Committee will consist of a teacher representative from each building, two secretaries, two educational assistants, one special education representative, one library representative, one counselor, two principals, and one administrator from the Administration Building. The Superintendent will appoint the administrator from the Administrative Building. The respective employee groups will elect support staff members to serve on the committee.

The primary function of the Committee will be to advise the Superintendent on policy review, development, and maintenance. Policy that affects staff members and their working conditions will be a primary emphasis for the Committee. The Committee will meet on an as-needed basis and will be chaired by an administrator of Clovis Municipal Schools.

School Calendar

The instructional calendar is available on the CMS website, from your supervisor, Employee Services Department, or the Superintendent's Office. The District has an Instructional Calendar, a Central Office Closing Calendar, and a Payroll Calendar. The Policy Committee makes recommendations to the Superintendent for the instructional calendar. Suggestions about possible changes to the calendar may be submitted to your Policy Committee representative or directly to the Superintendent.

AHERA Public Notice

The Clovis Municipal School District has completed an inspection of all buildings under the school District authority and prepared a Management Plan for all asbestos containing materials, and suspected asbestos containing materials identified during the inspection process. All records are available for public inspection. If you would like a copy of a public record, the fee for printed documents is one dollar (\$1.00) per page.

Contact: John King
Deputy Director of Operations
1009 Main Street
Clovis, New Mexico 88101
Telephone: (575) 769-4329
Email: john.king@clovis-schools.org

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Clovis Municipal Schools are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The person listed below has been designated to handle inquiries regarding the non-discrimination policies:

Individuals having inquiries concerning the District's compliance with the regulations implementing Title VI, Title VII, Title IX, the American with Disabilities Act (ADA), or Section 504 are directed to contact the person listed below who has been designated to coordinate compliance with the regulations regarding nondiscrimination:

Contact: Joe Strickland
Deputy Superintendent of Employee Services
1009 Main Street
Clovis, New Mexico 88101
Telephone: (575) 769-4322
Email: joe.strickland@clovis-schools.org