



## **Board of Education**

Bret E. Wier, President; Ronald L. Anderson Vice-President  
Annie Lindsey, Secretary; Matthew E. Gonzales, Member; Nancy Hooker, Member  
Adán Estrada, Superintendent

*Vision: "Cimarron Municipal Schools' Students will be  
Challenged, Healthy, Engaged, Safe and Supported"*

*Mission: "Cimarron Municipal Schools will join with our Communities to  
Engage and Support Safe Healthy Students in a Challenging Educational Experience"*

Board of Education  
Regular Meeting

Wednesday  
August 15, 2018  
6:30 pm

Eagle Nest Elementary/Middle School  
225 Lake Avenue  
Eagle Nest, NM 87714

# CIMARRON MUNICIPAL SCHOOLS

125 N. COLLISON AVE., CIMARRON NM, 87714  
(575) 376-2445 (575) 376-2442-FAX

## CIMARRON MUNICIPAL SCHOOLS BOARD OF EDUCATION REGULAR MEETING

### MINUTES

Cimarron Administration Office  
Board Room  
Wednesday, July 18, 2018  
6:30 pm

- I. Call to Order
  - Mr. Wier called the meeting to order at 6:30 pm.
- II. Roll Call
  - Mr. Wier, Mr. Anderson, Mrs. Lindsay and Mrs. Hooker were all present. Mr. Gonzales attended meeting by phone. There was a quorum.
- III. Pledge of Allegiance
- IV. Consider Approval of Minutes (Action)
  - A. June 20, 2018 - Regular Board Meeting
    - Mr. Anderson made the motion to approve the Regular Board Minutes for June 20, 2018. Mrs. Hooker seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
  - B. June 27, 2018 – Special Board Meeting
    - Mrs. Lindsey made the motion to approve the Special Board Meeting Minutes for June 27, 2018. Mrs. Hooker seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
- V. Consider Approval of Agenda (Action)
  - Mrs. Hooker made the motion to move Item XIII to follow Item VI. Mr. Anderson seconds the motion. Mrs. Hooker made the motion to approve the amended agenda. Mr. Gonzales seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
- VI. NMSBA Scholarship Recipient – Reina J. Arguello was presented the NMSBA Scholarship.
- VII. Audit/Finance Committee Report
- VIII. Strategic Planning Committee Report
- IX. School Safety Committee Report
- X. Public Forum

- XI. School Board Training Report
  - A. 2018 Leadership Retreat, July 13-14, 2018, Sagebrush Inn, Taos, NM
  - B. School Board Retreat – July 18, 2018
  
- XII. Student and Staff Recognitions
  
- XIII. New Business (Discussion)
  - A. Bond Update & Presentation – Clint Elkins – George K. Baum & Associates
  
- XIV. Old Business (Discussion/Action)
  - A. School Board Policy 4600 - JK – Student Discipline (2<sup>nd</sup> Reading)
    - Mrs. Lindsey made the motion to approve School Board Policy 4600 – JK – Student Discipline. Mrs. Hooker seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
  - B. School Board Policy E-2711 - Student Transportation in Private Vehicles (2<sup>nd</sup> Reading)
    - Mr. Anderson made the motion to approve School Board Policy E-2711 Student Discipline. Mrs. Hooker seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
  
- XV. Consider Approval of Propane Provider (Discussion/Action)
  - Mrs. Hooker made the motion to approve Northern New Mexico Gas Company as the provider of propane for ENEMS. Mrs. Lindsey seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
  
- XVI. Consider Approval of Consent Agenda Items (Discussion/Action)
  - A. Approval of the List of Warrants, Expenditure and Revenue Report, Budget Adjustments, Cash Transfers and Reconciliation, SB9, TECH Tax Report.
    - Mr. Anderson made the motion to approve the Consent Agenda Items. Mrs. Lindsey seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
  
- XVII. Superintendent’s Report
  - A. CHS Construction Update
  
- XVIII. Next Regular School Board Meeting Agenda Items
  - Clint Elkins
  - April Yates
  - Cindy Carr - Experience and future endeavors - National Board Certification
  - Principal's Report - Both Principals

XIX. Adjournment

- Mrs. Lindsey made the motion to adjourn. Mrs. Hooker seconds the motion. The Board was polled: Mr. Wier, I; Mr. Anderson, I; Mrs. Lindsey, I; Mr. Gonzales, I. Mrs. Hooker, I. The motion carries.
- Meeting was adjourned at 7:50 pm

The next Regular School Board Meeting is scheduled for Wednesday, August 15, 2018 at Eagle Nest Elementary/Middle School; Meeting Time – 6:30 pm

Approval of Minutes:

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Bret E. Wier  
School Board President

Date

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Annie J. Lindsey  
School Board Secretary

Date

Persons from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. Multiple and repetitious presentations of the same view will be discouraged. Public Comments and Observations regarding non-agenda items that fall within the purview of the Cimarron Board of Education are heard at this time. Comments regarding matters under litigation will not be allowed and no action will be taken on items presented but may be referred to staff or others. The School Board Members and Superintendent may travel together, however, no school business will be discussed or action taken.

This is an open meeting and the citizens of the Cimarron Municipal School District are invited to attend. Notice: Individuals with disabilities who need any form of auxiliary aid to attend or participate at this meeting are to contact the Superintendent at 575-376-2445 as soon as possible.

# CIMARRON MUNICIPAL SCHOOLS

125 N. COLLISON AVE., CIMARRON NM, 87714  
(575) 376-2445 (575) 376-2442-FAX

## CIMARRON MUNICIPAL SCHOOLS BOARD OF EDUCATION REGULAR MEETING

Eagle Nest Elementary/Middle School  
Wednesday, August 15, 2018  
6:30 pm

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Consider Approval of Minutes (Action)
  - A. July 18, 2018 – Regular Board Meeting
- V. Consider Approval of Agenda (Action)
- VI. Strategic Planning Committee Report
- VII. Safety Committee Report
- VIII. Public Forum
- IX. Student and Staff Recognitions
- X. Presentations (Discussion)
  - A. April Yates – Results from her Dissertation
- XI. Clint Elkins – George K. Baum & Associates (Discussion/Action)
  - A. Proposed Financing Timetable
  - B. Resolution
- XII. Addition of Physics for 6<sup>th</sup> Grade (Discussion)
- XIII. Policy Service Advisory – 157 (Discussion)
- XIV. Sample School Board Resolution (Discussion)
- XV. Old Business (Discussion/Action)
- XVI. New Business (Discussion/Action)

- XVII. Consider Approval of Consent Agenda Items (Discussion/Action)
  - A. Approval of the List of Warrants, Expenditure and Revenue Report, Budget Adjustments, Cash Transfers and Reconciliation, SB9, TECH Tax Report and NMPED Cash Report.
  
- XVIII. Consider Approval of proposals for 2018-2019 Special Education Services (Discussion/Action)
  - A. Occupational Therapy Services for Rhonda Hicks
  - B. TVI (Teacher for Visually Impaired) for Cristina Cisneros
  - C. Physical Therapy for Kori Mannon, Mannon Motion, LTD. Co.
  - D. Speech Therapy for Hurtado Speech Therapy, LLC
  - E. Orientation & Mobility for Ashlynn Peterson
  
- XIX. Consider approval of purchase of Chromebooks from SHI International Corp. (Discussion/Action)
  
- XX. School Board Training Report
  - A. Region III Meeting, Monday, October 15, 2018 – Cimarron, NM
  
- XXI. Superintendent's Report
  - A. CHS Construction Update
  - B. NMPED Rule Change
  - C. NMPED Graduation Requirement Change
  - D. NMPED Rule Change for Licensure Requirement
  - E. New Staff
  
- XXII. Next Regular School Board Meeting Agenda Items
  
- XXIII. Adjournment

The next Regular School Board Meeting is scheduled for Wednesday, September 19, 2017 at Moreno Valley High School; Meeting Time – 6:30 pm

Persons from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. Multiple and repetitious presentations of the same view will be discouraged. Public Comments and Observations regarding non-agenda items that fall within the purview of the Cimarron Board of Education are heard at this time. Comments regarding matters under litigation will not be allowed and no action will be taken on items presented but may be referred to staff or others. The School Board Members and Superintendent may travel together, however, no school business will be discussed or action taken.

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**\$500,000**  
**CIMARRON MUNICIPAL SCHOOL DISTRICT NO. 3**  
**GENERAL OBLIGATION EDUCATION TECHNOLOGY NOTES**  
**SERIES 2018**

**Proposed Financing Timetable**

<u>Date</u>	<u>Description</u>	<u>Responsibility</u>
August 15, 2018 6:30 p.m.	Cimarron School Board meeting – Board approves Resolution to submit Application to NMFA for Financing (Eagle Nest Elementary School)	FA, BC, District
By August 23, 2018	Submit Application to NMFA	FA, District
Sept. 19, 2018	Cimarron School Board adopts Necessity Resolution	District
Sept. 27, 2018	NMFA Board approves Application	NMFA
Oct. 3, 2018	1 <sup>st</sup> Publication of Notice of Special Meeting to adopt Award Resolution in the <i>Taos News</i>	BC
Oct. 9, 2018	Interest Rates are set with NMFA	FA; NMFA
Oct. 10, 2018	2 <sup>nd</sup> Publication of Notice of Special Meeting to be published in the <i>Taos News</i>	BC
Oct. 10, 2018	Distribute Ed Tech Award Resolution to Board	BC
Oct. 12, 2018	Submit Notice of Adoption of Award to the <i>Taos News</i>	BC
Oct. 17, 2018 6:15 p.m	Board Approves Award Resolution – Special Meeting 6:15 p.m. (Eagle Nest Elementary School)	District, BC, FA
Oct. 18, 2018	Publish Notice of Adoption of Award in the <i>Taos News</i>	BC
Nov. 17, 2018	Expiration of 30-day period	
Nov. __, 2018	Pre-closing	BC, District
Nov. 21, 2018	Education Technology Note Closing	FA, BC, District

**Working Group**

<u>Code</u>	<u>Name</u>	<u>Role</u>
District	Cimarron Municipal School District No. 3	Issuer
BC	Modrall, Sperling, Roehl, Harris & Sisk, PA	Bond Counsel
FA	George K. Baum	Financial Advisor
NMFA	NMFA	Underwriter



<b>NMFA Use Only:</b>	
App. #:	-PP
FA assigned:	
Legislative Authorization	

## PUBLIC PROJECT REVOLVING FUND GENERAL OBLIGATION APPLICATION

### I. GENERAL INFORMATION

<b>Application Date:</b>	
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**A. APPLICANT /ENTITY**

<b>Applicant/Entity:</b>			
<b>Address:</b>			
<b>County</b>		<b>Census Tract:</b>	
<b>Federal Employer Identification Number (EIN) as issued by the IRS:</b>			
<b>Legislative District:</b>	<b>Senate:</b>		<b>House:</b>
<b>Phone:</b>		<b>Fax:</b>	
<b>Individual Completing Application:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
		<b>Email Address:</b>	

**B. CONSULTING PROFESSIONALS (Financial Advisor), if available:**

<b>Firm:</b>			
<b>Contact:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
		<b>Email Address:</b>	
<b>Legal Counsel:</b>		<b>Trustee Bank:</b>	



**C. PRIMARY CONTACT PERSON:**

<b>Name:</b>					
<b>Contact:</b>					
<b>Address:</b>					
<b>Phone:</b>		<b>Fax:</b>		<b>Email Address:</b>	

**II. PROJECT SUMMARY**

**A. Project Description.** Complete the following information, using additional paper if necessary. Include any additional documents that may be useful in reviewing this project, i.e. architectural designs, feasibility studies, business plan, etc.

1. Description of the project.

2. Proposed Project Start Date: \_\_\_\_\_ Proposed Project Completion Date: \_\_\_\_\_

3. How will the ongoing maintenance, operation, and replacement of this project be funded?

**B. Total Project Cost & Sources of Funds Detail.**

Construction Activities	NMFA Funds Requested	Other Public Funds*	Private Funds	Total
Planning and Design	\$	\$	\$	\$
Construction	\$	\$	\$	\$
Equipment	\$	\$	\$	\$
<b>Infrastructure Activities</b>				
Facility Acquisition	\$	\$	\$	\$
Land Acquisition	\$	\$	\$	\$
Utilities (Electric, Gas, Water, etc.)	\$	\$	\$	\$
Engineering and Architectural	\$	\$	\$	\$
Contingencies	\$	\$	\$	\$
Project Administration/Legal Fees	\$	\$	\$	\$
Other	\$	\$	\$	\$
<b>Total Cost:</b>	\$	\$	\$	\$

\*Specify any other public funds, and amounts and terms of these funds, i.e. FmHA, CDBG, EPA, etc.

Source	Amount	Terms / # of Years
	\$	
	\$	
	\$	
<b>Total: \$</b>	\$	

Attach a letter verifying that each non-NMFA funding source has been approved, or is in the process of being approved for this project. Explain any exceptions.

C. Will this project require right-of-way acquisition? Yes  No

If yes, specify any right-of-way needs, and whether acquisition may or may not delay beginning of project.

**D.** Who will hold title to the land where the project is to be located?

If this is land owned by the Bureau of Land Management, State Land Office, or Tribal Land, please attach lease agreements. (If there is no clear title, attach an explanation of ownership arrangements).

**E.** Does this project require a Joint Powers Agreement (JPA)? Yes  No

If yes, provide a copy of the JPA, which should include a list of the current membership.

### **III. FINANCING**

**A.** 1. Specify the revenue to be pledged as security for the NMFA loan (a revenue source must be pledged for this type of project).

- Municipal Local Option GRT – please specify: \_\_\_\_\_
- County Option GRT – please specify: \_\_\_\_\_
- Other Tax-Based Revenue: \_\_\_\_\_
- Ad Valorem property tax
- State-Shared GRT
- Law Enforcement Funds
- Fire Protection Funds
- Net System Revenues: \_\_\_\_\_

2. Is there an alternative revenue source available to pledge to pay debt service in the event that the primary pledged revenue is unavailable or insufficient? Yes  No   
If yes, specify:

3. Preferred financing term: \_\_\_\_\_ years.  
\* specify month principal is payable.

**B.** 1. What is the Assessed Valuation for the previous 5 years?

<b>Tax Year</b>	<b>Assessed Value</b>

C. Major Taxpayers

Name	Business	Assessed Value

D. Is any debt being repaid from the revenue source(s) referenced in A (1)? Yes  No

**If yes, provide bond or loan documents and payment schedule for any existing debt service being paid from the same revenues that would be used to repay a NMFA loan.**

E. **Debt Summary:** Summarize all debt obligations outstanding as of the date of the application, including leases, installment purchases, short-term borrowings, and long-term debt.

Bonds approved on

Series	Original Issue Amount	Final Maturity	Principal Outstanding	Max Annual Debt Service	Year of Max Debt Service
<b>Total:</b>					

F.

<b>Bonding Capacity</b>		
As of:		<b>Amount</b>
Most current Assessed Valuation		
Percentage of Assessed Valuation used	%	
Outstanding debt as of application date		
Remaining Capacity (if Bonds are approved)		
Total Principal Payable in 2004		
Total Debt Outstanding after		
% Bonded to Capacity		

#### **IV. READINESS TO PROCEED ITEMS**

A. **The following items must accompany this application in order for this application to be considered complete:**

- Three most recently completed fiscal year audit reports
- Current unaudited financials
- Current fiscal year budget
- Verification of ownership of land where project will be located
- Documentation that each non-NMFA project funding source has been approved, or is in the process of being approved (if applicable)
- Joint Powers Agreement (if applicable)

B. In addition, complete the following information, using additional paper as necessary. **These items will be required prior to disbursement of NMFA proceeds:**

- Provide a detailed drawdown schedule for project payments
- Final technical information for the project, stamped and approved by a registered engineer
- Cost breakdown of the project, certifiable by either an engineer or architect
- Area map, site map, and floor map (if applicable)
- Verification of ownership of land where project will be located
- Documentation that each Non-NMFA project funding source has been approved, or is in the process of being approved (if applicable)
- Documentation showing status of right-of-way acquisition (if applicable)
- Explanation of land ownership arrangements (if applicable)

List all required permits and licenses necessary to complete this project. Detail the status of each item, a plan of action, and time frame for completing incomplete permits and licenses. Also provide a copy of all permits and licenses.

Is there litigation pending which would have a bearing on this project or applicant?

Yes  No

If yes, provide a complete summary of all circumstances relating to such litigation.

Indicate the regular meeting dates for your authorizing body: \_\_\_\_\_

### **V. CERTIFICATION**

**I certify that:**

**We have the authority to request and incur the debt described in this application and, upon award, will enter into a contract for the repayment of any NMFA loans and/or bonds.**

**We will comply with all applicable state and federal regulations and requirements.**

**To the best of my knowledge all information contained in this application is valid and accurate and the submission of this application has been authorized by the governing body of the undersigned jurisdiction.**

**Signature:**

**Title:**

\_\_\_\_\_  
(highest elected official)

**Jurisdiction:**

**Print Name:**

**Date:**

**Signature:**

**Date:**

**Finance Officer/Director:**

# **POLICY SERVICES**

## **ADVISORY**

**Volume 15, Number 2**

**July 2018**

### **CONTENTS**

**Policy Advisory No. 157..... GBEBB - Staff Conduct With Students**  
**GBEBB-R - Staff Conduct With Students**  
**(Maintaining Professional Boundaries)**  
**GBEBB-EA - Staff Conduct With Students**  
**GBEBB-EB - Staff Conduct With Students**  
**(Reporting Violations)**

### **Policy Advisory Discussion**

**Policy Advisory 157 - Staff Conduct With Students.** The following is a recommended change to policy GBEBB, Staff Conduct With Students. In light of the publicized number of improper interactions with students by educational staff in recent years, Policy Services is proposing a revision to a policy that has been a staple in those recommended to school districts for almost two decades. The policy, Staff Conduct with Students, is being updated to include the concept of staff boundaries and to give direction to staff in the fostering and maintaining of those boundaries. POMS & Associates Insurance Brokers on behalf of the New Mexico Public Schools Insurance Authority sponsored a presentation on these Boundaries at a New Mexico School Boards Association Annual Conference in 2017. The following offering of changes to this policy and the addition of exhibits that provide expectations and directions to the development of those boundaries by staff are taken from the materials developed for that presentation and have been adapted to the format used by Policy Services with the permission of Dr. Linda Paul, the original presenter of the concept, on behalf of POMS & Associates.

*Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.*

The Policy, Regulation and Exhibits are recommended for adoption by Policy Services. Follow up training with staff should be held to provide opportunities for the staff to read, discuss and incorporate the concepts both immediately with current staff and in the future with new employees. The only regulatory documents supporting the concept are found as the Code of Ethics and Standards of Professional Conduct found in the New Mexico Administrative Code licensure requirements.

This is a recommendation and not a requirement of statute or regulation. The policy, centering on staff conduct, was modified by removing the language that is found in a student conduct policy and introducing the idea of boundaries. The regulation was added to introduce the expectations of the District regarding when and where boundaries between staff and students are needed. The exhibits provide examples, summarize expectations and indicate the prohibitions enforceable by the policy and regulations. Finally, a form is provided for the reporting of violations of the Policy or Regulation.

The materials should be self explanatory. Since this is a non mandatory recommendation, Policy Services suggests a careful reading and modification of any parts the District may consider to be unenforceable or not applicable to their circumstances.

If you have any questions, call Policy Services at (505) 469-0193. Ask for Dr. Donn Williams, Policy Services Director. E-mail address is [nmsbapolicy@cox.net].

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# **ADVISORY**

**157**

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*Policy Services 07/17/18*

## STAFF CONDUCT WITH STUDENTS

~~Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times teachers and other staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily.~~

~~Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.~~

~~Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.~~

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," "sexual relationships," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process. Staff members shall establish and maintain appropriate personal boundaries with students and their families and not engage in any behavior that is prohibited by law, regulation, policy, or that creates the appearance of prohibited behavior.

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Violations of this policy above shall be considered serious and may result in severe disciplinary action in accord with policies on discipline of professional and support staff. Retaliatory or intimidating acts against any person who has made a complaint under this policy and its corresponding regulations, or against a person who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for discipline. Knowingly submitting a false report or making false accusations under this policy shall subject that individual to disciplinary action.

*Adopted:* date of manual adoption

LEGAL REF.: 6.60.9.8 NMAC  
6.60.9.9 NMAC

CROSS REF.: EEAG - Student Transportation in Private Vehicles  
GBEA - Staff Ethics  
GBEB - Staff Conduct  
GCQF - Discipline, Suspension, and Dismissal of  
Professional Staff Members  
GDQD - Discipline, Suspension, and Dismissal of  
Support Staff Members  
IJNDB - Use of Technology Resources in Instruction  
JIC - Student Conduct  
JICD - Student Harassment/Bullying/Cyberbullying  
Prevention  
JII - Student Concerns, Complaints, and Grievances  
JLF - Reporting Child Abuse / Child Protection

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**REGULATION****REGULATION****STAFF CONDUCT WITH STUDENTS****(Maintaining Professional Boundaries)**

A boundary invasion is an act, omission, or pattern of behavior by a staff member that does not have an educational purpose and either abuses or compromises the staff/student professional relationship or has the potential to abuse or compromise the staff/student professional relationship.

Clear and reasonable boundaries for interactions between students and staff members are necessary to protect students from sexual misconduct and abuse and to protect staff members from misunderstandings and false accusations. All staff are required to maintain appropriate professional, moral, and ethical relationships in their conduct with students. They shall serve as positive role models for students at all times, whether on or off school property, both during and outside of school hours. Staff will not intrude on a student's physical and emotional boundaries, unless the intrusion is necessary to serve an educational, physical, mental, and/or emotional health purpose or to prevent an immediate risk of injury or harm to the student.

This regulation addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that have the intention or effect of leading to more egregious misconduct.

All staff have a responsibility to provide and support an atmosphere conducive to learning through consistent, unambiguous, and fairly applied discipline. They shall maintain professional physical and emotional boundaries with students. These boundaries shall be maintained regardless of the student's age, the perceived consensual nature of the relationship or activity, the location of the activity, or whether the staff member directly supervises the student.

***Working with the Community***

Staff shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting. They shall also avoid excessive informal and social involvements with individual students and their families. It is the responsibility of the District staff to maintain a professional relationship with students and their families. Staff members have a responsibility to report to the administration when they suspect, recognize or observe the development of, or suspicion of the development of non-professional or potentially inappropriate personal relationships with students and/or their families.

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Staff working in local communities face additional challenges in managing professional boundaries.

Following the advice offered here will assist staff to enjoy these social engagements without compromising their professional responsibilities. The guiding principles in managing these situations are that:

- Social contact should be generated via the relationship the staff member has with the parents/guardians of children and young people or by an event, such as a sporting event.
- Staff should avoid being alone or in unsupervised settings with children and young people in these situations.
- Staff should politely refuse to discuss matters relating to the workplace and should not discuss children and young people's learning or social progress, other than at times specifically set aside for that purpose.

Any concern a staff member has about whether or not a situation may be compromising or breaching a professional boundary should be discussed with an appropriate administrator.

### **Inappropriate Behavior Initiated by a Student**

In the event that a student initiates inappropriate behavior toward a staff member, the staff member must immediately document the incident and report it to the appropriate administrator. If applicable, the appropriate administrator will intervene and speak with the student and the student's parent/guardian about the alleged inappropriate behavior, and implement necessary follow-up discipline or guidance.

The District shall provide guidelines with respect to the provisions of Policy GBEBB and this regulation to current and new staff, to School Board members and to volunteers who interact with students or routinely work on school grounds.

Contracts with virtual school programs and other vendors providing instructional services to students will include a requirement that those staff members will comply with Policy GBEBB and this regulation.

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### **Exceptions**

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries. The staff member shall articulate the reason for any deviation from policy to that student, to the parent or guardian, to their supervisor and will ensure that an appropriate relationship is maintained with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" prohibition.

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*Policy Services 07/17/18*

**EXHIBIT****EXHIBIT****STAFF CONDUCT WITH STUDENTS****Working One-On-One with Children and Young People**

The following summary of expectations applies to all situations where staff are providing one-on-one learning assistance or feedback, behavior assistance/monitoring, counseling, testing and/or assessment.

<u>Make it Public</u>	<ul style="list-style-type: none"> <li>• <u>The more visible and/or public the location the better.</u></li> <li>• <u>Use the authorized information technology systems.</u></li> <li>• <u>Do not use personal e-mail, electronic communication, websites, and/or social media platforms to communicate with students or families.</u></li> </ul>
<u>Make it Authorized</u>	<ul style="list-style-type: none"> <li>• <u>Parents/guardians should be informed and give consent.</u></li> <li>• <u>Activity must be authorized by an appropriate administrator.</u></li> </ul>
<u>Make it Timely</u>	<ul style="list-style-type: none"> <li>• <u>Provide support during normal work hours.</u></li> <li>• <u>Do not conduct excessively long sessions.</u></li> </ul>

**Managing Privacy Expectations**

School staff rely in different ways on being able to provide a degree of privacy for students. This may be to protect the student's dignity, to provide an environment conducive to the service/assessment being provided or to respect the student's desire for confidentiality.

Children and young people will often assume a high level of confidentiality when disclosing serious issues of a personal nature or reporting harassment or bullying. For these reasons, staff needs to find a careful balance between respecting the sensitive and private nature of counseling or service provided and the professional's duty of care obligations for the safety and wellbeing of the student.

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Good practice in managing these circumstances is the following:

- Health/physical care should be provided with respect for the student's dignity and in a manner approved by the student, his/her parents/guardians, and within District policy.
- Counseling should be provided in unlocked rooms with part-glass doors, where possible, that are located near staff traffic areas.
- Avoid out-of-hours contact.
- While parental consent is often not applicable in many counseling situations, the school will provide all parents/guardians with written information about the school's counseling services which outlines confidentiality and privacy issues.
- Ensure student appointments and counseling notes are documented properly, while preserving appropriate levels of confidentiality.

### **Conducting Home Visits**

Staff must ensure they follow the specific home visiting protocols that apply. The key principle is that a home visit should place no one at unreasonable risk and that identified minor risks are consciously managed.

A summary of general expectations is provided below.

<u>Inform</u>	<u>Home visits must be authorized and documented by the administration and this must include information about when and where visits are being undertaken and the expected departure and return times.</u>
<u>Prepare</u>	<ul style="list-style-type: none"><li>• <u>All available information about the safety of the proposed visit must be considered and risks managed.</u></li><li>• <u>Mobile phones must be taken and school ID should be visible.</u></li><li>• <u>Parents/guardians are to be notified in advance of the intended visit.</u></li></ul>
<u>Protect</u>	<ul style="list-style-type: none"><li>• <u>Do not enter the house if parents/guardians are not at home.</u></li><li>• <u>Speak with the student where the parent/guardian is present or clearly visible.</u></li></ul>

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	<ul style="list-style-type: none"> <li>• <u>Do not interview or interact with students in bedrooms or other locations not conducive to the purpose of the visit.</u></li> <li>• <u>Have a colleague present if problems are anticipated.</u></li> <li>• <u>Document the visit.</u></li> </ul>
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Examples of Boundary Invasions by staff members, include, but are not limited to the following:

- Making any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the law or policies addressing the prohibition against Harassment and Retaliation.
- Condoning hazing, initiations or other rituals that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to students, regardless of the student's willingness to participate.
- Showing inappropriate images to a student, including, but not limited to violent, disturbing or sexually explicit or pornographic subject matter.
- Dating a student, or discussing or planning a future romantic or sexual relationship with a student.
- Making sexual advances toward a student, including but not limited to personalized comments about a student's body, appearance, physical features, attributes or attractiveness, off color jokes, or sexual innuendoes.
- Telling off color jokes or making comments with sexual innuendo.
- Encouraging a flirtatious, romantic, or sexual relationship with a student.
- Unnecessarily invading a student's personal space or privacy.
- Singling out a particular student or students for personal attention and friendship beyond the professional staff/student relationship.
- Socializing where students are consuming alcohol, drugs, or tobacco.
- Providing or offering to provide alcohol, drugs, or tobacco to students.
- For non-guidance/non-counseling staff, excessively encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to immediately use professional judgment as contained in this training and refer the student to appropriate guidance/counseling staff.

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- Sending students on personal errands unrelated to any educational, athletic, non-curricular or extracurricular purpose.
- Bantering, joking or making comments of a sexual nature with students.
- Asking a student to keep a secret.
- Disclosing inappropriate personal, sexual, family, employment concerns, or other inappropriate private matters to one (1) or more students.
- Addressing students with personalized terms of endearment or pet names that would suggest the staff member feels love or affection for the student. As a staff member, permitting students to address you by your first name, nickname, personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
- Maintaining personal contact with a student outside of school by telephone, text message, e-mail, Instant Messenger, Internet chat rooms, social networking websites or letters beyond homework or other legitimate school business.
- Exchanging gifts cards or letters that are personal or extravagant in nature with a student beyond customary student-staff gifts.
- Socializing or spending time with students outside of school-related or school-sponsored curricular or extracurricular activities or organized community activities, including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities.
- Giving a student a ride alone in a vehicle in a non-emergency situation or in a situation that can be avoided. If a staff member is approved to give a student a ride, the student shall ride in the back seat of the vehicle when possible, and staff member must attempt to gain prior permission from the parent for the transportation arrangement.

Romantic or Sexual Relationship examples, include, but are not limited to the following:

Staff members shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the school or any other public or private school, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with staff members.

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Prohibited romantic or sexual interaction involving students includes, but is not limited to:

- Sexual physical contact.
- Romantic flirtation, propositions, or sexual remarks.
- Sexual slurs, leering, epithets, sexual or derogatory comments.
- Personal comments about a student's body, appearance, attractiveness or physical attributes.
- Sexual jokes, notes, stories, drawings, gestures or pictures.
- Spreading sexual or romantic rumors.
- Touching a student's body or clothes in a sexual or intimate way.
- Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
- Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
- Displaying or transmitting sexual objects, pictures, or depictions.

Inappropriate Social Interactions, including, but not limited to the following:

In order to maintain professional boundaries, staff shall ensure that their interactions with students are appropriate. Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

- Touching students without a legitimate educational reason. Reasons could include, but are not limited to, the need for assistance when injured, restraint or intervention to prevent or separate students who are fighting, threatening to fight or posing a risk of violence or harm to others, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction.
- Taking a student out of class without a legitimate educational reason.
- Being alone with a student behind closed doors without a legitimate educational reason.
- Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
- Inviting a student to the staff member's home.
- Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.

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- Engaging in harassing, bullying, discriminatory, or other conduct prohibited by other District policies or by state or federal law and regulations.

### **Appearances of Impropriety**

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable, these activities must be pre-approved by the appropriate administrator. If not pre-approved, the staff member must immediately report the occurrence to the principal or other appropriate administrator.

- Conducting ongoing, private conversations with individual students that do not have an educational purpose, are unrelated to school activities or the well-being of the student, and that take place in locations inaccessible to or not observable by others.
- Being alone with an individual student out of the view of others or in an inaccessible location, except in the context of school counselors providing professional counseling support services, teachers working with students in an after-school setting or during testing, or a school nurse providing medical services to a student.
- Inviting students for social contact off school grounds without the prior knowledge and express permission of the parent/guardian and an appropriate administrator.
- Social networking with students for non-educational purposes.

Staff members are expected to be aware of the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with the appropriate administrator whenever they are unsure whether particular conduct may constitute a violation of Policy GBEBB and this regulation.

### **Electronic Communication**

The District supports the use of technology to communicate for educational purposes. However, employees acting in their District capacity are prohibited from inappropriate online socializing, phone calls, texting, skyping, instant messaging, or use of any other telecommunication device, or from engaging in any conduct that violates the law, District policies or other generally recognized professional standards. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. Nothing in Policy GBEBB and this regulation prohibits employees, faculty, staff or students from the use of approved educational websites if such sites are used solely for educational purposes.

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Electronic and online communication between staff members and students must be transparent, contemporaneously accessible to administrators and parents/guardians, and must be professional in content and tone. Such communication must be professional, non-sexual, appropriate to the circumstances, and unambiguous in meaning. Staff members must restrict one-on-one electronic communications with individual students to accounts, systems, and platforms that are provided by and accessible to the District schools or with the prior express permission of the appropriate administrator and the parent/guardian.

As with in-person communications, staff members shall avoid appearances of impropriety and refrain from inappropriate electronic communications with students. Factors that may be considered in determining whether an electronic communication is inappropriate include, but are not limited to:

- The subject, content, purpose, authorization, timing, and frequency of the communication;
- Whether there was an attempt to conceal, shield, or misrepresent the nature of the communication from administrators and/or parents/guardians;
- Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship; and/or
- Whether the communication contained sexual innuendo, such as for purposes of grooming the student for victimization.

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**EXHIBIT**

**EXHIBIT**

**STAFF CONDUCT WITH STUDENTS**

**REPORTING BOUNDARY VIOLATIONS  
AND SUSPECTED BOUNDARY VIOLATIONS**

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Describe what happened/what is happening:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When did it happen? \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

- Where did it happen?
- At school
  - At school event
  - In a school parking lot
  - On a school playground
  - On the school bus
  - Other: \_\_\_\_\_

Location details:  
\_\_\_\_\_  
\_\_\_\_\_

Who was committing the boundary violation?  
\_\_\_\_\_  
\_\_\_\_\_

Who was the victim of the boundary violation?  
\_\_\_\_\_  
\_\_\_\_\_

***Note: This material is written for informational purposes only, and not as legal advice. You may wish to consult an attorney for further explanation.***

Did anyone else witness the boundary violation?

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Were you or other persons physically or emotionally hurt?

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Have you or the victim missed any school or made changes to your daily routine as a result of the boundary violation?

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Have you told anyone about the boundary violation?

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Has this happened before?

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## **SAMPLE SCHOOL BOARD RESOLUTION**

**WHEREAS**, since (date), (name of board of education) has experienced a persistent and unwarranted level of aircraft noise [or other type of noise]; and

**WHEREAS**, research studies have demonstrated that children in schools bombarded by frequent [aircraft] noise have difficulty in acquiring speech recognition skills, are impaired in cognitive development, and lag behind in reading skills; and

**WHEREAS**, chronic noise has also been related to other problems in children including hearing damage, chronic cardiovascular activation, feelings of increased annoyance and irritation, and motivational difficulties such as learned helplessness;

**WHEREAS**, the proposed federal legislation, the "Quiet Communities Act"-- S.951 and H.B. 536-- would help alleviate noise pollution problems by removing federal noise monitoring responsibility from the Federal Aviation Administration and placing it with the Environmental Protection Agency;

**THEREFORE, BE IT RESOLVED**, that the (board of education.) or (other government body) calls upon United States Senators (name) and (name), United States Congressman (name) to co-sponsor S.951 or H-R.536, the "Quiet Communities Act."

**FURTHER, BE IT RESOLVED**, that the (name of board of education) or (other government body) calls upon Governor (name), State Senator (name), State Assemblyman (name), and the (name of county governing unit) to institute immediate steps to dramatically reduce this noise pollution over the learning institutions of (name of municipality) and to support and S.951 and H.R.536, The "Quiet Communities Act."



8000 DISTRICT

8033 CES

8034 CHS

8036 CMS

8047 ENES

8048 ENMS

### Cimarron Municipal Schools

#### Disbursement Detail Listing

##### ACTIVITIES BANK ACCOUNT

Date Range:07/01/2018-07/31/2018

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
10760	07/12/2018	1802	NATIONAL HONOR SOCIETY	ORDER #9001041208	23440.1000.53711.1010.008000.0000	2018-2019 - NATIONAL HONOR SOCIETY	\$385.00
						Check Total:	\$385.00
10761	07/24/2018	1808	.PETER DEFRIES CORPORATION	7/20/18	23403.1000.53711.1010.008000.0000	VOLLEYBALL CAMP	\$104.69
						Check Total:	\$104.69
10762	07/24/2018	1808	AMBER ARCHULETA	7/22/18	23403.1000.53711.1010.008000.0000	REIMBURSEMENT FOR MEALS - VOLLEYBALL CAMP AT	\$170.86
10762	07/24/2018	1808	AMBER ARCHULETA	7/22/2018	23403.1000.53711.1010.008000.0000	MEALS FOR VOLLEBALL	\$102.18
						Check Total:	\$273.04
10763	07/24/2018	1808	FUDDRUCKERS (YALE)	106496	23403.1000.53711.1010.008000.0000	MEALS FOR VOLLEYBALL	\$152.80
						Check Total:	\$152.80
						Bank Total:	\$915.53

##### OPERATIONAL ACCOUNT

40466	07/11/2018		CIMARRON MUNICIPAL SCHOOLS	V174052	11000.0000.11013.0000.008000.0000	PAYROLL BANK ACCOUNT	\$17,834.62
40466	07/11/2018		CIMARRON MUNICIPAL SCHOOLS	V174052	13000.0000.11013.0000.008000.0000	PAYROLL BANK ACCOUNT	\$4,729.09
40466	07/11/2018		CIMARRON MUNICIPAL SCHOOLS	V174052	21000.0000.11013.0000.008000.0000	PAYROLL BANK ACCOUNT	\$462.30
						Check Total:	\$23,026.01
40467	07/12/2018		MORENO VALLEY HIGH SCHOOL	JULY 18 SEG	11000.0000.21100.0000.000000.0000	INTERGOVERNMENTAL ACCOUNTS PAYABLE	\$56,910.56
						Check Total:	\$56,910.56
40468	07/12/2018	1804	A'VIANDS, LLC	INV1900019355	21000.3100.53414.0000.008000.0000	2018-2019 - FOOD SERVICES CONTRACT	\$17,979.37
						Check Total:	\$17,979.37

40469	07/12/2018	1804	BACA VALLEY TELEPHONE CO INC	JULY 2018 - INTERNET	11000.2600.54416.0000.008000.0000		2018-2019 INTERNET - ADMINISTRATION	\$272.52
40469	07/12/2018	1804	BACA VALLEY TELEPHONE CO INC	JULY 2018 - INTERNET	11000.2600.54416.0000.008033.0000		2018-2019 INTERNET - CES	\$272.52
40469	07/12/2018	1804	BACA VALLEY TELEPHONE CO INC	JULY 2018 - INTERNET	11000.2600.54416.0000.008034.0000		2018-2019 INTERNET - CHS	\$272.52
40469	07/12/2018	1804	BACA VALLEY TELEPHONE CO INC	JULY 2018 - INTERNET	11000.2600.54416.0000.008036.0000		2018-2019 INTERNET -	\$272.52
40469	07/12/2018	1804	BACA VALLEY TELEPHONE CO INC	JULY 2018 - INTERNET	13000.2700.54416.0000.008000.0000		2018-2019 INTERNET - TRANSPORTATION	\$272.51
40469	07/12/2018	1804	BACA VALLEY TELEPHONE CO INC	JUNE 2018.	11000.2600.54416.0000.008000.0000		2018-2019 - LONG DISTANCE AND LOCAL	\$288.84
40469	07/12/2018	1804	BACA VALLEY TELEPHONE CO INC	JUNE 2018.	11000.2600.54416.0000.008033.0000		2018-2019 - LONG DISTANCE AND LOCAL	\$127.60
40469	07/12/2018	1804	BACA VALLEY TELEPHONE CO INC	JUNE 2018.	11000.2600.54416.0000.008034.0000		2018-2019 - LONG DISTANCE AND LOCAL	\$240.07
40469	07/12/2018	1804	BACA VALLEY TELEPHONE CO INC	JUNE 2018.	11000.2600.54416.0000.008036.0000		2018-2019 - LONG DISTANCE AND LOCAL	\$127.60
40469	07/12/2018	1804	BACA VALLEY TELEPHONE CO INC	JUNE 2018.	13000.2700.54416.0000.008000.0000		2018-2019 - LONG DISTANCE AND LOCAL	\$136.84
							Check Total:	\$2,283.54
40470	07/12/2018	1804	CENTURYLINK	JUNE 2018	11000.2600.54416.0000.008047.0000		2018-2019 - LONG DISTANCE AND LOCAL	\$179.16
40470	07/12/2018	1804	CENTURYLINK	JUNE 2018	11000.2600.54416.0000.008048.0000		2018-2019 - LONG DISTANCE AND LOCAL	\$179.15
							Check Total:	\$358.31
40471	07/12/2018	1804	KIT CARSON TELECOM	66069	11000.2600.54416.0000.008000.0000		(2018-2019) MONTHLY INTERNET SERVICE AT	\$1,489.21
							Check Total:	\$1,489.21
40472	07/12/2018	1804	NETCHEMIA LLC	RI-8442-NC	11000.2300.53711.0000.008000.0000		TALENT ED RECRUIT & HIRE - ESSENTIALS EDITION	\$1,005.23
							Check Total:	\$1,005.23
40473	07/12/2018	1804	NEW MEXICO ACTIVITIES ASSOCIATION	217482	11000.2200.53711.0000.008000.0000		2018-2019 MEMBERSHIP DUES, FEES AND	\$2,519.00
40473	07/12/2018	1804	NEW MEXICO ACTIVITIES ASSOCIATION	217549	11000.2200.53711.0000.008000.0000		2018-2019 MEMBERSHIP DUES CIMARRON MIDDLE	\$253.00
40473	07/12/2018	1804	NEW MEXICO ACTIVITIES ASSOCIATION	217564	11000.2200.53711.0000.008000.0000		2018 MEMBERSHIP DUES & FEES EAGLE NEST MIDDLE	\$253.00
							Check Total:	\$3,025.00

40475	07/12/2018	1804	NEW MEXICO SCHOOL BOARDS ASSOCIATION	2018-2019	11000.2300.53711.0000.008000.0000		2018-2019 - NMSBA MEMBERSHIP DUES	\$1,725.65
							Check Total:	\$1,725.65
40476	07/12/2018	1804	NMASBO	2018-2019	11000.2300.53711.0000.008000.0000		2017-2018 - DISTRICT MEMBERSHIP	\$500.00
							Check Total:	\$500.00
40477	07/12/2018	1804	PITTMAN, MARLENE	MINDFULNESS CONF	11000.2300.53712.0000.008000.0000		REIMBURSEMENT FOR MINDFUL SCHOOLS	\$75.00
							Check Total:	\$75.00
40478	07/12/2018	1804	THE TAOS NEWS	300046702	11000.2300.53711.0000.008000.0000		LEGAL AD FOR PROPANE	\$92.72
							Check Total:	\$92.72
40479	07/12/2018	1804	VILLAGE OF CIMARRON	JUNE 2018	11000.2600.54415.0000.008033.0000		(2018-2019) CES WATER	\$329.05
40479	07/12/2018	1804	VILLAGE OF CIMARRON	JUNE 2018	11000.2600.54415.0000.008034.0000		(2018-2019) CHS WATER	\$453.68
40479	07/12/2018	1804	VILLAGE OF CIMARRON	JUNE 2018	11000.2600.54415.0000.008036.0000		(2018-2019) CMS WATER	\$329.04
40479	07/12/2018	1804	VILLAGE OF CIMARRON	JUNE 2018	13000.2700.54415.0000.008000.0000		(2018-2019) TRANSPORTATION	\$144.99
							Check Total:	\$1,256.76
40480	07/12/2018	1804	VILLAGE OF EAGLE NEST	JUNE 2018	11000.2600.54415.0000.008047.0000		(2018-2019) ENES WATER	\$425.38
40480	07/12/2018	1804	VILLAGE OF EAGLE NEST	JUNE 2018	11000.2600.54415.0000.008048.0000		(2018-2019) ENMS WATER	\$425.39
							Check Total:	\$850.77
40481	07/12/2018	1804	WISCONSIN CENTER FOR EDUCATION RESEARCH	2426	11000.2100.55915.0000.008000.0000		ACCESS FOR ELLS 2.0 (ONLINE OR PAPER) TESTS	\$368.00
40481	07/12/2018	1804	WISCONSIN CENTER FOR EDUCATION RESEARCH	2426	11000.2100.55915.0000.008000.0000		3% ASSESSMENT CHARGE	\$11.04
							Check Total:	\$379.04
40482	07/12/2018	1804	ZIA NATURAL GAS COMPANY	5/31-6/29/18	11000.2600.54412.0000.008033.0000		(2018-2019) CES NATURAL GAS	\$58.36
40482	07/12/2018	1804	ZIA NATURAL GAS COMPANY	5/31-6/29/18	11000.2600.54412.0000.008034.0000		(2018-2019) CHS NATURAL GAS	\$121.34
40482	07/12/2018	1804	ZIA NATURAL GAS COMPANY	5/31-6/29/18	11000.2600.54412.0000.008036.0000		(2018-2019) CMS NATURAL GAS	\$58.36
40482	07/12/2018	1804	ZIA NATURAL GAS COMPANY	5/31-6/29/18	13000.2700.54412.0000.008000.0000		(2018-2019) TRANSPORTATION NATURAL	\$34.04
							Check Total:	\$272.10
40484	07/13/2018	1806	JACK SWOPE ESTATE	2017-011	13000.2700.54610.0000.008000.0000		LEASE TRANSPORTATION DEPARTMENT - MARCH -	\$1,400.00
							Check Total:	\$1,400.00
40485	07/13/2018	1806	NEW MEXICO ENVIRONMENT DEPARTMENT	1027843.	21000.3100.53711.0000.008000.0000		FOOD RETAIL RENEWAL FEE	\$200.00
							Check Total:	\$200.00
40486	07/13/2018	1806	NEW MEXICO ENVIRONMENT DEPT - LAS VEGAS	1027906	21000.3100.53711.0000.008000.0000		FOOD RETAIL RENEWAL FEE	\$200.00

							Check Total:	\$200.00
40487	07/18/2018	1807	CREE MEE DRIVE INN	313116	11000.2300.56115.0000.008000.0000	LUNCHES FOR BOARD		\$58.10
						RETREAT - 7/18/18		
							Check Total:	\$58.10
40488	07/24/2018	1809	ALPINE LUMBER	51275916	31701.4000.54315.0000.008047.0000	(2018-2019) MAINTENANCE		\$17.99
40488	07/24/2018	1809	ALPINE LUMBER	51275916	31701.4000.54315.0000.008048.0000	(2018-2019) MAINTENANCE		\$18.00
40488	07/24/2018	1809	ALPINE LUMBER	51276051	31701.4000.54315.0000.008047.0000	(2018-2019) MAINTENANCE		\$22.37
40488	07/24/2018	1809	ALPINE LUMBER	51276051	31701.4000.54315.0000.008048.0000	(2018-2019) MAINTENANCE		\$22.36
40488	07/24/2018	1809	ALPINE LUMBER	51276052	31701.4000.54315.0000.008047.0000	(2018-2019) MAINTENANCE		\$14.70
40488	07/24/2018	1809	ALPINE LUMBER	51276052	31701.4000.54315.0000.008048.0000	(2018-2019) MAINTENANCE		\$14.70
40488	07/24/2018	1809	ALPINE LUMBER	52156360	31701.4000.54315.0000.008000.0000	(2018-2019) MAINTENANCE		\$111.50
							Check Total:	\$221.62
40489	07/24/2018	1809	CELINA CORTEZ	5/16/18	11000.2300.53711.0000.008000.0000	REIMBURSEMENT FOR		\$44.00
						FINGERPRINTS		
							Check Total:	\$44.00
40490	07/24/2018	1809	CES COMPANY	7/24/18	31100.4000.54500.0000.008034.0000	LOCKERS FOR HIGH SCHOOL		\$11,746.47
							Check Total:	\$11,746.47
40491	07/24/2018	1809	COOPERATIVE EDUCATIONAL SERVICES	24-078350	31100.4000.54500.0000.008034.0000	CHANGE ORDER #8		\$31,483.23
40491	07/24/2018	1809	COOPERATIVE EDUCATIONAL SERVICES	24-078350	31100.4000.54500.0000.008034.0000	BLUE SKY BUILDERS, INC		\$145,434.48
40491	07/24/2018	1809	COOPERATIVE EDUCATIONAL SERVICES	24-078350	31100.4000.54500.0000.008034.0000	GRT @ 7.7708%		\$17,888.37
40491	07/24/2018	1809	COOPERATIVE EDUCATIONAL SERVICES	24-078350	31100.4000.54500.0000.008034.0000	CHANGE ORDER #1		\$1,456.77
40491	07/24/2018	1809	COOPERATIVE EDUCATIONAL SERVICES	24-078350	31100.4000.54500.0000.008034.0000	CHANGE ORDER #4		\$4,189.06
40491	07/24/2018	1809	COOPERATIVE EDUCATIONAL SERVICES	24-078350	31100.4000.54500.0000.008034.0000	CHANGE ORDER #5		\$3,467.96
40491	07/24/2018	1809	COOPERATIVE EDUCATIONAL SERVICES	24-078350	31100.4000.54500.0000.008034.0000	CHANGE ORDER #6		\$29,780.03
40491	07/24/2018	1809	COOPERATIVE EDUCATIONAL SERVICES	24-078350	31100.4000.54500.0000.008034.0000	CHANGE ORDER #7		\$14,388.30
							Check Total:	\$248,088.20
40492	07/24/2018	1809	CREATIVE INTERIORS, INC	7155	31701.4000.56118.0000.008034.0000	4"H X 4"W MAGNETIC		\$5,203.00
						MARKER BOARD		
40492	07/24/2018	1809	CREATIVE INTERIORS, INC	7155	31701.4000.56118.0000.008034.0000	4"H X 5"W MAGNETIC		\$9,009.00
						MARKER BOARD		
40492	07/24/2018	1809	CREATIVE INTERIORS, INC	7155	31701.4000.56118.0000.008034.0000	2"H X 4"W CORK BOARD		\$9,243.65
40492	07/24/2018	1809	CREATIVE INTERIORS, INC	7155	31701.4000.56118.0000.008034.0000	DELIVERY FEE & TAX ON		\$1,789.22
						DELIVERY FEE		
							Check Total:	\$25,244.87

40493	07/24/2018	1809	DOLORES M SANCHEZ	7/17-7/20/18	24132.1000.53330.1010.008000.0000	RDA SUMMER CONFERENCE - 7/17-7/20/18	\$20.00
						Check Total:	\$20.00
40494	07/24/2018	1809	FES LLC	INV009383	31900.4000.53414.0000.008000.0000	2018-2019 - SOCS	\$1,500.00
						Check Total:	\$1,500.00
40495	07/24/2018	1809	HAMMITT INC	7/18/18	11000.2300.56115.0000.008000.0000	WATER & SNACKS FOR MEETINGS	\$8.54
						Check Total:	\$8.54
40496	07/24/2018	1809	INTERNATIONAL BANK	8/1/18	43000.5000.53414.0000.008000.0000	SEMI ANNUAL PAYING AGENT FEE	\$134.38
40496	07/24/2018	1809	INTERNATIONAL BANK	8/1/18	43000.5000.58311.0000.008000.0000	PRINCIPAL DUE	\$280,000.00
40496	07/24/2018	1809	INTERNATIONAL BANK	8/1/18	43000.5000.58322.0000.008000.0000	INTEREST DUE	\$11,000.00
						Check Total:	\$291,134.38
40497	07/24/2018	1809	INTERNATIONAL BANK-NMPSIA RISK	FY19-00008	11000.1000.52710.0000.008000.0000	WORKERS COMP PREMIUMUM	\$25,357.00
40497	07/24/2018	1809	INTERNATIONAL BANK-NMPSIA RISK	FY19-00008	11000.2100.52710.0000.008000.0000	WORKERS COMP PREMIUM	\$3,574.00
40497	07/24/2018	1809	INTERNATIONAL BANK-NMPSIA RISK	FY19-00008	11000.2200.52710.0000.008033.0000	WORKS COMP PREMIUM	\$285.00
40497	07/24/2018	1809	INTERNATIONAL BANK-NMPSIA RISK	FY19-00008	11000.2300.52710.0000.008000.0000	WORKERS COMP PREMIUM	\$1,548.00
40497	07/24/2018	1809	INTERNATIONAL BANK-NMPSIA RISK	FY19-00008	11000.2400.52710.0000.008000.0000	WORKS COMP PREMIUM	\$2,781.00
40497	07/24/2018	1809	INTERNATIONAL BANK-NMPSIA RISK	FY19-00008	11000.2500.52710.0000.008000.0000	WORKERS COMP PREMIUM	\$1,226.00
40497	07/24/2018	1809	INTERNATIONAL BANK-NMPSIA RISK	FY19-00008	11000.2600.52710.0000.008000.0000	WORKER COMP PREMIUM	\$1,868.00
40497	07/24/2018	1809	INTERNATIONAL BANK-NMPSIA RISK	FY19-00008	11000.2600.55200.0000.008000.0000	INSURANCE	\$99,326.00
40497	07/24/2018	1809	INTERNATIONAL BANK-NMPSIA RISK	FY19-00008	13000.2700.52710.0000.008000.0000	WORKERS COMP PREMIUM	\$4,159.00
40497	07/24/2018	1809	INTERNATIONAL BANK-NMPSIA RISK	FY19-00008	13000.2700.55200.0000.008000.0000	INSURANCE	\$9,626.00
40497	07/24/2018	1809	INTERNATIONAL BANK-NMPSIA RISK	FY19-00008	21000.3100.52710.0000.008000.0000	WORKMANS COMP PREMIUM	\$344.00
						Check Total:	\$150,094.00
40498	07/24/2018	1809	JC BLINDS	q3717	31701.4000.54500.0000.008033.0000	WINDOW TREATMENTS FOR REMAINING CLASSROOMS,	\$4,407.07
40498	07/24/2018	1809	JC BLINDS	q3717	31701.4000.54500.0000.008036.0000	WINDOW TREATMENTS FOR REMAINING CLASSROOMS,	\$4,407.07
						Check Total:	\$8,814.14
40499	07/24/2018	1809	JOSHUA ARCHULETA	7/24/18	31701.4000.54315.0000.008000.0000	SUMMER EMPLOYMENT	\$80.00
						Check Total:	\$80.00

40500	07/24/2018	1809	KIT CARSON ELECTRIC COOPERATIVE INC	5/18-6/18/18	11000.2600.54411.0000.008047.0000	(2018-2019) ENES ELECTRICITY	\$46.90
40500	07/24/2018	1809	KIT CARSON ELECTRIC COOPERATIVE INC	5/18-6/18/18	11000.2600.54411.0000.008048.0000	(2018-2019) ENMS ELECTRICITY	\$46.90
						Check Total:	\$93.80
40501	07/24/2018	1809	M.C. ELECTRIC INC	2186	31100.4000.53414.0000.008034.0000	CABLING PROJECT AT CHS	\$19,432.87
						Check Total:	\$19,432.87
40502	07/24/2018	1809	MARIE SALAS	7/17-7/20/18	24132.1000.53330.1010.008000.0000	MEAL REIMBURSEMENT - RDA SUMMER CONFERENCE	\$54.00
						Check Total:	\$54.00
40503	07/24/2018	1809	MILLENNIUM COMMUNICATIONS CORP	128859	31701.4000.54315.0000.008000.0000	REPAIR ADMINISTRATIVE VOICE MAIL SYSTEM	\$892.64
						Check Total:	\$892.64
40504	07/24/2018	1809	NATURE SCAPES INC	18061	31701.4000.54315.0000.008047.0000	2018-2019 - JANITORIAL CONTRACT EAGLE NEST	\$5,579.09
40504	07/24/2018	1809	NATURE SCAPES INC	18061	31701.4000.54315.0000.008047.0000	GRT @ 7.5208%	\$419.60
40504	07/24/2018	1809	NATURE SCAPES INC	18061	31701.4000.54315.0000.008048.0000	GRT @ 7.5208%	\$419.59
40504	07/24/2018	1809	NATURE SCAPES INC	18061	31701.4000.54315.0000.008048.0000	2018-2019 - JANITORIAL CONTRACT EAGLE NEST	\$5,579.09
						Check Total:	\$11,997.37
40505	07/24/2018	1809	NEW MEXICO ACTIVITIES ASSOCIATION	2018-001	11000.1000.53711.9000.008034.0000	NEW MEXICO ATHLETIC DIRECTORS ASSOCIATION	\$100.00
						Check Total:	\$100.00
40506	07/24/2018	1809	NEW MEXICO HIGH SCHOOL COACHES ASSOC	2018-001	22000.1000.53711.9000.008034.0000	2018-2019 - SCHOOL BASED NMHSCA	\$500.00
						Check Total:	\$500.00
40507	07/24/2018	1809	NEW MEXICO SCHOOL BOARDS ASSOCIATION	18815	11000.2300.55812.0000.008000.0000	LEADERSHIP RETREAT - JULY 12-14, 2018	\$625.00
40507	07/24/2018	1809	NEW MEXICO SCHOOL BOARDS ASSOCIATION	18863	11000.2300.55915.0000.008000.0000	NMSBA POLICY SERVICE (JULY, AUGUST, SEPTEMBER)	\$1,155.00
						Check Total:	\$1,780.00
40508	07/24/2018	1809	NORTHERN NEW MEXICO GAS COMPANY-AF	3668	11000.2600.54413.0000.008047.0000	2018-2019 PROPANE FOR EAGLE NEST	\$66.83
40508	07/24/2018	1809	NORTHERN NEW MEXICO GAS COMPANY-AF	3668	11000.2600.54413.0000.008048.0000	2018-2019 PROPANE FOR EAGLE NEST	\$66.82
						Check Total:	\$133.65
40509	07/24/2018	1809	RECORDS ACE HARDWARE	284096	31701.4000.54315.0000.008000.0000	(2018-2019) CIMARRON MAINTENANCE & REPAIRS	\$245.40
						Check Total:	\$245.40
40510	07/24/2018	1809	SPRINGER ELECTRIC COOPERATIVE INC	31346	11000.2600.54411.0000.008033.0000	(2018-2019) CES ELECTRICITY	\$586.86

40510	07/24/2018	1809	SPRINGER ELECTRIC COOPERATIVE INC	31346	11000.2600.54411.0000.008034.0000	(2018-2019) CHS ELECTRICITY	\$1,350.01
40510	07/24/2018	1809	SPRINGER ELECTRIC COOPERATIVE INC	31346	11000.2600.54411.0000.008036.0000	(2018-2019) CMS ELECTRICITY	\$586.85
40510	07/24/2018	1809	SPRINGER ELECTRIC COOPERATIVE INC	31346	13000.2700.54411.0000.008000.0000	(2018-2019) TRANSPORTATION DEPT	\$115.50
						Check Total:	\$2,639.22
40511	07/24/2018	1809	TASCOSA OFFICE MACHINES INC	62015	31701.4000.54315.0000.008000.0000	(2018-2019) CONTRACT YEAR (08/01/18-07/31/19)	\$867.08
40511	07/24/2018	1809	TASCOSA OFFICE MACHINES INC	62016	31701.4000.54315.0000.008000.0000	(2018-2019) CONTRACT YEAR (08/01/18-07/31/19)	\$1,496.87
40511	07/24/2018	1809	TASCOSA OFFICE MACHINES INC	62299	11000.2300.56118.0000.008000.0000	UNIVERSAL ENVELOPES	\$25.00
40511	07/24/2018	1809	TASCOSA OFFICE MACHINES INC	62299	11000.2300.56118.0000.008000.0000	HP LASERJET INK CARTRIDGE 90A	\$385.98
40511	07/24/2018	1809	TASCOSA OFFICE MACHINES INC	62299	11000.2300.56118.0000.008000.0000	HP LASERJET INK CARTRIDGE 42A	\$411.98
40511	07/24/2018	1809	TASCOSA OFFICE MACHINES INC	62299	11000.2300.56118.0000.008000.0000	HP LASERJET INK CARTRIDGE 64A	\$387.98
40511	07/24/2018	1809	TASCOSA OFFICE MACHINES INC	62299	11000.2300.56118.0000.008000.0000	UNIVERSAL YELLOW HIGHLIGHTERS	\$6.49
						Check Total:	\$3,581.38
40512	07/24/2018	1809	THE PETER'S CORPORATION	8/3-8/5/18	24132.1000.53330.1010.008000.0000	ADVISORY END OF THE YEAR MEETING	\$2,645.00
						Check Total:	\$2,645.00
40520	07/25/2018	1810	CAPITOL PLUS CONSTRUCTION LLC	INV0017	31100.4000.54500.0000.008034.0000	REMOVE & REPLACE CAFETERIA, MEZZANINE &	\$7,500.00
						Check Total:	\$7,500.00
40521	07/25/2018	1810	NATURE SCAPES INC	18065	31701.4000.54315.0000.008000.0000	2017-2018 - JANITORIAL CONTRACT CIMARRON	\$159.78
40521	07/25/2018	1810	NATURE SCAPES INC	18065	31701.4000.54315.0000.008000.0000	GRT @ 8.1458%	\$12.42
						Check Total:	\$172.20
40522	07/25/2018	1810	NORTHERN NEW MEXICO GAS COMPANY-AF	I000008	31701.4000.56118.0000.008034.0000	PROPANE TANK FOR ACTIVITY BUS	\$500.00
						Check Total:	\$500.00
40523	07/27/2018	1811	CRISTIAN ESTRADA	2018-001	31701.4000.54315.0000.008000.0000	SUMMER EMPLOYEMENT	\$590.00
						Check Total:	\$590.00
40524	07/27/2018	1811	HUNTER WILLIAM WHITTEN	2018-001	31701.4000.54315.0000.008000.0000	SUMMER TEMPORARY	\$590.00
						Check Total:	\$590.00
40525	07/27/2018	1811	JODY MARTINEZ	7/15-7/20/18	24132.1000.53330.1010.008000.0000	PER DIEM - 7/15-7/20/18 - RDA SUMMER CONFERENCE	\$97.64

Check Total: \$97.64  
 Bank Total: \$903,628.76

Manual Checks Recap

40466	07/11/2018	11410	CIMARRON MUNICIPAL SCHOOLS	MANUAL	11000.0000.11013.0000.008000.0000	PAYROLL BANK ACCOUNT	\$17,834.62	
40466	07/11/2018	11410	CIMARRON MUNICIPAL SCHOOLS	MANUAL	13000.0000.11013.0000.008000.0000	PAYROLL BANK ACCOUNT	\$4,729.09	
40466	07/11/2018	11410	CIMARRON MUNICIPAL SCHOOLS	MANUAL	21000.0000.11013.0000.008000.0000	PAYROLL BANK ACCOUNT	\$462.30	
							Check Total:	\$23,026.01
40467	07/12/2018	11411	MORENO VALLEY HIGH SCHOOL	MANUAL	11000.0000.21100.0000.000000.0000	INTERGOVERNMENTAL	\$56,910.56	
							Check Total:	\$56,910.56
							Manual Checks Total:	\$79,936.57

Voided Checks

25693	07/11/2018	11409	CIMARRON MUNICIPAL SCHOOLS	VOID	11000.0000.11013.0000.008000.0000	VOID: not the correct check	\$17,834.62	
25693	07/11/2018	11409	CIMARRON MUNICIPAL SCHOOLS	VOID	13000.0000.11013.0000.008000.0000	VOID: not the correct check	\$4,729.09	
25693	07/11/2018	11409	CIMARRON MUNICIPAL SCHOOLS	VOID	21000.0000.11013.0000.008000.0000	VOID: not the correct check	\$462.30	
							Check Total:	\$23,026.01
40474	07/12/2018	1804	NEW MEXICO ENVIRONMENT DEPARTMENT	VOID	21000.0000.21011.0000.000000.0000	VOID: VENDOR IS	\$400.00	
							Check Total:	\$400.00
							Voided Checks Total:	\$23,426.01

EDUCATIONAL TECHNOLOGY BONDS BANK

1337	07/12/2018	1803	T-MOBILE USA, INC	JUNE 2018	31900.4000.54416.0000.008000.0000	2018-2019 - DISTRICT CELL PHONES	\$103.86	
							Check Total:	\$103.86
							Bank Total:	\$103.86



SB 9 BANK ACCOUNT

5439	07/11/2018	1801	COOPERATIVE EDUCATIONAL SERVICES	24-077842	31100.4000.54500.0000.008034.0000	BLUE SKY BUILDERS, INC	\$361,505.12	
5439	07/11/2018	1801	COOPERATIVE EDUCATIONAL SERVICES	24-077842	31100.4000.54500.0000.008034.0000	GRT @ 7.7708%	\$28,091.84	
							Check Total:	\$389,596.96
5440	07/12/2018	1805	BENNETT'S LLC	18-C37344	31701.4000.54315.0000.008000.0000	(2018-2019) MONTHLY CYLINDER RENTAL	\$21.70	
							Check Total:	\$21.70
5441	07/12/2018	1805	CARQUEST RATON	5728-285341	31701.4000.54315.0000.008000.0000	BATTERIES FOR SCISSOR LIFT	\$499.80	
							Check Total:	\$499.80
5442	07/12/2018	1805	PITNEY BOWES GLOBAL FINANCIAL SERVICES	3306606030	31701.4000.54315.0000.008000.0000	2018 -2019 - POSTAGE MACHINE LEASE	\$57.14	
							Check Total:	\$57.14
5443	07/12/2018	1805	TASCOSA OFFICE MACHINES INC	56318	31701.4000.54315.0000.008000.0000	(2018-2019) CONTRACT YEAR (08/01/18-07/31/19)	\$867.08	
5443	07/12/2018	1805	TASCOSA OFFICE MACHINES INC	56319	31701.4000.54315.0000.008000.0000	(2018-2019) CONTRACT YEAR (08/01/18-07/31/19)	\$1,496.87	
							Check Total:	\$2,363.95
5444	07/12/2018	1805	TYLER TECHNOLOGIES INC	025-224188	31701.4000.56118.0000.008000.0000	2018-2019 - SOFTWARE MAINTENANCE	\$28,583.17	
							Check Total:	\$28,583.17
5445	07/12/2018	1805	VILLAGE OF CIMARRON	JUNE 2018 - RF	31701.4000.54315.0000.008000.0000	(2018-2019) ADMIN SOLID WASTE	\$78.12	
5445	07/12/2018	1805	VILLAGE OF CIMARRON	JUNE 2018 - RF	31701.4000.54315.0000.008033.0000	(2018-2019) CES SOLID WASTE	\$78.12	
5445	07/12/2018	1805	VILLAGE OF CIMARRON	JUNE 2018 - RF	31701.4000.54315.0000.008034.0000	(2018-2019) CHS SOLID WASTE	\$78.12	
5445	07/12/2018	1805	VILLAGE OF CIMARRON	JUNE 2018 - RF	31701.4000.54315.0000.008036.0000	(2018-2019) CMS SOLID WASTE	\$78.12	
							Check Total:	\$312.48
5446	07/12/2018	1805	WASTE MANAGEMENT OF NEW MEXICO, INC.	0657699-0499-9	31701.4000.54315.0000.008000.0000	40 YARD ROLL-OFF FOR 1 MONTH	\$780.53	
							Check Total:	\$780.53
							Bank Total:	\$422,215.73

11000	\$229,394.37
13000	\$20,617.97
21000	\$19,185.67
22000	\$500.00
23403	\$530.53
23440	\$385.00
24132	\$2,816.64
31100	\$676,364.50
31701	\$84,330.96
31900	\$1,603.86
43000	\$291,134.38
Fund Totals:	\$1,326,863.88

Fund                      Amount

**End of Report**

Disbursements Grand Total:              \$1,326,863.88

## Cimarron Municipal Schools

### Deposit Listing

Date:07/01/2018-07/31/2018

#### ACTIVITIES BANK ACCOUNT

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total	
363034859	07/10/2018	JOEY MONTOYA - WEIGHT ROOM FEES	\$0.00	\$10.00	\$10.00	
363034860	07/10/2018	ENEMS - FUND RAISER	\$412.25	\$0.00	\$412.25	
363034861	07/17/2018	HALOS - MOVIE NIGHT	\$188.00	\$55.00	\$243.00	
363034862	07/18/2018	KAREN GATES - SWEATS FOR OLIVIA GATES	\$0.00	\$60.00	\$60.00	
363034863	07/25/2018	AMBER ARCHULETA - VOLLEYBALL SHOES	\$83.00	\$0.00	\$83.00	
363034864	07/24/2018	AMBER ARCHULETA - VOLLEYBALL SHOES	\$175.39	\$0.00	\$175.39	
363034865	07/27/2018	ALBERTA MARTINEZ - VOLLEYBALL SHOES	\$80.00	\$0.00	\$80.00	
Total Deposits for Bank:		8	Total Amount:	\$1,013.64	\$125.00	\$1,138.64

#### OPERATIONAL ACCOUNT

363034449	07/03/2018	NMPED - 24118 - FFV	\$0.00	\$397.22	\$397.22	
363034450	07/03/2018	NMPED - 24118 - FFV	\$0.00	\$495.12	\$495.12	
363034451	07/10/2018	SEG - OPERATIONAL - JULY 2018	\$0.00	\$403,464.00	\$403,464.00	
363034452	07/11/2018	NMPED - 24132 - IDEA B	\$0.00	\$5,046.45	\$5,046.45	
363034453	07/10/2018	NMPED - 27103 - DUAL CREDIT	\$0.00	\$129.00	\$129.00	
363034454	07/10/2018	NEW MEXICO DFA - UTE PARK FIRE	\$0.00	\$11,000.00	\$11,000.00	
363034455	07/17/2018	NMPED - 27149 - PRE-K	\$0.00	\$9,995.52	\$9,995.52	
363034456	07/18/2018	NMPED - 24132 - IDEA B	\$0.00	\$14,516.07	\$14,516.07	
363034457	07/25/2018	BOYD BURCHARD - AUCTION ITEMS	\$850.00	\$0.00	\$850.00	
363034458	07/24/2018	ROBERT POTTER - AUCTION ITEMS	\$100.00	\$0.00	\$100.00	
363034459	07/25/2018	ADAN ESTRADA - AUCTION ITEMS	\$50.00	\$0.00	\$50.00	
363034460	07/23/2018	NMPED - TRANSPORTATION - JULY	\$0.00	\$37,567.00	\$37,567.00	
363034461	07/26/2018	NMPED - 24101 - TITLE I	\$0.00	\$25,672.88	\$25,672.88	
363034462	07/26/2018	MEASURED PROGRESS - REFUND	\$0.00	\$52.05	\$52.05	
363034463	07/27/2018	COLFAX COUNTY TREASURER	\$0.00	\$33,935.51	\$33,935.51	
363034464	07/27/2018	NMPED - 24154 - TITLE II	\$0.00	\$909.82	\$909.82	
363034465	07/27/2018	NMPED - 24154 - TITLE II	\$0.00	\$2,231.62	\$2,231.62	
Total Deposits for Bank:		17	Total Amount:	\$1,000.00	\$545,412.26	\$546,412.26

**SB 9 BANK ACCOUNT**

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total
84473	07/12/2018	BANK OF AMERICA - BOND REIMBURSEMENT	\$0.00	\$389,596.96	\$389,596.96
Total Deposits for Bank:		1	Total Amount:	\$0.00	\$389,596.96
Total Deposits :		26	Total Amount:	\$2,013.64	\$937,147.86

**End of Report**

Cimarron Municipal Schools  
August 2018 Board Meeting

Budget Adjustment Request(BAR) Approvals/Cash Transfers

<u>TYPE OF BAR</u>	<u>BAR#</u>	<u>ACCOUNT</u>	<u>JUSTIFICATION</u>
INCREASE	009	29102-PRIVATE GRANT	INCREASE BUDGET
MAINTENANCE	012	21000-FOOD SERVICE	BUDGET MAINTENANCE
MAINTENANCE	013	25153-MEDICAID	BUDGET MAINTENANCE
MAINTENANCE	014	25233-REAP	BUDGET MAINTENANCE
INITIAL	015	27155-BREAKFAST/BELL	INITIAL BUDGET
MAINTENANCE	016	29102-PRIVATE GRANT	BUDGET MAINTENANCE

**PLEASE SEE ATTACHED BARS FOR DETAILED INFORMATION**

**Bar Increases/Decreases:**

**\*\*\*REQUEST PERMISSION TO PROCESS BARS FOR 2017-18  
CARRYOVER FUNDS OR ANY FUND UPON RECEIPT OF PED NOTIFICATION  
OR ANY BAR APPROVED BY SUPERINTENDENT**

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

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

Doc. ID: 008-000-1819-0009-I  
 Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

<b>FLOWTHROUGH ONLY</b>	
Budget Period: Jul 1 2018 12:00AM	To: Jun 30 2019 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 29102.0000.41920 \$11,000

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
29102 Private Dir Grants (Categorical)	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	0000 No Job Class		\$5,500	\$5,500	
29102 Private Dir Grants (Categorical)	2300 Support Services-General Administration	56118 General Supplies and Materials	0000 No Program	0000 No Job Class		\$5,500	\$5,500	
Sub Total						\$11,000		
Indirect Cost								
<b>DOC. TOTAL</b>						\$11,000		

**Justification:**  
 MAINTENANCE

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

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

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

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

**Approvals by Digital Signature**

<u>Name</u>	<u>Role</u>	<u>Date</u>
Lawana Whitten	Business Manager	8/7/2018 3:31:50 PM

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

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

Doc. ID: 008-000-1819-0012-M

Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

<b>FLOWTHROUGH ONLY</b>	
Budget Period: Jul 1 2018 12:00AM	To: Jun 30 2019 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21000 Food Services	3100 Food Services Operations	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$11,675	(\$200)	\$11,475	
21000 Food Services	3100 Food Services Operations	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$3,248	\$100	\$3,348	
21000 Food Services	3100 Food Services Operations	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$467	\$100	\$567	
Sub Total						\$0		
Indirect Cost								
<b>DOC. TOTAL</b>						<b>\$0</b>		

**Justification:**

MAINTENANCE SALARIES AND BENEFITS

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

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

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

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

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

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

Doc. ID: 008-000-1819-0013-M  
Fund Type: Direct Grant

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

<b>FLOWTHROUGH ONLY</b>	
Budget Period: Jul 1 2018 12:00AM	To: Jun 30 2019 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
25153 Title XIX MEDICAL D 3/21 Years	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$2,827	(\$800)	\$2,027	
25153 Title XIX MEDICAL D 3/21 Years	2100 Support Services-Students	52210 FICA Payments	0000 No Program	0000 No Job Class	\$472	\$200	\$672	
25153 Title XIX MEDICAL D 3/21 Years	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$111	\$200	\$311	
25153 Title XIX MEDICAL D 3/21 Years	2400 Support Services-School Administration	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$150	\$100	\$250	
25153 Title XIX MEDICAL D 3/21 Years	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	0000 No Job Class	\$404	\$200	\$604	
25153 Title XIX MEDICAL D 3/21 Years	2400 Support Services-School Administration	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$106	\$100	\$206	
Sub Total						\$0		
Indirect Cost								
<b>DOC. TOTAL</b>						<b>\$0</b>		

**Justification:**

MAINTENANCE

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

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

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

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



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

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

Doc. ID: 008-000-1819-0014-M

Fund Type: Direct Grant

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

<b>FLOWTHROUGH ONLY</b>	
<b>Budget Period:</b> Jul 1 2018 12:00AM	<b>To:</b> Jun 30 2019 12:00AM
<b>A. Approved Carryover:</b>	
<b>B. Total Current Year Allocation:</b>	
<b>D. Total Funding Available:</b>	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
25233 Rural Education Achievem ent Program	2100 Support Services-Students	53711 Other Charges	0000 No Program	0000 No Job Class	\$3,952	(\$1,450)	\$2,502	
25233 Rural Education Achievem ent Program	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	1217 Secretarial/Cleri cal/Technical Assistants	\$2,000	\$500	\$2,500	
25233 Rural Education Achievem ent Program	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class		\$500	\$500	
25233 Rural Education Achievem ent Program	2100 Support Services-Students	52312 Life	0000 No Program	0000 No Job Class		\$150	\$150	
25233 Rural Education Achievem ent Program	2100 Support Services-Students	52313 Dental	0000 No Program	0000 No Job Class		\$100	\$100	
25233 Rural Education Achievem ent Program	2100 Support Services-Students	52314 Vision	0000 No Program	0000 No Job Class		\$100	\$100	
25233 Rural Education Achievem ent Program	2100 Support Services-Students	52315 Disability	0000 No Program	0000 No Job Class		\$100	\$100	
Sub Total						\$0		
<b>Indirect Cost</b>								
<b>DOC. TOTAL</b>						\$0		

**Justification:**  
 MAINTENANCE

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

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

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

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

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

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

Doc. ID: 008-000-1819-0015-1B

Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

<b>FLOWTHROUGH ONLY</b>	
Budget Period: 07/01/2018	To: 06/30/2019
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 27155.0000.43202 \$7,625

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27155	3100 Food Services Operations	56116 Food	0000 No Program	0000 No Job Class		\$7,625	\$7,625	
					Sub Total	\$7,625		
						Indirect Cost		
						<b>DOC. TOTAL</b>	\$7,625	

**Justification:**

INITIAL 18-19

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

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

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

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

**Approvals by Digital Signature**

<u>Name</u>	<u>Role</u>	<u>Date</u>
Lawana Whitten	Business Manager	8/7/2018 3:04:20 PM

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

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

Doc. ID: 008-000-1819-0016-M

Fund Type: Direct Grant

Adjustment Type: Maintenance

Fiscal Year: 2018-2019

Entity Name: Cimarron

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

Contact: Lawana Whitten, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-376-2445

Email: lwhitten@cimarronschools.org

<b>FLOWTHROUGH ONLY</b>	
Budget Period: Jul 1 2018 12:00AM	To: Jun 30 2019 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
29102 Private Dir Grants (Categorical)	1000 Instruction	55817 Student Travel	1010 Regular Education (K-12) Programs	0000 No Job Class	\$36,390	(\$29,957)	\$6,433	
29102 Private Dir Grants (Categorical)	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12		\$7,284	\$7,284	
29102 Private Dir Grants (Categorical)	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$390	\$390	
29102 Private Dir Grants (Categorical)	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class		\$1,350	\$1,350	
29102 Private Dir Grants (Categorical)	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class		\$694	\$694	
29102 Private Dir Grants (Categorical)	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class		\$778	\$778	
29102 Private Dir Grants (Categorical)	1000 Instruction	53330 Professional Development	1010 Regular Education (K-12) Programs	0000 No Job Class		\$13,493	\$13,493	
29102 Private Dir Grants (Categorical)	1000 Instruction	53711 Other Charges	1010 Regular Education (K-12) Programs	0000 No Job Class		\$980	\$980	
29102 Private Dir Grants (Categorical)	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K-12) Programs	0000 No Job Class		\$1,326	\$1,326	
29102 Private Dir Grants (Categorical)	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class		\$3,662	\$3,662	
Sub Total						\$0		
Indirect Cost								
<b>DOC. TOTAL</b>						\$0		

**Justification:**

MAINTENANCE

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

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

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

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

# Cimarron Municipal Schools

## Fund Balances

Fiscal Year: 2018-2019

Month: July  
Year: 2018

:

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>	<u>Cash Balance</u>	<u>Variance</u>
11000	OPERATIONAL	\$255,751.94	\$350,589.26	(\$190,641.11)	\$0.00	\$415,700.09	\$333,748.23	\$81,951.86
13000	PUPIL TRANSPORTATION	\$4.35	\$37,567.00	(\$25,339.20)	\$0.00	\$12,232.15	\$12,236.86	(\$4.71)
14000	INSTRUCTIONAL MATERIALS	\$42,040.76	\$0.00	\$0.00	\$0.00	\$42,040.76	\$42,040.76	\$0.00
21000	FOOD SERVICES	\$47,630.75	\$0.00	(\$19,646.97)	\$0.00	\$27,983.78	\$27,983.78	\$0.00
22000	ATHLETICS	\$21,378.95	\$0.00	(\$500.00)	\$0.00	\$20,878.95	\$20,878.95	\$0.00
23100	CHS E-STORE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23200	ZANE CD SCHOLARSHIP	\$12,162.61	\$0.00	\$0.00	\$0.00	\$12,162.61	\$12,162.61	\$0.00
23201	CARDWELL SCHOLARSHIP CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23202	MASONIC SCHOLARSHIP	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
23400	CHS ANNUAL YEARBOOK	\$581.54	\$0.00	\$0.00	\$0.00	\$581.54	\$581.54	\$0.00
23401	ACTIVITY INTEREST	\$1,478.46	\$0.00	\$0.00	\$0.00	\$1,478.46	\$1,478.46	\$0.00
23402	CHS ART	\$1,651.69	\$0.00	\$0.00	\$0.00	\$1,651.69	\$1,651.69	\$0.00
23403	CHS RAM PRIDE BOOSTER CLUB	\$25,572.39	\$483.39	(\$530.53)	\$0.00	\$25,525.25	\$25,525.25	\$0.00
23404	JOHN/BEVERLY CARDWELL SCHOLARSHIP FUND	\$28,359.06	\$0.00	\$0.00	\$0.00	\$28,359.06	\$28,359.06	\$0.00
23405	JUAN MARTINEZ SCHOLARSHIP FUND	\$20,088.63	\$0.00	\$0.00	\$0.00	\$20,088.63	\$20,088.63	\$0.00
23406	CHS CHEERLEADERS	\$540.30	\$0.00	\$0.00	\$0.00	\$540.30	\$540.30	\$0.00
23407	FAMILY GROUP 6-8	\$2,676.25	\$0.00	\$0.00	\$0.00	\$2,676.25	\$2,676.25	\$0.00
23408	CEMOP	\$2,663.24	\$0.00	\$0.00	\$0.00	\$2,663.24	\$2,663.24	\$0.00
23409	CEMS YEARBOOK	\$1,288.12	\$0.00	\$0.00	\$0.00	\$1,288.12	\$1,288.12	\$0.00
23410	CEMS ACTIVITY	\$1,079.72	\$0.00	\$0.00	\$0.00	\$1,079.72	\$1,079.72	\$0.00
23411	CEMS ART	\$25.47	\$0.00	\$0.00	\$0.00	\$25.47	\$25.47	\$0.00
23412	CES PEEWEE BB	\$5.04	\$0.00	\$0.00	\$0.00	\$5.04	\$5.04	\$0.00
23413	CES 3-4 SCIENCE TEACHERS	\$65.90	\$0.00	\$0.00	\$0.00	\$65.90	\$65.90	\$0.00
23415	CHS CLASS OF 2017	\$0.56	\$0.00	\$0.00	\$0.00	\$0.56	\$0.56	\$0.00
23416	DISTRICT NURSE	\$1,842.01	\$0.00	\$0.00	\$0.00	\$1,842.01	\$1,842.01	\$0.00
23417	CHS CLASS OF 2020	\$4,811.78	\$0.00	\$0.00	\$0.00	\$4,811.78	\$4,811.78	\$0.00
23419	CHS CLASS OF 2021	\$137.00	\$0.00	\$0.00	\$0.00	\$137.00	\$137.00	\$0.00
23420	CHS CLASS OF 2018	\$146.44	\$0.00	\$0.00	\$0.00	\$146.44	\$146.44	\$0.00
23421	CHS CLASS OF 2019	\$1,774.12	\$0.00	\$0.00	\$0.00	\$1,774.12	\$1,774.12	\$0.00
23424	CMS STUDENT COUNCIL	\$178.46	\$0.00	\$0.00	\$0.00	\$178.46	\$178.46	\$0.00
23425	CMS 8TH GRADE DANCE	\$68.31	\$0.00	\$0.00	\$0.00	\$68.31	\$68.31	\$0.00
23426	ENEMS ACTIVITY	\$6,743.96	\$0.00	\$0.00	\$0.00	\$6,743.96	\$6,743.96	\$0.00
23427	ENEMS STAFF	\$142.98	\$0.00	\$0.00	\$0.00	\$142.98	\$142.98	\$0.00
23428	ENMS BARN FUND	\$7,648.15	\$0.00	\$0.00	\$0.00	\$7,648.15	\$7,648.15	\$0.00
23429	EN AQUAPONICS	\$35.18	\$0.00	\$0.00	\$0.00	\$35.18	\$35.18	\$0.00
23430	ENEMS ART PROGRAM	\$13.15	\$412.25	\$0.00	\$0.00	\$425.40	\$425.40	\$0.00
23431	ENEMS YEARBOOK	\$2,290.35	\$0.00	\$0.00	\$0.00	\$2,290.35	\$2,290.35	\$0.00
23432	EN VOCATIONAL ED	\$42.00	\$0.00	\$0.00	\$0.00	\$42.00	\$42.00	\$0.00
23433	TRAILS END RANCH	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
23434	ENMS STUDENT COUNCIL	\$1,182.86	\$0.00	\$0.00	\$0.00	\$1,182.86	\$1,182.86	\$0.00



27114	CENTER FOR TEACHER EXCELLENCE PED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27138	INCENTIVES FOR SCHOOL IMPR ACT PED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27149	PREK INITIATIVE	(\$9,995.52)	\$9,995.52	\$0.00	\$0.00	\$0.00	\$10,100.00	(\$10,100.00)
27155	BREAKFAST FOR ELEM STUDENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27171	2010 GOB IM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27181	"STEM" TEACHER INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27183	NM GROWN FVV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27195	TEACHERS HARD TO STAFF STIPEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28178	GEAR-UP CHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29102	PRIVATE DIR GRANTS (CATEGORICAL)	\$41,853.17	\$11,000.00	\$0.00	\$0.00	\$52,853.17	\$52,853.17	\$0.00
31100	BOND BUILDING	\$1,364,953.72	\$389,596.96	(\$676,364.50)	\$0.00	\$1,078,186.18	\$1,078,186.18	\$0.00
31600	HB 33	\$1,677.40	\$12.43	(\$0.12)	\$0.00	\$1,689.71	\$1,689.71	\$0.00
31700	STATE MATCH SB-9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31701	CAPITAL IMPROVEMENTS SB-9	\$1,452,888.10	\$13,013.86	(\$84,433.27)	\$0.00	\$1,381,468.69	\$1,381,468.69	\$0.00
31900	ED. TECHNOLOGY EQUIPMENT ACT	\$912,477.41	\$1,817.25	(\$1,603.86)	\$0.00	\$912,690.80	\$912,690.80	\$0.00
41000	DEBT SERVICES	\$669,413.01	\$11,704.28	(\$93.53)	\$0.00	\$681,023.76	\$681,023.76	\$0.00
43000	TOTAL ED. TECH. DEBT SERVICE SUBFUND	\$430,950.81	\$6,441.65	(\$291,187.55)	\$0.00	\$146,204.91	\$146,204.91	\$0.00
	<b>Grand Total:</b>	<b>\$5,381,670.78</b>	<b>\$882,275.03</b>	<b>(\$1,293,542.28)</b>	<b>\$0.00</b>	<b>\$4,970,403.53</b>	<b>\$4,961,010.78</b>	<b>\$9,392.75</b>

**End of Report**

## CIMARRON MUNICIPAL SCHOOLS

**To:** Board Members  
**From:** Lawana Whitten  
**Date:** August 1, 2018  
**Re:** Variance explanations for July, 2018

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<b>11000 Operational</b>	Intra-Fund Loans paid that crossed fiscal years	<b>\$82,545.00</b>
<b>11000 Operational</b>	NMPSIA	<b>(\$593.14)</b>
<b>13000 Transportation</b>	NMPSIA	<b>(\$4.71)</b>
<b>24106 Entitlement IDEA B</b>	Intra-Fund Loans paid that crossed fiscal years	<b>(\$45,511.00)</b>
<b>24106 Entitlement IDEA B</b>	NMPSIA	<b>(\$9.40)</b>
<b>24109 Preschool IDEA B</b>	Intra-Fund Loans paid that crossed fiscal years	<b>(\$3,200.00)</b>
<b>24118 Fresh Fruits &amp; Veg</b>	Intra-Fund Loans paid that crossed fiscal years	<b>(\$895.00)</b>
<b>24132 IDEA-B</b>	Intra-Fund Loans paid that crossed fiscal years	<b>(\$19,565.00)</b>
<b>24154 Title II</b>	Intra-Fund Loans paid that crossed fiscal years	<b>(\$3,145.00)</b>
<b>27103 Dual Credit</b>	Intra-Fund Loans paid that crossed fiscal years	<b>(\$129.00)</b>
<b>27149 PRE K</b>	Intra-Fund Loans paid that crossed fiscal years	<b>(\$10,100.00)</b>

**Intra-fund Loans are loans from Operational to Federal and State & Local to be paid back once request for reimbursement (RFR) have been received.**

**Loans will be paid in full in this fiscal year (18-19) for last year (17-18) as RFR were received in August.**

**It will show as a variance until the new year.**



8000 DISTRICT

8033 CES

8034 CHS

8036 CMS

8047 ENES

8048 ENMS

Cimarron Municipal Schools

Date:7/1/2018- 7/31/2018

SB9 EXPENDITURE REPORT

Account Number	Description	Exclude inactive accounts with zero balance			Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
		Budget	Adjustments	GL Budget						
31701.2300.53712.0000.008000.0000	COUNTY TAX COLLECTION COSTS	\$8,098.00	\$0.00	\$8,098.00	\$102.31	\$102.31	\$7,995.69	\$0.00	\$7,995.69	98.74%
	OBJECT: COUNTY TAX COLLECTION COSTS - 53712	\$8,098.00	\$0.00	\$8,098.00	\$102.31	\$102.31	\$7,995.69	\$0.00	\$7,995.69	98.74%
FUNCTION: SUPPORT SERVICES-GENERAL ADMINISTRATION - 2300		\$8,098.00	\$0.00	\$8,098.00	\$102.31	\$102.31	\$7,995.69	\$0.00	\$7,995.69	98.74%
31701.4000.53330.0000.008000.0000	PROFESSIONAL DEVELOPEMENT	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
	OBJECT: PROFESSIONAL DEVELOPEMENT - 53330	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
31701.4000.54315.0000.008000.0000	MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT	\$111,800.00	\$0.00	\$111,800.00	\$8,846.93	\$8,846.93	\$102,953.07	\$70,487.00	\$32,466.07	29.04%
31701.4000.54315.0000.008033.0000	MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT	\$120,000.00	\$0.00	\$120,000.00	\$78.12	\$78.12	\$119,921.88	\$22,368.39	\$97,553.49	81.29%
31701.4000.54315.0000.008034.0000	MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT	\$120,000.00	\$0.00	\$120,000.00	\$78.12	\$78.12	\$119,921.88	\$21,494.39	\$98,427.49	82.02%
31701.4000.54315.0000.008036.0000	MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT	\$120,000.00	\$0.00	\$120,000.00	\$78.12	\$78.12	\$119,921.88	\$24,599.66	\$95,322.22	79.44%
31701.4000.54315.0000.008047.0000	MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT	\$120,000.00	\$0.00	\$120,000.00	\$6,053.75	\$6,053.75	\$113,946.25	\$21,232.19	\$92,714.06	77.26%
31701.4000.54315.0000.008048.0000	MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT	\$120,000.00	\$0.00	\$120,000.00	\$6,053.74	\$6,053.74	\$113,946.26	\$21,232.18	\$92,714.08	77.26%
	OBJECT: MAINTENANCE & REPAIR - BLDGS/GRNDS/EQUIPMENT (SB9) - 54315	\$711,800.00	\$0.00	\$711,800.00	\$21,188.78	\$21,188.78	\$690,611.22	\$181,413.81	\$509,197.41	71.54%
31701.4000.54500.0000.008000.0000	CONSTRUCTION SERVICES	\$55,000.00	\$0.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	\$0.00	\$55,000.00	100.00%
31701.4000.54500.0000.008033.0000	CONSTRUCTION SERVICES	\$70,000.00	\$0.00	\$70,000.00	\$4,407.07	\$4,407.07	\$65,592.93	\$9,408.69	\$56,184.24	80.26%
31701.4000.54500.0000.008034.0000	CONSTRUCTION SERVICES	\$320,000.00	\$0.00	\$320,000.00	\$0.00	\$0.00	\$320,000.00	\$241,743.68	\$78,256.32	24.46%
31701.4000.54500.0000.008036.0000	CONSTRUCTION SERVICES	\$70,000.00	\$0.00	\$70,000.00	\$4,407.07	\$4,407.07	\$65,592.93	\$9,408.69	\$56,184.24	80.26%
31701.4000.54500.0000.008047.0000	CONSTRUCTION SERVICES	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	\$0.00	\$120,000.00	100.00%
31701.4000.54500.0000.008048.0000	CONSTRUCTION SERVICES	\$95,000.00	\$0.00	\$95,000.00	\$0.00	\$0.00	\$95,000.00	\$0.00	\$95,000.00	100.00%
	OBJECT: CONSTRUCTION SERVICES - 54500	\$730,000.00	\$0.00	\$730,000.00	\$8,814.14	\$8,814.14	\$721,185.86	\$260,561.06	\$460,624.80	63.10%
31701.4000.56118.0000.008000.0000	GENERAL SUPPLIES AND MATERIALS	\$50,000.00	\$0.00	\$50,000.00	\$28,583.17	\$28,583.17	\$21,416.83	\$3,687.00	\$17,729.83	35.46%
31701.4000.56118.0000.008033.0000	GENERAL SUPPLIES AND MATERIALS	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
31701.4000.56118.0000.008034.0000	GENERAL SUPPLIES AND MATERIALS	\$100,000.00	\$0.00	\$100,000.00	\$25,744.87	\$25,744.87	\$74,255.13	\$0.00	\$74,255.13	74.26%
31701.4000.56118.0000.008036.0000	GENERAL SUPPLIES AND MATERIALS	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
31701.4000.56118.0000.008047.0000	GENERAL SUPPLIES AND MATERIALS	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	100.00%
31701.4000.56118.0000.008048.0000	GENERAL SUPPLIES AND MATERIALS	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	100.00%
	OBJECT: GENERAL SUPPLIES AND MATERIALS - 56118	\$300,000.00	\$0.00	\$300,000.00	\$54,328.04	\$54,328.04	\$245,671.96	\$3,687.00	\$241,984.96	80.66%

31701.4000.57312.0000.008000.0000	BUSES	\$200,000.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$200,000.00	100.00%
	OBJECT: BUSES - 57312	\$200,000.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$200,000.00	100.00%
31701.4000.57331.0000.008000.0000	FIXED ASSETS (MORE THAN \$5,000)	\$27,491.00	\$0.00	\$27,491.00	\$0.00	\$0.00	\$27,491.00	\$0.00	\$27,491.00	100.00%
31701.4000.57331.0000.008033.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
31701.4000.57331.0000.008034.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
31701.4000.57331.0000.008036.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
31701.4000.57331.0000.008047.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
31701.4000.57331.0000.008048.0000	FIXED ASSETS (MORE THAN \$5,000)	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00	100.00%
	OBJECT: FIXED ASSETS (MORE THAN \$5,000) - 57331	\$187,491.00	\$0.00	\$187,491.00	\$0.00	\$0.00	\$187,491.00	\$0.00	\$187,491.00	100.00%
	FUNCTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000	\$2,131,791.00	\$0.00	\$2,131,791.00	\$84,330.96	\$84,330.96	\$2,047,460.04	\$445,661.87	\$1,601,798.17	75.14%
	FUND: CAPITAL IMPROVEMENTS SB-9 - 31701	\$2,139,889.00	\$0.00	\$2,139,889.00	\$84,433.27	\$84,433.27	\$2,055,455.73	\$445,661.87	\$1,609,793.86	75.23%
<b>Grand Total:</b>		<b>\$2,139,889.00</b>	<b>\$0.00</b>	<b>\$2,139,889.00</b>	<b>\$84,433.27</b>	<b>\$84,433.27</b>	<b>\$2,055,455.73</b>	<b>\$445,661.87</b>	<b>\$1,609,793.86</b>	<b>75.23%</b>

End of Report

8000 DISTRICT

8033 CES

8034 CHS

8036 CMS

8047 ENES

8048 ENMS

### Cimarron Municipal Schools

Date:7/1/2018-7/31/2018

## ED TECH EXPENDITURE REPORT

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
31900.4000.53330.0000.008000.0000	PROFESSIONAL DEVELOPEMENT	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
	OBJECT: PROFESSIONAL DEVELOPEMENT - 53330	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
31900.4000.53414.0000.008000.0000	OTHER SERVICES	\$18,589.00	\$0.00	\$18,589.00	\$1,500.00	\$1,500.00	\$17,089.00	\$15,970.34	\$1,118.66	6.02%
31900.4000.53414.0000.008033.0000	OTHER SERVICES	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	100.00%
31900.4000.53414.0000.008034.0000	OTHER SERVICES	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$3,434.00	\$13,566.00	79.80%
31900.4000.53414.0000.008036.0000	OTHER SERVICES	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	100.00%
31900.4000.53414.0000.008047.0000	OTHER SERVICES	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	100.00%
31900.4000.53414.0000.008048.0000	OTHER SERVICES	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	100.00%
	OBJECT: OTHER SERVICES - 53414	\$103,589.00	\$0.00	\$103,589.00	\$1,500.00	\$1,500.00	\$102,089.00	\$19,404.34	\$82,684.66	79.82%
31900.4000.54416.0000.008000.0000	COMMUNICATIONS	\$2,500.00	\$0.00	\$2,500.00	\$103.86	\$103.86	\$2,396.14	\$1,156.14	\$1,240.00	49.60%
31900.4000.54416.0000.008033.0000	COMMUNICATIONS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.54416.0000.008034.0000	COMMUNICATIONS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
31900.4000.54416.0000.008036.0000	COMMUNICATIONS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.54416.0000.008047.0000	COMMUNICATIONS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$2,183.42	\$2,816.58	56.33%
31900.4000.54416.0000.008048.0000	COMMUNICATIONS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$2,183.43	\$2,816.57	56.33%
	OBJECT: COMMUNICATIONS - 54416	\$25,000.00	\$0.00	\$25,000.00	\$103.86	\$103.86	\$24,896.14	\$5,522.99	\$19,373.15	77.49%
31900.4000.56113.0000.008000.0000	SOFTWARE	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
31900.4000.56113.0000.008033.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
31900.4000.56113.0000.008034.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
31900.4000.56113.0000.008036.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
31900.4000.56113.0000.008047.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
31900.4000.56113.0000.008048.0000	SOFTWARE	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
	OBJECT: SOFTWARE - 56113	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
31900.4000.56118.0000.008000.0000	GENERAL SUPPLIES AND MATERIALS	\$23,000.00	\$0.00	\$23,000.00	\$0.00	\$0.00	\$23,000.00	\$99.99	\$22,900.01	99.57%
31900.4000.56118.0000.008033.0000	GENERAL SUPPLIES AND MATERIALS	\$23,000.00	\$0.00	\$23,000.00	\$0.00	\$0.00	\$23,000.00	\$0.00	\$23,000.00	100.00%
31900.4000.56118.0000.008034.0000	GENERAL SUPPLIES AND MATERIALS	\$23,000.00	\$0.00	\$23,000.00	\$0.00	\$0.00	\$23,000.00	\$0.00	\$23,000.00	100.00%
31900.4000.56118.0000.008036.0000	GENERAL SUPPLIES AND MATERIALS	\$23,000.00	\$0.00	\$23,000.00	\$0.00	\$0.00	\$23,000.00	\$0.00	\$23,000.00	100.00%
31900.4000.56118.0000.008047.0000	GENERAL SUPPLIES AND MATERIALS	\$23,000.00	\$0.00	\$23,000.00	\$0.00	\$0.00	\$23,000.00	\$0.00	\$23,000.00	100.00%
31900.4000.56118.0000.008048.0000	GENERAL SUPPLIES AND MATERIALS	\$23,000.00	\$0.00	\$23,000.00	\$0.00	\$0.00	\$23,000.00	\$0.00	\$23,000.00	100.00%
	OBJECT: GENERAL SUPPLIES AND MATERIALS - 56118	\$138,000.00	\$0.00	\$138,000.00	\$0.00	\$0.00	\$138,000.00	\$99.99	\$137,900.01	99.93%

31900.4000.57331.0000.008000.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008033.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008034.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008036.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008047.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
31900.4000.57331.0000.008048.0000	FIXED ASSETS (MORE THAN \$5,000)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
OBJECT: FIXED ASSETS (MORE THAN \$5,000) - 57331		\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
FUNCTION: FACILITIES ACQUISITION AND CONSTRUCTION - 4000		\$306,589.00	\$0.00	\$306,589.00	\$1,603.86	\$1,603.86	\$304,985.14	\$25,027.32	\$279,957.82	91.31%
FUND: ED. TECHNOLOGY EQUIPMENT ACT - 31900		\$306,589.00	\$0.00	\$306,589.00	\$1,603.86	\$1,603.86	\$304,985.14	\$25,027.32	\$279,957.82	91.31%
<b>Grand Total:</b>		<b>\$306,589.00</b>	<b>\$0.00</b>	<b>\$306,589.00</b>	<b>\$1,603.86</b>	<b>\$1,603.86</b>	<b>\$304,985.14</b>	<b>\$25,027.32</b>	<b>\$279,957.82</b>	<b>91.31%</b>

End of Report

# NM State Treasurer's Office Investment Pool - LGIP

## July 2018

	<u>Daily Net Yield</u>
7/2/2018	1.795
7/3/2018	1.795

School District: Cimarron Municipal Schools  
 Charter Name:  
 Month/Quarter 06/30/2018

**PED Cash Report  
 for 2017-2018 Fiscal Year**

County: COLFAX  
 PED No.: 8

Previous Year	06/30/2017	OPERATIONAL	TEACHERAGE	TRANSPORTATION	INST. MATERIALS	FOOD SERVICES	ATHLETICS	NON-INSTRUCT.
Report ending date	06/30/2018	FUND 11000	FUND 12000	FUND 13000	FUND 14000	FUND 21000	FUND 22000	FUND 23000
<b>Refer to "Instructions for PED Cash Report" for details on how to properly complete this form.</b>								
Total Cash Balance 06/30/2017	+OR-	176,944.02	0.00	4.35	36,716.52	50,885.03	17,487.75	0.00
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	4,370,177.87	0.00	1,012,202.00	12,058.59	251,031.71	16,963.49	0.00
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	(282.00)	0.00	0.00
Total Resources to Date for Current Year 06/30/2018	=	4,547,121.89	0.00	1,012,206.35	48,775.11	301,634.74	34,451.24	0.00
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(4,291,369.95)	0.00	(1,012,202.00)	(6,734.35)	(254,003.99)	(13,072.29)	0.00
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	255,751.94	0.00	4.35	42,040.76	47,630.75	21,378.95	0.00
<b>Other Reconciling Items</b>								
Payroll Liabilities	+	0.00	0.00	0.01	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 06/30/2018	=	255,751.94	0.00	4.36	42,040.76	47,630.75	21,378.95	0.00
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	(82,545.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 06/30/2018	+OR-	173,206.94	0.00	4.36	42,040.76	47,630.75	21,378.95	0.00

School District: Cimarron Municipal Schools		<b>PED Cash Report</b>				County:	COLFAX	
Charter Name:		<b>for 2017-2018 Fiscal Year</b>				PED No.:	8	
Month/Quarter 06/30/2018		FEDERAL FLOWTHROUGH FUND 24000	FEDERAL DIRECT FUND 25000	LOCAL GRANTS FUND 26000	STATE FLOWTHROUGH FUND 27000	STATE DIRECT FUND 28000	LOCAL OR STATE FUND 29000	BOND BUILDING FUND 31100
Total Cash Balance 06/30/2017	=	(6,694.21)	(1,249.34)	17,435.47	(10,081.77)	0.00	48,239.80	2,985,634.30
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	259,396.75	110,503.34	7,700.00	55,148.65	0.00	0.00	24,334.14
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 06/30/2018	=	252,702.54	109,254.00	25,135.47	45,066.88	0.00	48,239.80	3,009,968.44
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(301,921.55)	(109,254.00)	(7,491.19)	(55,191.40)	0.00	(6,386.63)	(1,645,014.72)
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	(49,219.01)	0.00	17,644.28	(10,124.52)	0.00	41,853.17	1,364,953.72
<b>Other Reconciling Items</b>								
Payroll Liabilities	+	4.70	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 06/30/2018	=	(49,214.31)	0.00	17,644.28	(10,124.52)	0.00	41,853.17	1,364,953.72
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	72,316.00	0.00	0.00	10,229.00	0.00	0.00	0.00
Total Ending Cash 06/30/2018	+OR-	23,101.69	0.00	17,644.28	104.48	0.00	41,853.17	1,364,953.72

School District: Cimarron Municipal Schools		<b>PED Cash Report</b>				County:	COLFAX	
Charter Name:		<b>for 2017-2018 Fiscal Year</b>				PED No.:	8	
Month/Quarter 06/30/2018		PUBLIC SCHOOL CAPITAL OUTLAY 31200	SPECIAL CAPITAL OUTLAY LOCAL 31300	SPECIAL CAPITAL OUTLAY STATE 31400	SPECIAL CAPITAL OUTLAY FEDERAL 31500	CAPITAL IMPROV HB 33 31600	CAPITAL IMPROV. SB9- STATE 31700	CAPITAL IMPROV. SB9- LOCAL 31701
Total Cash Balance 06/30/2017	=	0.00	0.00	0.00	0.00	1,216.28	0.00	1,941,469.98
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	0.00	0.00	0.00	0.00	465.78	0.00	806,032.74
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 06/30/2018	=	0.00	0.00	0.00	0.00	1,682.06	0.00	2,747,502.72
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	0.00	0.00	0.00	0.00	(4.66)	0.00	(1,294,614.62)
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	0.00	0.00	0.00	0.00	1,677.40	0.00	1,452,888.10
<b>Other Reconciling Items</b>								
Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 06/30/2018	=	0.00	0.00	0.00	0.00	1,677.40	0.00	1,452,888.10
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 06/30/2018	+OR-	0.00	0.00	0.00	0.00	1,677.40	0.00	1,452,888.10



School District: Cimarron Municipal Schools  
 Charter Name:  
 Month/Quarter 06/30/2018

**PED Cash Report  
 for 2017-2018 Fiscal Year**

County: COLFAX  
 PED No.: 8

		ENERGY EFFICIENCY 31800	ED. TECH EQUIP ACT 31900	PSCOC 20% FUND 32100	DEBT SERVICE FUND 41000	DEFERRED SICK LEAVE FUND 42000	ED TECH DEBT SERVICE FUND 43000	GRAND TOTAL ALL FUNDS
Total Cash Balance 06/30/2017	=	0.00	1,230,829.72	0.00	309,714.74	0.00	658,714.80	7,457,267.44
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	0.00	8,180.31	0.00	711,211.12	0.00	412,555.33	8,057,961.82
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	(282.00)
Total Resources to Date for Current Year 06/30/2018	=	0.00	1,239,010.03	0.00	1,020,925.86	0.00	1,071,270.13	15,514,947.26
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	0.00	(284,292.62)	0.00	(351,512.85)	0.00	(682,559.32)	(10,315,626.14)
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	(42,240.00)	0.00	0.00	0.00	42,240.00	0.00
Total Cash	=	0.00	912,477.41	0.00	669,413.01	0.00	430,950.81	5,199,321.12
<b>Other Reconciling Items</b>								
Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	0.00	4.71
** Adjustments - Provide Full Explanation on Last Page	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 06/30/2018	=	0.00	912,477.41	0.00	669,413.01	0.00	430,950.81	5,199,325.83
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 06/30/2018	+OR-	0.00	912,477.41	0.00	669,413.01	0.00	430,950.81	5,199,325.83

School District: Cimarron Municipal Schools  
 Charter Name:  
 Month/Quarter 06/30/2018

**PED Cash Report  
 for 2017-2018 Fiscal Year**

COUNTY: COLFAX  
 PED No.: 8

B	C	D +	E +	F +OR-	G +OR-	H +	I	J +OR-
From Bank Statements				Adjustments to Bank Statement		Adjusted Bank Balance	Description	Adjustment Amount
Account Name/Type	Bank	Statement Balance	Overnight Investments	Net Outstanding Items (Checks) Deposits	Outstanding Interbank transfers			
							From line 12 Grand Total All	5,199,325.83
Operational - SPIA - PR- FED - STATE		769,421.13	0.10	(446,062.30)	(4,024.30)	319,334.63		0.00
Bond		1,361,748.05				1,361,748.05		0.00
Cafeteria		47,662.94	0.00	(32.19)	0.00	47,630.75		0.00
SB9 & Bond Building		1,453,896.01	0.00	(149.14)	4,024.30	1,457,771.17		0.00
Ed Tech		912,477.41	0.00	0.00	0.00	912,477.41		0.00
Debt		1,100,363.82	0.00	0.00	0.00	1,100,363.82		0.00
Activity		133,721.76	0.00	(1,893.77)	0.00	131,827.99	Activity Fund	131,827.99
<b>Totals</b>		<b>5,779,291.12</b>	<b>0.10</b>	<b>(448,137.40)</b>	<b>0.00</b>	<b>5,331,153.82</b>		<b>5,331,153.82</b>

0.00

Please provide Page 1 of each of your Bank Statement(s).

NOTE: Total Column H must equal total Column J

\* PERMANENT CASH TRANSFERS/REVERSIONS (LINE 6)

Please identify all cash transfers and reversions per school district general ledger. Enter the name or fund

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
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\*\* OTHER RECONCILING ITEMS (LINE 8 & 9)

Please identify all reconciling adjustments per school district general ledger. Enter the name or fund Please list each transaction separately.

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
21000	282.00		Deposit voided after cash report was completed Audited Balance is off from ending cash balance

\*\*\* TOTAL OUTSTANDING LOANS (LINE 11)

Please identify all outstanding loans per school district general ledger. Enter the name or fund number on the FROM FUND and TO FUND columns. Please list each transaction separately.

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
11000	(82,545.00)		
	72,316.00	24000	
	10,229.00	27000	

I, hereby, certify that the information contained in this cash report reconciles to the General Ledger.

\_\_\_\_\_  
 Signature of Licensed Business Manager

\_\_\_\_\_  
 Date

August 3, 2018

## Occupational Therapy Services Proposal for 2018-19 School Year

Rhonda J. Lee-Hicks, OT/L  
Occupational Therapist, NM License #678  
HCR 71 Box 58  
Eagle Nest, NM 87718

### Introduction

I am an Occupational Therapist with 31+ years of experience in various settings and locations including providing services and living abroad. I have practiced in mental health, orthopedic, oncology/hospice units, surgical units, inpatient and outpatient settings, long term care and rehabilitation settings, home health care, early intervention and school settings. I have also been adjunct faculty teaching Certified Occupational Therapy students for a semester at Eastern New Mexico University. I currently contract and provide services for a pediatric outpatient clinic, early intervention services as needed in the Moreno Valley and local school districts. I have provided Occupational Therapy services for Cimarron School District since October 2001.

### Education

- Bachelor of Science Degree in Occupational Therapy from Eastern Michigan University awarded December 1986 following completion of Occupational Therapy Curriculum and required internships.
- High School Diploma from Flint Southwestern High School awarded June 1982.
- New Mexico Level 3 Pre-K-12 Occupational Therapist License #267422.

### Provision of Occupational Therapy Services

- Provide individual and/or group Occupational Therapy treatment for students in Cimarron District grades Pre-K through 12th grade in segregated and/or inclusion settings as determined by IEP and/or SAT plans.
- Services include consultation and communication with students, school staff and/or family inside and outside IEP/SAT plans. This also includes email communication.
- Develop treatment individual treatment plan and document in IEP's and/or other such relevant plans/protocols.
- Provide early intervening services as necessary and per district policy.
- Evaluate students per referrals. Evaluation includes administering testing protocols, scoring and interpreting protocols, writing evaluation report and making appropriate recommendations/suggestions regarding Occupational Therapy and/or other services outside of Occupational Therapy.

- Conduct and complete screenings for children in potential need of Occupational Therapy including Child Find screenings as determined/scheduled by district.
- Complete daily notes/billing and other relevant documentation for students served.
- Attend IEP, SAT, staff and other necessary meetings.
- Provided education as necessary regarding Occupational Therapy including home programs as needed.
- Order and maintain supplies/equipment including informing appropriate district personnel as needed.
- Adhere to and follow district, state and federal travel to/from district campuses in order to provide services to all eligible students and attend meetings as necessary.

### Pay Rate

\$65.00 per hour. This is equal and/or less than compensation secured by other agencies I contract with. Provision of services will be itemized and billing will be submitted per district policy.

Estimation of total hours to be provided from August 16, 2018 to June 1, 2018 equals 750 hours (+ or - 20). Estimated total pay equals \$48,750.00, not to exceed this pay without approval from school board. This will cover all aspects of job services provided as outlined above and other unforeseen aspects relevant to Occupational Therapy, including travel time, all necessary documentation to fulfill job requirements including state and federal mandates, consultation with other providers and team members, etc.

### Other

- Therapist will maintain and pay gross receipts and taxes.
- Therapist will maintain and provide for continuing education courses and fees.
- Therapist will provide and cover cost for any and all relevant licensure and fees necessary to provide services.
- Therapist carries own malpractice insurance and vehicle insurances which are current.
- Therapist is updated and holds current CPI and CPR certification/cards.
- Therapist will provide own transportation (vehicle) to/from home, schools and between school campuses.

Respectfully submitted,  
Rhonda J. Lee-Hicks OT/L

Cristina Cisneros, TVI  
PO Box 528  
El Prado, NM 87529  
575-770-7044  
[ccisneros29@gmail.com](mailto:ccisneros29@gmail.com)

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## Proposal for TVI Services

2018-2019 School Year

Agency/District: **Cimarron Municipal School District**

Date of Proposal: **7/1/2018**

Type of Services: **TVI Services**

Amount of Service: **12 hours (direct service/consult) per month**  
**30 minutes (15-minute lesson plan/15-minute session report) per 2 hr. weekly direct service/per month (2 hrs. per month)**  
**8 hours per year for consultation with teachers**  
**4 hours per year for IEP**

Length of Service: Approximately **10 months**

Begin Date: Approximately the **Week of August 6, 2018**

End Date: Approximately the **Week of May 29, 2019**

### Direct Service Fees

**Direct Service Fee** is assessed at \$75 (dollars) per hour.

12 hrs. monthly X 10 months = 120 hrs. X \$75 = \$9,000.00

2hrs monthly X 10 months = 20 hrs. X \$75.00= \$1,500.00

8 hrs. yearly X 1 year = 8 hrs. X \$75 = \$600.00

4 hrs. X 1 = 4hrs X \$75.00 = \$300.00

Direct Service Fees is an estimated total of \$11,400.00 (eleven thousand four hundred and 0.00 cents)

### Low Vision Clinic

An estimated total of approximately 264 miles roundtrip at \$.43 per mile, total of \$113.52 (one hundred thirteen dollars and 0.52 cents) for mileage.

An estimated total of 5 hours at \$30.00 per hour, total of \$150 (one hundred fifty dollars and 0.00 dollars) for travel time.

2 hrs. yearly = 2 hrs. X \$60 = \$120.00

Low Vision Clinic is an estimated total of \$383.52 (three hundred eight-three dollars and 0.52 cents).

**Travel Time**

**Travel Time** is assessed at \$37.50 (dollars) per hour.  
Arroyo Seco (Home Office) to Cimarron = 3.5 hours roundtrip  
3.5 hrs. X 4 times a month= 14 hours per month  
14 hrs. per month X 10 month= 140 hours per year

An estimated total of 140 hours at \$37.50 per hour, total of \$5,250.00 (five thousand two hundred fifty dollars and 0.00 dollars) for travel time.

**Mileage**

**Mileage** is assessed at \$0.43 per mile.  
Arroyo Seco to Cimarron = approximately 128.8 miles roundtrip  
128.8 miles X 4 trips per month=515.2 miles  
515.2 miles X 10 months= 5,152 miles per year

An estimated total of approximately 5,152 miles at \$.43 per mile, total of \$2,215.36 (two thousand two hundred and fifteen dollars and 0.36 dollars) for travel time.

**NM GRS Fee**

**New Mexico Gross Receipts Tax** is assessed in the amount of 8.1458% on the total Direct Service Fee and Travel Time.  
An estimated total of \$1,567.98 (one thousand five hundred sixty-seven dollars and 0.98 cents).

Direct Service Amt.	LVC	Travel Amt.	Mileage	Total	GRT @ 8.1458%	Grand Total
\$11,400.00	\$383.52	\$ 5,250.00	\$2,215.36	\$19,248.88	\$1,567.98	\$20,816.86

**Grand Total**

**Estimated Grand Total** for Service, LVC, Travel, and NM GRT, is \$20,816.86 (twenty thousand eight hundred sixteen dollars and 0.86 cents)

**Conditions**

All services will be delivered as outlined, per IEP requirements and through the direction of the Special Services Coordinator.

Direct Services will include direct teaching and training with the student, staffing meetings and consultation, parent-teacher conferences, assessments and evaluations, meeting attendance and preparation, material construction, and strategy/lesson planning.

Cimarron Municipal Schools will purchase or procure all needed materials, supplies, and devices necessary for assessments and instruction.

Students who are ill or otherwise absent, are charged at the full hourly rate unless I am notified by 8:00 AM of the day of service.

Travel Time will be calculated from the time I leave my office of record to the time I arrive at the school, and from the time I leave the school to the time I arrive back at my office of record, travel from school to school.

All services are billed during the 1<sup>st</sup> week of the month following delivery of services. Payment for services must be made within fourteen (14) business days from the date of the invoice to prevent interruption of student/client services and to prevent interest accrual on the outstanding balance, unless previous arrangements have been made with the service provider.

Terms and conditions of this proposal for services are accepted and binding by issuance of a contract and/or purchase order for the above Grand Total amount by Cimarron Municipal Schools.

This Proposal for Services is good for one month from which the proposal is dated.

Cristina Cisneros/ Electronic Signature

7/20/2018

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Date

Service Provider

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Cimarron Municipal Schools

Date

Physical Therapy Proposal  
for Cimarron Municipal Schools  
2018-2019 School Year

June 3, 2018

**Submitted to:**

Cimarron Municipal Schools  
c/o Daelena Potter, SPED Director

**Submitted by:**

Mannon Motion, Ltd. Co.  
Kori Mannon, MPT, owner



## **Letter of Transmittal**

Mannon Motion, Ltd. Co. is pleased to bid for requested physical therapy services for the Cimarron Municipal Schools for the 2018-2019 school year.

Kori Mannon, MPT is the sole owner of this limited liability corporation that has been in operation since October 2000.

Mannon Motion, Ltd. Co. and Kori Mannon, MPT may be contacted at:

PO Box 1426, El Prado, NM 87529

Phone: 575-740-0356

Email: [mannonmotion@gmail.com](mailto:mannonmotion@gmail.com)

Kori Mannon shall serve as the point of contact to negotiate any contracts, fulfill contracts and shall be the main point of contact for any clarification regarding contractual matters.

Mannon Motion, Ltd. Co. agrees in full and accepts the conditions governing this procurement procedure and acknowledges electronic receipt of this RFP from the Cimarron Municipal Schools.

Kori Mannon, MPT  
Owner, Mannon Motion, Ltd. Co.

**Table of Contents:**

**A. Proposal Summary**

**B. Response to Specifications**

- 1. Physical Therapy Licenses/ certifications**
- 2. Insurance**
- 3. Physical Therapy Contractor Acknowledgement**
- 4. Services and Duties**

**C. Response to Department Terms and Conditions**

- 1. Experience**
- 2. Reliability / Availability**

## A. Cost Response

Mannon Motion, Ltd. Co. proposes an hourly base rate of \$80.00 per hour for services rendered. Gross receipts would be paid by the school district, at the current rate of 8.1875% .

Estimate based on 3.5 hours of direct service:

3.5 hours of direct service at \$80.00 per hour*	= \$280.00
30 min of documentation/ admin (15% of direct service time)	
at \$80.00 per hour	= \$40.00
Per diem (in lieu of travel which would be \$53.28)	= \$50.00
Weekly total	= \$370.00
\$370.00 x 36 weeks	= \$13,320 (plus GRT)

\*PT may be available for additional hours as needed for evaluations/IEPS at the same rate listed above up to 10 hours per week with adequate notice.

## B. Response to Specifications

1. All Mannon Motion, Ltd. Co. employees maintain current NM PT and NMSDE certification for PTs.

Attached please find copies of both of these documents for Kori Mannon, MPT, lead therapist. In the event that other employees of Mannon Motion, Ltd. Co. provide services, documents will be provided.

2. **Insurance:** Mannon Motion, Ltd. Co. and all personnel are insured through HPSO for professional liability and employees maintain automotive liability- copies available upon request.

3. Mannon Motion, Ltd. Co. acknowledges that physical therapists are contractors and not employees of the school district.

### 4. Services and Duties of the Provider/ Contractor:

Mannon Motion, Ltd. Co. acknowledges it will provide all necessary **evaluation instruments and protocols** (most typically the TGMD-2 and BOT-2 are used to evaluate students). All evaluations will be completed according to NMSDE Standards and will include objective measures, observation and chart reviews as is indicated by the student's diagnosis and level of functional performance. In addition, all reports will be typed and submitted according to district procedures, including completing evaluations within 5 calendar days (considering the scheduled work days of the PT due to the fact that this is not full time employment) and submitted within 10 days of completion of the evaluation. All substantiating information and test protocols will be submitted with the completed evaluation.

All Mannon Motion, Ltd. Co staff members are selected to join the therapy team with a pre-requisite of having a love for learning. All staff members are required to complete at least 2 **continuing education** classes a year and team trainings are provided on a regular basis including team rounds, case reviews, webinar trainings, onsite trainings with innovative members of SPED departments around the region.

All Mannon Motion, Ltd. Co. staff members are trained in completing **documentation required for IEPs/ goals and communicating** the present levels of performance, goals and areas of strength and weakness at IEP meetings. All staff are trained in submitting **Medicaid reimbursement** forms via multiple systems.

At Mannon Motion, Ltd. Co. all staff members are **dedicated to consulting with all members of a student's team** including parents, EAs, teachers and other staff as is appropriate. Mannon Motion, Ltd. Co. is currently working to integrate long term EA training programs in multiple districts to empower those who work most closely with students to help them reach their full potential.

Mannon Motion, Ltd. Co. proposes to provide up to **1 day of direct services to the students** of the Cimarron Municipal Schools (for a total of 10 potential hours), and could be available for up

to 4 more hours for administrative services and documentation as is needed. Days of service would be coordinated with the SPED director and SPED team based on best availability. Kori Mannon, MPT proposes to be the lead PT for this contract – with the possibility of providing services via a PTA on an as needed basis to ensure most sufficient coverage for this travel contract. Mannon Motion, Ltd. Co. will be available for 36 weeks and is willing to provide extended school year services as needed with addendum to or additional contract negotiation.

### **C. Experience, Reliability, Availability**

- 1. Experience-** Kori Mannon, MPT has been a PT since May 1997 and has worked as a staff PT quickly growing to management positions and eventually becoming owner/ operator of Mannon Motion, Ltd. Co. in October 2000. A complete resume which details this experience has been attached. I have worked primarily in rural settings over my career as this is my passion and my roots. I was raised in Truth or Consequences, NM and learned firsthand how giving back to a community can make dramatic impact on the lives of area youth. I was promoted to management at my second and third jobs out of PT school and quickly realized if I could manage someone else's business, I could surely manage my own and create even more possibilities for clients in rural and underserved areas. I operated my private out-patient clinic and fitness center in Elephant Butte, NM from 2000 to 2014 and throughout this timeframe treated the vast majority of pediatric clients in the region and served multiple school contracts as well (including Truth or Consequences, Hatch Valley, Lordsburg, and Magdalena).

However, my commitment to helping youth does not end with my professional work. I am a 5 time Ironman Triathlete, and I worked with other area volunteers in my home town to build HEROS, Inc. (Healthy Endeavors Require Our Support – a not for profit company) that hosted healthy events and activities to raise money for local youth programming. We started New Mexico's first organized youth triathlon team that grew to over 20 members annually. I have always loved working with school aged children, being creative, and helping them reach their maximum potential (one of my last internships in PT school was at the Baer School in Baltimore, Maryland where the MOVE (Movement Opportunities Via Education) program for children was developed. Indeed, I believe it is one of the greatest opportunities to have a positive impact on a child with special needs if we can address their needs early and empower them to live healthy, active, productive lives. I have personally found that often children with special needs tend to learn by moving- but movement is the very thing that is difficult for them. Once they can move confidently and independently through their environments they become much more eager and able to learn. I believe both professionally and personally that setting and achieving physical goals is one of the most empowering things we can do and that the cascade of positive benefits from doing so can change the course of our lives.

- 2. Reliability-** My first experience in providing school based services while running my own business came in 2000, when a rural school district in Southern NM lost its staff PT due to a legal conflict. I was contacted to simply take over the contract for the remainder of the

school year to insure students received the IEP mandated services, however when I arrived on site for the first time I found that there were hundreds of hours of services that had not been provided and needed to be recouped. I developed wonderful working relationships with the SPED staff there and quickly formulated a plan to meet with all parents and case managers and determine how to best deliver all the services needed. My short term contract then grew into several years as well as the management of other PT service providers to make sure that all services were provided in a timely fashion without negatively impacting classroom time. I worked with the district to develop summer programming as well despite the fact that this contract took me 2.5 hours from my home base. Over the following years, that particular district was able to hire full time PT as staff members but each time they were in need of a PT I was contacted and worked with them to offer services. The skills I learned in this first contract proved to be invaluable as I negotiated numerous other contracts over the years. I have often needed to work contracts short term until full time staff can be employed and I have worked contracts for years. I have had to rearrange staff schedules at my home office, re work fitness classes and negotiate creative time frames, I have even seen some gifted children after hours so as not to disrupt any classroom time. Being flexible and adaptable in meeting the needs of the students, the district and myself is one of the reasons I find rural school contracts so rewarding- it demands that I creatively solve problems – which is exactly what I ask of my clients.

### **3. Availability-**

Mannon Motion, Ltd. Co. proposes to be available up to 10 hours per week, 1 service day per week Monday – Friday based on the approved school calendar, on negotiated days for the 2018-2019 school year. PT would be available as scheduled with the students and staff between the hours of 8:00 am and 3:30 pm for direct services and may opt to perform documentation or paperwork off site. Kori Mannon, MPT proposes to be the lead/ main therapist for this contract in the Cimarron Municipal Schools but other staff could be available as needed to ensure maximum service provision as needed.

Services shall include provision of direct PT services, completion of evaluations and re-evaluations, participation in IEP, SAT and multidisciplinary team meetings, participating in purchasing requests as needed, establishing goals and reporting on goal status, collaborating with all other staff and parents, communicating with staff and SPED director, and screening students as needed for indirect services.

Mannon Motion, Ltd. Co. is agreeable to extending this proposal for up to 3 years upon executed agreement of the contract.

8/9//2018

**PROPOSAL FOR SPEECH-LANGUAGE PATHOLOGY SERVICES FOR  
CIMARRON MUNICIPAL SCHOOLS  
SCHOOL YEAR 2018-2019**

**Services Rendered:** Hurtado Speech Therapy, LLC will provide speech therapy services for the Cimarron Municipal Schools at needed school site(s) as determined by the special education director. Services may be provided by Apprentice Speech Language Pathologists (ASLs), graduate students or CFY SLPs under appropriate supervision by a licensed SLP. Services provided will include:

- Speech/language child find screenings as needed
- Speech/language therapy and evaluations (initial and 3 year re-evaluations)
- Scoring assessment tools and writing evaluation reports
- Preparation for therapy and evaluations
- Preparation for speech therapy portion for all applicable IEPs including present levels of performance/goal/objects
- Attendance of and participation in IEP meetings on days which the contractor(s) is scheduled to work
- Quarterly progress reports for all speech therapy students
- Daily notes and Medicaid billing
- Collaboration with teachers, parents/guardians, and other school based services when applicable for speech therapy students
- Participation on SAT teams, for students with possible speech and/or language delays, as needed
- Participation in speech pathologists' meetings and/or other mandatory special education meetings as needed

**Compensation for Services:** An hourly rate of **\$72/hour** plus gross receipts (current Taos county 7.3125%). Services will be completed in 2 days per week, no more than 11.5 hours per week for 36 weeks of school for a total of no more than 414 hours of billable hours. Plus up to 4.5 hours per week of travel at the same rate (162 hours per year). Rate will be for all services listed above on campus and at home and for travel between district buildings and other required sites.

Year total including billable services, travel and GRT **will not exceed \$44,504.64** (paid in 10 equal amounts monthly from August 2018-May 2019)

\*\*Contractor will maintain her own professional liability insurance coverage, business license, State licensure, PED license, American Speech-Language Hearing Association (ASHA) certification and continuing education units as required by the State licensure and ASHA.

Sincerely,

Margeaux E. Hurtado, Owner

Ashlynn Peterson  
Freedom to Move Vision Services, LLC

413 Lead Ave SE  
Albuquerque, NM 87102  
[ashlynnptrson@gmail.com](mailto:ashlynnptrson@gmail.com)  
214-543-8740

Proposal for O&M Services  
2018 – 2019 School Year

**Agency/District:** Cimarron Municipal Schools

**Date of Proposal:** 8/09/18

**Type of Services:** Orientation and Mobility

**Amount of Service:** 2 hours per month

**Length of Service:** August 2018-May2019

**Begin Date:** 8/20/18

**End Date:** 5/29/19

Service Fee

**Service Fee** is assessed at \$52 per hour and includes Direct Services and Travel Time.

An estimated total of 8 hours at \$52 per hour, totals \$416 per trip.

**\*As agreed to by consultant and Cimarron Municipal Schools, additional time and compensation may be added to said contract due to IEP meetings, trainings and other meetings requested by Cimarron Municipal Schools.**

Per Diem

**Per Diem** for lodging and meals may be added to said contract in the event an overnight stay is required. Lodging should be pre-approved and is set at \$100/night plus \$20/day for meals.

NM GRS Fee

**New Mexico Gross Receipts Tax** is assessed in the amount of 8.1875% on the total Direct Service Fee, Travel Time, and Per Diem.

An estimated total is \$34 per trip.

Direct Service Fee	Travel Time	Per Diem	Total	GRT @ 8.1875%	Grand Total
\$104	\$312	Pre-approved	\$416	\$34	\$450



Grand Total

**Estimated Grand Total** for Direct Service, Travel Time, Per Diem, and NM GRT is \$450 per trip.

Conditions

All services will be delivered as outlined, per IEP requirements, and through the direction of the Special Services Coordinator.

Direct Services will include direct teaching and training with the student, staff, and family; preparation for lessons including file review, material construction, and strategy planning; report writing including IEPs and progress reports; and assessments and evaluations as necessary.

Travel Time will be calculated from the time the service provider leaves the office of record to the time of arrival at meeting site, from the time the service provider leaves the meeting site to the time of arrival back at the office of record, and travel to and from potential overnight lodging.

Cimarron Municipal Schools will purchase or procure all needed materials, supplies, and devices necessary for assessments and instruction.

Cimarron Municipal Schools will contact service provider through personal email and/or phone.

Progress reports and IEPs will be written by the service provider, emailed to necessary personnel (teacher or Special Services Coordinator), and entered into the system by said personnel.

*If lesson needs to be cancelled or rescheduled and the service provider is notified before leaving the office of record, then compensation will not be necessary. If service provider is notified after leaving the office of record, then compensation for total time traveled will be required.*

All services are billed within 1 week following delivery of services. Payment for services must be made within 14 days from the date of the invoice.

Terms and conditions of this proposal for services are accepted and binding by issuance of a contract and/or purchase order for the above Grand Total amount by Cimarron Municipal Schools.

This Proposal for Services is good until the end of the 2018/2019 school year.



Service Provider

8/8/18

Date

\_\_\_\_\_  
Cimarron Municipal Schools

\_\_\_\_\_  
Date



Pricing Proposal  
 Quotation #: 15688265  
 Created On: 7/23/2018  
 Valid Until: 7/31/2018

**Cimarron Municipal Schools School District**

**Collin Miller**

125 N. COLLISION AVE.  
 CIMARRON, NM 87714  
 United States  
 Phone: (575) 751-3109 Ext.111  
 Fax:  
 Email: collin@schooltechsolutions.org

**Inside Accout Executive**

**Danielle Flaherty**

290 Davidson Ave.  
 Somerset, NJ 08873  
 Phone: 732-652-7669  
 Fax: 732-564-3099  
 Email: Danielle\_Flaherty@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Acer Chromebook R 11 C738T-C5R6 - Flip design - Celeron N3150 / 1.6 GHz - Chrome OS - 4 GB RAM - 32 GB eMMC - 11.6" touchscreen 1366 x 768 (HD) - HD Graphics - Wi-Fi, Bluetooth - black - kbd: US Acer - Part#: NX.G55AA.003	150	\$274.22	\$41,133.00
2 Acad Chromeos Management Svc Only Perpetual Lics Term Google - Part#: CROSSWDISEDU	150	\$23.32	\$3,498.00
3 Acer - Power adapter - 65 Watt - for Chromebook C720 Acer - Part#: NP.ADT0A.010	15	\$33.52	\$502.80
		Subtotal	\$45,133.80
		Total	\$45,133.80

**Additional Comments**

Please note: Google has a zero returns policy.

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JXSF277	7/23/2018	JXSF277	0946903	\$46,131.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Google Chrome Management Console License</u> Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: New Mexico CES (18-015AN-A101-ALL)	150	3577022	\$26.02	\$3,903.00
<u>Acer Chromebook R 11 C738T-C5R6 - 11.6" - Celeron N3150 - 4 GB RAM - 32 GB</u> Mfg. Part#: NX.G55AA.003 UNSPSC: 43211503 Contract: New Mexico CES-Chromebooks Only (18-015AN-A101-ALL)	150	3886679	\$281.52	\$42,228.00

PURCHASER BILLING INFO		SUBTOTAL	\$46,131.00
<b>Billing Address:</b> CIMARRON MUNICIPAL SCHOOLS BUSINESS OFFICE 125 N COLLISON AVE CIMARRON, NM 87714-8505 <b>Phone:</b> (575) 376-2445 <b>Payment Terms:</b> NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		GRAND TOTAL	<b>\$46,131.00</b>
		<b>DELIVER TO</b> <b>Shipping Address:</b> CIMARRON MUNICIPAL SCHOOLS BUSINESS OFFICE 125 N COLLISON AVE CIMARRON, NM 87714-8505 <b>Phone:</b> (575) 376-2445 <b>Shipping Method:</b> FEDEX Ground	

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Item #	Qty.	Mfr. Name	Description	Manufacturers Part #	Unit Price	Total
003414842-NEW	150	ACER AMERICA	Acer Chromebook R 11 C738T-C5R6 - Flip design - Celeron N3150 / 1.6 GHz - Chrome OS - 4 GB RAM - 32 GB eMMC - 11.6 touchscreen 1366 x 768 (HD) - HD Graphics - Wi-Fi, Bluetooth - black - kbd US	NX.G55AA.003	277.00	41,550.00
005361109-NEW	150	GOOGLE INC	Google Chrome OS Management Console - license - 1 license	CROSSWDISEDU	24.00	3,600.00
001875565-NEW	15	ACER AMERICA	Acer - Power adapter - 65 Watt - for Chromebook C720	NP.ADT0A.010	35.00	525.00

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**TITLE 6            PRIMARY AND SECONDARY EDUCATION**  
**CHAPTER 19      PUBLIC SCHOOL ACCOUNTABILITY – ASSESSMENT AND ACCOUNTABILITY**  
**PART 9            EARLY LITERACY REMEDIATION, INTERVENTIONS, AND FAMILY**  
**ENGAGEMENT**

**6.19.9.1            ISSUING AGENCY:** Public Education Department, herein after the department.  
[6.19.9.1 NMAC - N, 7/24/2018]

**6.19.9.2            SCOPE:** All public schools, state education institutions, and educational programs conducted in state institutions, other than the New Mexico military institute. If any part of application of this rule is held invalid, the remainder of the rule or its application in other situations shall not be affected.  
[6.19.9.2 NMAC - N, 7/24/2018]

**6.19.9.3            STATUTORY AUTHORITY:** This regulation is adopted pursuant to Sections 22-2C-1 to 13, specifically Section 22-2C-6, Subsection E of Section 22-1-1.2, Subsection D of Section 22-2-2, and Subsection B of Section 22-13-1 NMSA 1978.  
[6.19.9.3 NMAC - N, 7/24/2018]

**6.19.9.4            DURATION:** Permanent.  
[6.19.9.4 NMAC - N, 7/24/2018]

**6.19.9.5            EFFECTIVE DATE:** July 24, 2018, unless a later date is cited at the end of a section.  
[6.19.9.5 NMAC - N, 7/24/2018]

**6.19.9.6            OBJECTIVE:** This rule establishes the conditions for improving literacy outcomes for students by outlining interventions, providing mechanisms for notifying and engaging families and teachers, and notifying parents or legal guardians of all available options to improve student progress in literacy.  
[6.19.9.6 NMAC - N, 7/24/2018]

**6.19.9.7            DEFINITIONS:**

- A.            “Academic improvement plan”** means a written document developed by the student assistance team that describes the specific content standards required for a certain grade level that a student has not achieved and that prescribes specific remediation programs such as summer school, extended day or week school and tutoring.
- B.            “Benchmark assessment for literacy”** means a common, districtwide assessment for student literacy that diagnoses and regularly measures the acquisition of reading skills, including phonemic awareness, letter knowledge, alphabetic decoding, vocabulary, spelling, comprehension and fluency to be given at the beginning of the year, middle of the year, and end of the year.
- C.            “English language learner”** means a student whose first or heritage language is not English and who is unable to read, write, speak, or understand English at a level comparable to grade-level English proficient peers and native English speakers.
- D.            “Individual student report”** means the report that indicates a student’s performance on the required state assessment using scale scores, performance levels, and performance indicators.
- E.            “Intervention”** means the intensive, targeted instruction of individual students or small groups of students, as determined by student performance on the benchmark assessment for literacy, and included as part of the academic improvement plan.
- F.            “Local education agency or “LEA”** means a school district or state-chartered charter school.
- G.            “Remediation”** means tutoring, extended school day or school week programs, summer programs, and other evidence-based interventions and proven models for student improvement.
- H.            “Student assistance team” or “SAT”** means a group consisting of a student’s:
  - (1)        teacher;
  - (2)        school counselor;
  - (3)        school administrator; and

- (4) parent or legal guardian.

[6.19.9.7 NMAC - N, 7/24/2018]

**6.19.9.8 GENERAL REQUIREMENTS FOR INTERVENTION, NOTIFICATION, AND REPORTING:**

**A.** For kindergarten and grades one through three, the benchmark assessment for literacy shall be administered at the beginning of year, middle of year, and end of year. Student progress shall be carefully monitored throughout the academic year and shall be clearly communicated to parents or legal guardians through parent notification letters. For English language learners, the assessment shall be grade-level appropriate and in the student's first language, if appropriate, and approved by the department.

**B.** Academic improvement plans shall be developed for students in need of early literacy intervention, as determined by performance on the benchmark assessment for literacy. School administrators shall ensure that academic improvement plans align with department guidance and evidence-based best practices. The department may request to review academic improvement plans at any time.

**C.** The determination of a student's literacy strengths and weaknesses, as measured by the benchmark assessment for literacy, shall serve as one of the criteria for offering parents or legal guardians the option for their student to receive an additional year of instruction in the same grade level. The benchmark assessment for literacy results shall also direct the use of daily intervention, remediation, or alternative programming.

**D.** For kindergarten and grades one through three, LEAs shall track and report student literacy data and information in accordance with department requirements. Student performance shall be measured by the benchmark assessment for literacy, as defined in 6.19.9.7 NMAC. The department may issue additional guidance or provide additional tools to facilitate the collection and reporting of literacy data and information.

(1) LEAs shall report the following data to the department by March 1 of each year:

(a) number of students not proficient in literacy, as determined by the middle of year benchmark assessment for literacy;

(b) number of student assistance teams convened for students not proficient in literacy; and

(c) number of parent notification letters sent regarding individual students not proficient in literacy, as determined by the middle of year benchmark assessment for literacy, pursuant to 6.19.9.9 NMAC.

(2) LEAs shall report the following data to the department by June 1 of each year:

(a) number of students not proficient in literacy, as determined by the end of year benchmark assessment for literacy; and

(b) number of retention waiver letters signed by parents or legal guardians of students not proficient in literacy, as determined by the end of year benchmark assessment for literacy.

(3) LEAs shall report the following data to the department by August 1 of each year:

(a) number of students retained as a result of not being proficient in literacy, as determined by the end of year benchmark assessment for literacy pursuant to 6.19.9.9 NMAC;

(b) number of students not proficient in literacy, as determined by the end of year benchmark assessment for literacy, promoted to the next grade;

(c) number of students at performance level one in English language arts, according to his or her grade three individual student report for the state assessment;

(d) explanation of final determinations of student retention and promotion for which student performance on the end of year benchmark assessment for literacy was not the deciding factor;

(e) copy of the LEA's retention waiver letter template;

(f) copies of all parent notification letters sent to parents or legal guardians regarding individual students not proficient in literacy, as determined by the middle of year benchmark assessment for literacy, pursuant to 6.19.9.9 NMAC; and

(g) copies of all retention waiver letters signed by parents or legal guardians for individual students not proficient in literacy, as determined by the end of year benchmark assessment for literacy.

[6.19.9.8 NMAC - N, 7/24/2018]

**6.19.9.9 PARENT OR LEGAL GUARDIAN NOTIFICATION AND ENGAGEMENT:**

**A.** If a student is not proficient in literacy, as determined by the middle of year benchmark assessment for literacy, the student's teacher shall notify the student's parent or legal guardian formally, in writing, and hold a parent-teacher conference.

- (1) Written notification shall include:
  - (a) student performance on the benchmark assessment for literacy and ongoing progress monitoring;
  - (b) specific interventions implemented to-date;
  - (c) strategies for parents or legal guardians to implement at home; and
  - (d) parent or legal guardian options including:
    - (i) daily intervention;
    - (ii) remediation; or
    - (iii) alternative programs.
- (2) During the parent-teacher conference, the teacher shall review:
  - (a) the student's performance in comparison to grade-level literacy standards;
  - (b) results that indicate the student is not proficient in literacy as determined by benchmark assessments for literacy;
  - (c) goals for student growth that will lead to proficiency in literacy by the end of the academic year; and
  - (d) whether or not the student is on track to be college and career ready as measured by the middle of the year benchmark assessment for literacy.

**B.** Following the middle of the year notification and parent conference, the SAT shall develop an academic improvement plan for any student not proficient in literacy, as determined by the middle of year benchmark assessment for literacy. The academic improvement plan shall clearly outline progress monitoring activities, associated timelines, and delegation of responsibilities for those interventions to ensure student progress toward proficiency in literacy by the end of the year.

**C.** If a student has not achieved grade-level literacy proficiency by the end of year benchmark assessment for literacy, the student's teacher shall notify the student's parent or legal guardian formally, in writing.

- (1) Written notification shall include:
  - (a) student performance on the benchmark assessment for literacy;
  - (b) specific interventions implemented to-date;
  - (c) strategies for parents or legal guardians to implement at home; and
  - (d) a retention option pursuant to Section 22-2C-6 NMSA 1978.
- (2) Retention shall ensure that a student receives an additional year of instruction in the same grade with an amended academic improvement plan. If a student's parent or legal guardian decides not to retain the student, the parent or legal guardian shall sign a retention waiver expressing their desire for the student to be promoted to the next higher grade with an academic improvement plan designed to address specific deficiencies, including those in early literacy. A retention waiver shall only prevent the student's retention for one school year. If the student fails to reach academic proficiency, as determined by the benchmark assessment for literacy and other measures, the school shall retain the student the following year.

**D.** Parents and legal guardians shall be notified of their students' results on required state assessments and provided with their individual student reports no later than 30 days following receipt by LEAs.

[6.19.9.9 NMAC - N, 7/24/2018]

**6.19.9.10 EXEMPTIONS:** Schools may only exempt students from retention for good cause or pursuant to the completion of a retention waiver letter provided by the LEA. A student who is promoted with an exemption shall continue to receive interventions prescribed in his or her academic improvement plan until proficiency in literacy has been met as determined by a benchmark assessment for literacy.

- A.** Good cause exemptions shall be limited to the following:
  - (1) students with disabilities whose individualized education programs (IEPs) indicate that participation in the benchmark assessment for literacy is not appropriate, pursuant to Subsection I of Section 22-2C-6 NMSA 1978, or other applicable state laws and regulations;
  - (2) students with disabilities who:
    - (a) participate in the benchmark assessment for literacy;
    - (b) have IEPs or section 504 plans that reflect that they have received literacy intervention for more than two years;
    - (c) have not reach proficiency in literacy; and
    - (d) were previously retained in kindergarten or grades one, two, or three.
  - (3) students who have been previously retained in their current grade; or

(4) students identified as English language learners who have had fewer than three years of instruction in schools in the United States.

**B.** Documentation to support any request for exemption shall be collected and submitted by the student's teacher(s) or case manager to the school principal indicating why promotion is appropriate. Documentation shall include:

- (1) the reason for exemption pursuant to Subsection A of 6.19.9.10 NMAC; and
- (2) an existing academic improvement plan or IEP.

**C.** The school principal shall review and discuss the recommendation with the SAT and determine whether or not the student qualifies for the requested exemption. If the school principal determines that, based on the provided documentation, the student qualifies for the requested exemption, the school principal shall make such a recommendation in writing to the superintendent or charter school administrator. The superintendent or charter school administrator shall accept or reject the school principal's recommendation in writing.  
[6.19.9.10 NMAC - N, 7/24/2018]

**6.19.9.11 ACCELERATION OPTIONS:** Academically challenging curriculum options that provide accelerated instruction shall be made available to public school students in kindergarten and grades one through three who have not already been identified as gifted.

**A.** At a minimum, each school shall offer the following options:

- (1) whole-grade promotion; and
- (2) subject-matter acceleration.

**B.** Additional options may include the following:

- (1) enriched science, technology, engineering, and mathematics;
- (2) enrichment programs;
- (3) flexible grouping;
- (4) advanced academic courses;
- (5) combined classes;
- (6) self-paced instruction;
- (7) curriculum compacting;
- (8) advanced-content instruction; and
- (9) online instruction in personalized, higher grade level content.

[6.19.9.11 NMAC - N, 7/24/2018]

**6.19.9.12 ELIGIBILITY AND PROCEDURAL REQUIREMENTS FOR ACCELERATION:**

**A.** LEAs shall establish student eligibility requirements and procedural requirements for any whole-grade promotion or subject-matter acceleration. Student eligibility requirements and procedural requirements established by the LEA shall be included in the LEA's comprehensive student progression plan.

**B.** School principals shall establish a process by which parents or legal guardians may request student participation in acceleration options offered at their school.

(1) Each principal shall inform parents or legal guardians and students of the options available at the school and the associated eligibility requirements for each option.

(2) If the parent or legal guardian selects one of these options, and the student meets the eligibility requirements established by the LEA, the student shall be provided the opportunity to participate in the acceleration option.

**C.** When establishing student eligibility requirements for acceleration, principals and LEAs shall consider, at a minimum:

- (1) the student's performance on a locally determined assessment;
- (2) the student's performance as indicated on his or her individual student report;
- (3) the student's grade point average;
- (4) the student's attendance record;
- (5) the student's conduct record;
- (6) recommendations from one or more of the student's teachers in core-curricula courses;
- (7) recommendations from a certified school counselor or social worker, if one is assigned to the school in which the student is enrolled; and
- (8) recommendations from the student's parent or legal guardian.

[6.19.9.12 NMAC - N, 7/24/2018]



**HISTORY OF 6.19.9 NMAC: [RESERVED]**

**TITLE 6            PRIMARY AND SECONDARY EDUCATION**  
**CHAPTER 19       PUBLIC SCHOOL ACCOUNTABILITY**  
**PART 7             DEMONSTRATION OF COMPETENCY FOR HIGH SCHOOL GRADUATION**

**6.19.7.1            ISSUING AGENCY:** Public Education Department, herein after the department.  
[6.19.7.1 NMAC - Rp, 6.19.7.1 NMAC, 7/24/2018]

**6.19.7.2            SCOPE:** This rule shall apply to public schools, state educational institutions, and state agencies enrolling high school students except for institutions of higher education and the New Mexico military institute. The rule shall apply beginning with the graduating class of 2022. If any part or application of this rule is held invalid, the remainder of the rule or its application in other situations shall not be affected.  
[6.19.7.2 NMAC – Rp, 6.19.7.2 NMAC, 7/24/2018]

**6.19.7.3            STATUTORY AUTHORITY:** Sections 22-2-1, 22-2-2, 22-2C-4.1, and 22-13-1.1 NMSA 1978.  
[6.19.7.3 NMAC – Rp, 6.19.7.3 NMAC, 7/24/2018]

**6.19.7.4            DURATION:** Permanent.  
[6.19.7.4 NMAC - Rp, 6.19.7.4 NMAC, 7/24/2018]

**6.19.7.5            EFFECTIVE DATE:** July 24, 2018, unless a later date is cited at the end of a section.  
[6.19.7.5 NMAC - Rp, 6.19.7.5 NMAC, 7/24/2018]

**6.19.7.6            OBJECTIVE:** The objective of this rule is to establish pathways for demonstrating competency in mathematics, reading, writing, science, and social studies for high school graduation. This rule defines eligibility requirements, establishes appropriate assessment options, and outlines requirements for standards-based portfolios.  
[6.19.7.6 NMAC - Rp, 6.19.7.6 NMAC, 7/24/2018]

**6.19.7.7            DEFINITIONS:**

**A.            “Alternative assessment”** means a department-approved assessment such as a college placement assessment, end-of-course exam, or diagnostic assessment used to demonstrate competency for high school graduation. Assessments shall be published in the department’s graduation manual and include only nationally and statewide-normed standardized assessments.

**B.            “Alternative demonstration of competency” or “ADC”** means a department-approved, alternative option used to demonstrate competency in mathematics, reading, writing, science, or social studies for high school graduation, specifically an end of course exam, alternative assessment, or competency-based alternative as defined in Subsections A, E, and H of 6.19.7.7 NMAC.

**C.            “Artifacts”** means independently-created student work that demonstrates competency in the core content areas. Artifacts may include work from as early as grade 10.

**D.            “College placement assessment”** means a department-approved assessment measuring the readiness of a high school student for success in higher education. College placement assessments shall include nationally-normed standardized assessments used for college admissions, international baccalaureate assessments, or advanced placement exams. Assessments shall be published in the department’s graduation manual.

**E.            “Competency-based alternative”** means department-approved options such as industry-recognized credentials or certificates, programs of study, dual enrollment credits, or standards-based portfolios used to demonstrate competency of state standards for high school graduation.

**F.            “Core content areas”** means mathematics, reading, writing, science, and social studies.

**G.            “Diagnostic assessment”** means a department-approved assessment that measures the accurate placement of students in postsecondary courses.

**H.            “End-of-course exam” or “EOC”** means the department-approved exam administered to assess student content knowledge upon completion of a course.

**I.            “Local Education Agency” or “LEA”** means a local school district or state-chartered charter school.

**J. “Primary demonstration of competency”** means the primary assessment adopted by the state to serve as the first and preferred indicator of student competency in each core content area.

**K. “Program of study”** means a progressive continuum of courses that may be offered across grades nine through 12 to provide technical training, training to prepare for employment, and training to prepare for entry into postsecondary education.

**L. “Standards-based portfolio”** means the collection of artifacts that demonstrate a student’s mastery of state standards in writing, science, or social studies.

**M. “Workforce readiness assessment”** means a department-approved assessment developed for the purpose of measuring the readiness of a high school student for success in a career. Workforce readiness assessments may include department-approved standardized assessments or industry-recognized certifications or credentials.

[6.19.7.7 NMAC - Rp, 6.19.7.7 NMAC, 7/24/2018]

### **6.19.7.8 GENERAL REQUIREMENTS FOR DEMONSTRATIONS OF COMPETENCY:**

**A.** In accordance with 6.19.7 NMAC, the department shall annually develop and publish a graduation manual for each graduating class starting with the class of 2022. The manual shall be published on the department’s website or available upon request. The graduation manual shall include information on graduation requirements, primary demonstrations of competency, alternative assessments, and competency-based alternatives.

**B.** Students may demonstrate competency in each of the core content areas through the primary demonstration of competency, alternative assessments, or competency-based alternatives as outlined in Sections 10 through 14 of 6.19.7 NMAC.

**(1) Standards-based portfolio.** Portfolios may be used as a demonstration of competency in writing, science, or social studies. Portfolio artifacts may include student work from as early as grade 10.

**(2) Insufficient indicators.** Alternative demonstrations of competency of state standards for high school graduation shall not include the following:

- (a)** artifacts which are not the product of the student's independent work;
- (b)** collaborations in which an individual student's contributions cannot be distinguished;
- (c)** teacher or employer recommendations;
- (d)** artifacts that are not related to content areas required for graduation;
- (e)** letters of acceptance from higher education institutions;
- (f)** assessments not included in the graduation manual; or
- (g)** assessments developed by LEAs, schools, or individual teachers.

**C.** LEAs shall offer the opportunity to make an additional attempt on the primary demonstration of competency to any student who does not demonstrate competency on their first attempt.

**D.** LEAs and school boards may offer all or some of the ADCs outlined in 6.19.7 NMAC with the exception of assessments required by the state. LEAs and school boards shall not provide options that are not outlined by the department.

**E.** If at the end of grade twelve a student has not demonstrated competency of state standards in the core content areas, the student shall be issued a certificate indicating course credits earned and grade level completed. Students issued a certificate may provide alternative demonstrations of competency within five years of exiting a public school or state educational institution in order to satisfy competency in required core content areas and earn a New Mexico diploma of excellence.

**F.** Students with an IEP that provides for individualized graduation indicators shall adhere to the expectations for either the modified or ability option outlined in the graduation manual. Students shall attempt the assessments defined in their IEP as the primary demonstration of competency before leveraging an ADC. Individualized passing scores on primary and alternative assessments, as well as appropriate modifications to the competency-based alternatives, shall be determined by the IEP team. Individualized passing scores may be subject to department review. Students following the requirements for the modified or ability option who meet the competency requirements established in their IEP on the primary demonstration of competency, an alternative assessment, or a competency-based alternative shall earn a New Mexico diploma of excellence.

**G.** Schools shall ensure that all grade 11 students participate in the readiness assessment system pursuant to 22-2C-4.1 NMSA 1978. Students shall select and participate in one or more of the following as defined by the department at no cost to the student:

- (1)** a college placement assessment;
- (2)** a workforce readiness assessment; or

- (3) an alternative demonstration of competency.

[6.19.7.8 NMAC - Rp, 6.19.7.8 NMAC, 7/24/2018]

#### **6.19.7.9 DATA REPORTING AND GRADUATION RATES:**

**A. Data reporting.** LEAs shall provide data documenting the use of ADCs on a timeline and in a format that is in alignment with end of year data reporting requirements. LEAs shall report the percentage of students having graduated under the following categories, disaggregated by the federally required subgroups of students:

- (1) recipients of the New Mexico diploma of excellence who did not utilize an ADC; and
- (2) recipients of the New Mexico diploma of excellence who utilized at least one ADC to

demonstrate competency for high school graduation, disaggregated by the type of ADC used and the core content area.

**B. Department audits.** The department may conduct annual, randomized audits at the school and LEA level to monitor the implementation of 6.19.7 NMAC. LEAs shall cooperate with department audits. Audits may include review and analysis of any of the following:

- (1) standards-based portfolios;
- (2) scoring of completed standards-based portfolios;
- (3) student records indicating graduation pathways; or
- (4) other information or materials deemed necessary by the department.

**C. Recordkeeping.** Electronic records of alternative demonstrations of competency shall be kept by LEAs for no fewer than five years and in accordance with federal and state requirements.

[6.19.7.9 NMAC - Rp, 6.19.7.9 NMAC, 7/24/2018]

#### **6.19.7.10 DEMONSTRATION OF COMPETENCY IN MATHEMATICS:**

**A. Primary demonstration of competency in mathematics.** Students shall attempt to demonstrate competency in mathematics using the primary demonstration of competency in one or more of the following: algebra II, geometry, or integrated mathematics II or III.

**B. Alternative assessments in mathematics.** A student who does not demonstrate competency on the primary demonstration of competency may leverage an alternative assessment.

- (1) If a student has made one attempt on the primary demonstration of competency in mathematics, the student shall be eligible to use any of the following assessments to demonstrate competency:
  - (a) EOC in algebra II, geometry, pre-calculus, or integrated mathematics II or III; or
  - (b) alternative assessments in mathematics as defined in the graduation manual.
- (2) Passing scores to qualify for demonstration of competency using an alternative assessment shall be determined by the department and provided in the graduation manual.

**C. Competency-based alternatives in mathematics.** A student who does not demonstrate competency after making at least one attempt on the primary demonstration of competency in mathematics may leverage a competency-based alternative.

(1) Students leveraging competency-based alternatives shall accomplish at least one of the following in addition to completing one of the competency-based alternatives outlined in Paragraph (2) of Subsection C of 6.19.7.10 NMAC:

- (a) earn a grade of at least 3.0 on a 4.0 scale in the coursework required for graduation in algebra II, geometry, or integrated mathematics II or III;
- (b) meet the performance level of “approaches expectations” on the primary demonstration of competency for algebra II, geometry, integrated mathematics II or III;
- (c) enroll in and pass no fewer than four courses over the duration of grade 12, including a course in algebra II, geometry, or integrated mathematics II or III;
- (d) earn an offer letter from a branch of the United States military for full-time enlistment;

- (e) earn acceptance into an apprenticeship; or
- (f) complete a department-approved internship for credit.

(2) A competency-based alternative in mathematics shall be one of the following:

- (a) attainment of a department-approved, industry-recognized certificate or credential in an area that incorporates skills in mathematics, as determined by the department;
- (b) completion of a program of study with courses that integrate state standards for mathematics, as determined by the department, with a minimum grade point average of 3.0 on a 4.0 scale; or

(c) attainment of at least one dual enrollment credit with a minimum grade of 3.0 on a 4.0 scale in a mathematics course approved by the department.  
[6.19.7.10 NMAC - Rp, 6.19.7.10 NMAC, 7/24/2018]

**6.19.7.11 DEMONSTRATION OF COMPETENCY IN READING:**

**A. Primary demonstration of competency in reading.** Students shall attempt to demonstrate competency in reading using the primary demonstration of competency in grade eleven English language arts.

**B. Alternative assessments in reading.** A student who does not demonstrate competency in reading on the primary demonstration of competency may leverage an alternative assessment.

(1) If a student has made one attempt on the primary demonstration of competency in reading, the student shall be eligible to use any of the following assessments to demonstrate competency:

(a) EOC in grade 11 or 12 reading; or

(b) alternative assessments in reading as defined in the graduation manual.

(2) Passing scores to qualify for demonstration of competency using an alternative assessment shall be determined by the department and provided in the graduation manual.

**C. Competency-based alternatives in reading.** A student who does not demonstrate competency in reading after making at least one attempt on the primary demonstration of competency in reading may leverage a competency-based alternative.

(1) Students leveraging competency-based alternatives shall accomplish at least one of the following in addition to completing one of the competency-based alternatives outlined in Paragraph (2) of Subsection C of 6.19.7.11 NMAC:

(a) earn a grade of at least 3.0 or higher on a 4.0 scale in the coursework required for graduation in grade eleven or twelve English language arts;

(b) meet the performance level of “approaches expectations” on the primary demonstration of competency for grade eleven English language arts;

(c) enroll in and pass no fewer than four courses over the duration of grade twelve including a course in grade twelve English language arts;

(d) earn an offer letter from a branch of the United States military for full-time enlistment;

(e) earn acceptance into an apprenticeship; or

(f) complete a department-approved internship for credit.

(2) A competency-based alternative in reading shall be one of the following:

(a) attainment of a department-approved, industry-recognized certificate or credential in an area that incorporates skills in grade 11 or 12 reading, as determined by the department;

(b) completion of a program of study with courses that integrate state standards for reading, as determined by the department, with a minimum grade point average of 3.0 on a 4.0 scale; or

(c) attainment of at least one dual enrollment credit with a minimum grade of 3.0 on a 4.0 scale in an English language arts course approved by the department.

[6.19.7.11 NMAC - Rp, 6.19.7.11 NMAC, 7/24/2018]

**6.19.7.12 DEMONSTRATION OF COMPETENCY IN WRITING:**

**A. Primary demonstration of competency in writing.** Students shall attempt to demonstrate competency in writing using the primary demonstration of competency in grade 11 English language arts.

**B. Alternative assessments in writing.** A student who does not demonstrate competency in writing on the primary demonstration of competency may leverage an alternative assessment.

(1) If a student has made one attempt on the primary demonstration of competency in writing, the student shall be eligible to use any of the following assessments to demonstrate competency:

(a) EOC in grade 11 or 12 writing; or

(b) alternative assessments in writing as defined in the graduation manual.

(2) Passing scores to qualify for demonstration of competency using an alternative assessment shall be determined by the department and provided in the graduation manual.

**C. Competency-based alternatives in writing.** A student who does not demonstrate competency in writing after making at least one attempt on the primary demonstration of competency in writing may leverage a competency-based alternative.

(1) Students leveraging competency-based alternatives shall accomplish at least one of the following in addition to completing one of the competency-based alternatives outlined in Paragraph (2) of Subsection C of 6.19.7.12 NMAC:

- (a) earn a grade point average of at least 3.0 on a 4.0 scale in the coursework required for graduation in grade 11 or 12 English language arts;
- (b) meet the performance level of “approaches expectations” on the primary demonstration of competency for grade 11 English language arts;
- (c) enroll in and pass no fewer than four courses over the duration of grade 12 including a course in grade 12 English language arts;
- (d) earn an offer letter from a branch of the United States military for full-time enlistment;
- (e) earn acceptance into an apprenticeship; or
- (f) complete a department-approved internship for credit.

(2) A competency-based alternative in writing shall be one of the following:

- (a) attainment of a department-approved, industry-recognized certificate or credential in an area that incorporates skills in grade 11 or 12 writing, as determined by the department;
- (b) completion of a program of study with courses that integrate state standards for writing, as determined by the department, with a minimum grade point average of 3.0 on a 4.0 scale;
- (c) attainment of at least one dual enrollment credit with a minimum grade of 3.0 on a 4.0 scale in an English language arts course approved by the department; or
- (d) completion of a standards-based portfolio demonstrating mastery of grade eleven or twelve state writing standards.

(3) A student leveraging a standards-based portfolio to demonstrate competency in writing shall provide artifacts that demonstrate the student’s ability to apply the knowledge and skills articulated in grade 11 or 12 writing state standards. Portfolio artifacts shall demonstrate the student’s ability to produce clear and coherent writing in which the development, organization, and style are appropriate to the task, purpose, and audience.  
[6.19.7.12 NMAC - N, 7/24/2018]

### **6.19.7.13 DEMONSTRATION OF COMPETENCY IN SCIENCE:**

**A. Primary demonstration of competency in science.** Students shall attempt to demonstrate competency in science using the primary demonstration of competency in grade 11 science.

**B. Alternative assessments in science.** A student who does not demonstrate competency in science on the primary demonstration of competency in grade 11 science may leverage an alternative assessment.

(1) If a student has made one attempt on the primary demonstration of competency in science, the student shall be eligible to use any of the following assessments to demonstrate competency:

- (a) EOC in high school level science; or
- (b) alternative assessments in science as defined by the graduation manual.

(2) Passing scores to qualify for demonstration of competency using an alternative assessment shall be determined by the department and provided in the graduation manual.

**C. Competency-based alternatives in science.** A student who does not demonstrate competency in science after making at least one attempt on the primary demonstration of competency in science may leverage a competency-based alternative.

(1) Students leveraging competency-based alternatives shall accomplish at least one of the following in addition to completing one of the competency-based alternatives outlined in Paragraph (2) of Subsection C of 6.19.7.13 NMAC:

- (a) earn a grade of at least 3.0 on a 4.0 scale in the coursework required for graduation in high school science;
- (b) meet the performance level of “approaches expectations” on the primary demonstration of competency in grade 11 science;
- (c) enroll in and pass no fewer than four courses over the duration of grade 12 including a course in high school science;
- (d) earn an offer letter from a branch of the United States military for full-time enlistment;
- (e) earn acceptance into an apprenticeship; or
- (f) complete a department-approved internship for credit.

(2) A competency-based alternative in science shall be one of the following:

- (a) attainment of a department-approved, industry-recognized certificate or credential in an area that incorporates skills in science, as determined by the department;
  - (b) completion of a program of study with courses that integrate state standards for science, as determined by the department, with a minimum grade point average of 3.0 on a 4.0 scale;
  - (c) attainment of at least one dual enrollment credit with a minimum grade of 3.0 on a 4.0 scale in a science course approved by the department; or
  - (d) completion of a standards-based portfolio demonstrating mastery of state standards for high school science.
- (3) A student leveraging a standards-based portfolio to demonstrate competency in science shall provide artifacts that demonstrate the student’s ability to apply the knowledge and skills articulated in the state standards for high school science.  
[6.19.7.13 NMAC - N, 7/24/2018]

**6.19.7.14 DEMONSTRATION OF COMPETENCY IN SOCIAL STUDIES:**

**A. Primary demonstration of competency in social studies.** Students shall attempt to demonstrate competency in social studies using the primary demonstration of competency in one or more of the following: New Mexico history, U.S. history and geography, world history and geography, U.S. government, or economics.

**B. Alternative assessments in social studies.** A student who does not demonstrate competency in social studies on the primary demonstration of competency may leverage an alternative assessment.

(1) If a student has made one attempt on the primary demonstration of competency in social studies, the student shall be eligible to use an alternative assessment in social studies, as defined in the graduation manual.

(2) Passing scores to qualify for demonstration of competency using an alternative assessment shall be determined by the department and provided in the graduation manual.

**C. Competency-based alternatives in social studies.** A student who does not demonstrate competency in social studies after making at least one attempt on the primary demonstration of competency in social studies may leverage a competency-based alternative.

(1) Students leveraging competency-based alternatives shall accomplish at least one of the following in addition to completing one of the competency-based alternatives outlined in Paragraph (2) of Subsection C of 6.19.7.14 NMAC:

(a) earn a grade of at least 3.0 on a 4.0 scale in the coursework required for graduation in New Mexico history, U.S. history and geography, world history and geography, U.S. government, or economics;

(b) meet the performance level of “approaches expectations” on the primary demonstration of competency in New Mexico history, U.S. history and geography, world history and geography, U.S. government, or economics;

(d) enroll in and pass no fewer than four courses over the duration of grade 12 including a course in New Mexico history, U.S. history and geography, world history and geography, U.S. government, or economics;

(d) earn an offer letter from a branch of the United States military for full-time enlistment;

(e) earn acceptance into an apprenticeship; or

(f) complete a department-approved internship for credit.

(2) A competency-based alternative in social studies shall be one of the following:

(a) attainment of a department-approved, industry-recognized certificate or credential in an area that incorporates skills in social studies, as determined by the department;

(b) completion of a program of study with courses that integrate state standards for social studies, as determined by the department, with a minimum grade point average of 3.0 on a 4.0 scale;

(c) attainment of at least one dual enrollment credit with a minimum grade of 3.0 on a 4.0 scale in a social studies course approved by the department; or

(d) completion of a standards-based portfolio demonstrating mastery in U.S. government or economics.

(3) A student leveraging a standards-based portfolio to demonstrate competency in social studies shall provide artifacts that demonstrate the student’s ability to apply the knowledge and skills articulated in the state standards for U.S. government or economics.  
[6.19.7.14 NMAC - N, 7/24/2018]

**6.19.7.15 STANDARDS-BASED PORTFOLIO:** Standards-based portfolio projects may be developed by LEAs.

- A.** Completion and scoring shall be based on the following:
- (1) state standards for specific core content areas; and
  - (2) department-approved scoring rubrics.

**B.** Under the guidance of the school administrator, standards-based portfolios shall be submitted to a local review team no later 30 days prior to the graduation date.

**C.** LEAs and charters shall establish a local review team to score portfolios. Local review teams shall complete annual, department-approved rubric training. Required trainings shall be completed prior to the review of any portfolios.

- (1) The review team shall include, at a minimum:
  - (a) a highly effective or exemplary high school teacher as measured by the NMTEACH evaluation system as defined in 6.69.8 NMAC;
  - (b) a district level employee or school administrator;
  - (c) tribal leadership or a designee, if needed, as determined through tribal consultation; and
  - (d) the student's IEP case manager, if applicable.
- (2) The review team may include:
  - (a) a representative from a partnering postsecondary institution;
  - (b) a member of the business community; or
  - (c) a member of the local school board or governing body.

[6.19.7.15 NMAC - N, 7/24/2018]

**HISTORY OF 6.19.7 NMAC:**

6.19.7 NMAC - High School Readiness Assessment System for Career and College, filed 1/30/2009 was repealed and replaced by 6.19.7 NMAC - Demonstration of Competency for High School Graduation, effective 7/24/2018.



**New Mexico Register / Volume XXIX, Issue 14 / July 24, 2018**

The New Mexico Public Education Department approved at its 7/3/2018 hearing, to repeal its rule 6.19.7 NMAC, High School Readiness Assessment System for Career and College (filed 1/30/2009) and replace it with 6.19.7 NMAC, Demonstration of Competency for High School Graduation (adopted on 7/11/2018) and effective 7/24/2018.

**TITLE 6            PRIMARY AND SECONDARY EDUCATION**  
**CHAPTER 65      SCHOOL PERSONNEL EDUCATOR PREPARATION**  
**PART 3            EDUCATOR PREPARATION PROGRAM ACCOUNTABILITY**

**6.65.3.1            ISSUING AGENCY:** Public Education Department, herein after the department.  
[6.65.3.1 NMAC - N, 7/1/2018]

**6.65.3.2            SCOPE:** This rule applies to all educator preparation programs serving candidates in New Mexico. If any part or application of this rule is held invalid, its remainder or application to other situations, shall not be affected.  
[6.65.3.2 NMAC - N, 7/1/2018]

**6.65.3.3            STATUTORY AUTHORITY:** Section 22-10A-19.2 NMSA 1978, Section 22-2-1 NMSA 1978, and Section 21-22E-3 NMSA 1978  
[6.65.3.3 NMAC - N, 7/1/2018]

**6.65.3.4            DURATION:** Permanent.  
[6.65.3.4 NMAC - N, 7/1/2018]

**6.65.3.5            EFFECTIVE DATE:** July 1, 2018, unless a later date is cited at the end of a section.  
[6.65.3.5 NMAC - N, 7/1/2018]

**6.65.3.6            OBJECTIVE:** To improve and strengthen the preparation of day-one ready New Mexico educators through streamlined evaluation, review, and approval of educator preparation programs in the state.  
[6.65.3.6 NMAC - N, 7/1/2018]

**6.65.3.7            DEFINITIONS:**

**A.            “Candidate”** means an individual enrolled in an educator preparation program for licensure offered through a department-approved educator preparation program provider.

**B.            “Certified review team”** means the team trained by the department to conduct comprehensive site visit reviews. Members of the certified review team may serve in multiple roles. The following shall be represented:

- (1) a representative of the department;
- (2) a dean from another department-approved educator preparation program;
- (3) a director from another department-approved educator preparation program;
- (4) a faculty member from another department-approved educator preparation program

approved in New Mexico;

- (5) a member of a local education agency administrative team; and
- (6) a principal or eligible cooperating teacher from a local school.

**C.            “Clinical experience”** means the guided, hands-on application of knowledge and theory to actual practice through collaborative and facilitated learning activities taking place in field-based assignments.

**D.            “Clinical supervisor”** means the employee of the educator preparation program who works with and provides feedback to candidates during their clinical experience that is both trained and certified in NMTEACH and trained or experienced in the field in which they are supervising.

**E.            “Cohort”** means a set of individuals who enter an educator preparation program or exit an educator preparation program in the same year, or both.

**F.            “Completer”** means a candidate who earns a certificate or diploma from an educator preparation program approved by the department.

**G.            “Cooperating teacher”** means an educator who has earned a rating of highly effective or exemplary on the NMTEACH educator effectiveness system, is employed by a local education agency, is collaboratively selected by the local education agency and the educator preparation program, has at least three years of experience under the appropriate license, and is the primary evaluator of the candidate during their clinical

experience. The department may allow an educator who recently relocated to New Mexico and does not yet have an NMTEACH evaluation to serve as a cooperating teacher if:

- (1) the teacher has taught for at least three years; and
- (2) the teacher is either nationally board certified or has an effectiveness rating on their out-of-state evaluation equivalent to highly effective or exemplary.

**H. “Comprehensive site visit review”** means the visit conducted by a certified review team to evaluate educator preparation program performance.

**I. “Day-one ready educator”** means a teacher who positively impacts measurable student achievement from the first day the educator begins teaching by demonstrating deep content knowledge, the ability to motivate and actively engage students, the ability to personalize learning based on students’ needs, and a willingness to engage in continuous efforts to improve teaching abilities.

**J. “Disposition”** means the level of professionalism demonstrated by a candidate indicating capacity to be a day-one ready educator.

**K. “Educator preparation program advisory board”** means the group of individuals appointed by the EPP who have unique knowledge regarding the educational needs of the local community.

**L. “Educator preparation program”** or **“EPP”** means an educational program offered by an educational preparation provider that is intended to lead to teacher licensure upon candidates’ successful completion of the program.

**M. “EPP provider”** means any individual, private or public education association, corporation, or institution of higher education offering an educator preparation program.

**N. “High-needs areas”** shall include one or more of the following:

- (1) schools earning a “D” or “F” on the school grading system pursuant to 6.19.8 NMAC;
- (2) schools with a high percentage of students qualifying as economically disadvantaged;
- (3) schools with a high percentage of students qualifying for special education services;
- (4) schools with a high percentage of students qualifying as English learners; or
- (5) other schools determined by the department.

**O. “Initial approval”** means the first time an educator preparation program provider seeks and is granted approval from the professional practices and standards council to create a new educator preparation program in the state of New Mexico.

**P. “Local education agency”** or **“LEA”** means a school district or a state-chartered charter school.

**Q. “New Mexico teacher assessments”** or **“NMTA”** means the tests required for individuals seeking initial New Mexico licensure.

**R. “NMTEACH educator effectiveness system”** or **“NMTEACH”** means the department-approved educator evaluation system defined in 6.69.8 NMAC that measures teacher performance on five components:

- (1) improved student achievement;
- (2) classroom observation;
- (3) planning, preparation, and professionalism;
- (4) student or parent surveys; and
- (5) teacher attendance.

**S. “Professional practices and standards council”** or **“PPSC”** means the body that approves new educator preparation programs as defined in 6.2.8 NMAC.

**T. “Program revision”** means the addition of new licensure programming or modifications made to an existing department-approved educator preparation program including changes to standards.

**U. “Quality review rubric”** means the tool used by the certified review team during a comprehensive site visit review to determine an EPP’s status according to a series of aligned indicators and subcomponents that contribute to an overall rating on a five-level performance scale.

**V. “Revocation”** means the department decision to no longer recognize an educator preparation program as approved nor to license candidates completing coursework at the revoked educator preparation program within three semesters of revocation.

**W. “Scorecard”** means the annual report prepared and released by the department to rate educator preparation program performance on an A through F scale.

**X. “Theory of action”** means the collection of cause and effect relationships developed by the educator preparation program to guide and achieve demonstrable outcomes.

[6.65.3.7 NMAC - N, 7/1/2018]

**6.65.3.8 APPLICATION PROCESS FOR APPROVAL:**

- A.** EPP providers existing at the time of the enactment of 6.65.3 NMAC shall be required to reapply through the PPSC no later than the end of the 2018 – 2019 school year.
- B.** EPP providers seeking a program revision for an existing department-approved EPP and EPP providers seeking initial approval shall submit an application to the department to be reviewed by the PPSC.
- C.** Applications shall provide the information outlined in the PPSC manual and meet the general requirements of 6.65.3.9 NMAC.  
[6.65.3.8 NMAC - N, 7/1/2018]

**6.65.3.9 EDUCATOR PREPARATION PROGRAM GENERAL REQUIREMENTS:** EPPs shall meet requirements as stated in state statute, regulation, and the following additional requirements.

- A.** EPPs shall establish rigorous entry requirements including:
  - (1) passage of all NMTA essential academic skills tests prior to admission;
  - (2) candidate undergraduate grade point average of at least 2.75 on a 4.0 scale; and
  - (3) successful completion of the department’s required background check and approval process.
- B.** EPPs shall ensure that opportunities for clinical experiences are provided to candidates continuously throughout their enrollment.
  - (1) Clinical experiences shall begin upon the candidate’s entrance into an EPP.
  - (2) The majority of clinical experiences shall align with the area, subject, or category of certification or license being sought by the candidate.
  - (3) During at least one of candidates’ multiple clinical experiences, candidates shall serve as a teacher in a school under the supervision of a cooperating teacher and plan and deliver independent instruction to students on a regularly scheduled basis.
- C.** EPPs shall ensure that candidates embrace and execute upon their responsibility as educators to develop the skills and capacities to implement meaningful practices for parent and family engagement, notably keeping families fully informed of their child’s progress towards college-and-career readiness, on a regular basis, using objective measures in all subject areas.
- D.** EPPs shall establish partnerships with stakeholder groups to fulfill requirements related to clinical experiences and meet the needs of LEAs. At a minimum, partners shall include:
  - (1) classroom teachers;
  - (2) principals;
  - (3) superintendents;
  - (4) human resource directors;
  - (5) curriculum directors; and
  - (6) the EPP advisory board.
- E.** Programs for all teachers shall include instruction in pedagogy that is aligned with department standards pursuant to 6.61.2 NMAC through 6.61.12 NMAC.
- F.** EPPs shall conduct a minimum of three formally documented observations that include verbal and written feedback on the candidate’s practice.
  - (1) Observations and evaluations of candidates shall be aligned with the four domains of NMTEACH:
    - (a) planning and preparation;
    - (b) creating an environment for learning;
    - (c) teaching for learning; and
    - (d) professionalism.
  - (2) Results of evaluations shall inform program interaction with the candidate including feedback, placement, remediation, and support.
  - (3) Documentation of observations shall be stored by the EPP for a minimum of five years after candidate completion and shall be available to the completer and the department upon request.
- G.** EPPs shall establish rigorous exit requirements in alignment with those required to seek licensure from the department including:
  - (1) successful demonstration of competency in all relevant areas, subjects, or categories of NMTA; and
  - (2) a written recommendation from the EPP that the candidate demonstrates the dispositions necessary for success in the classroom and other learning environments.

**H.** In a form approved by the department, all EPPs shall annually submit candidate level data as agreed to in memoranda of understanding or associated amendments between the department and EPP providers. Failure to comply with data reporting and collection requests may result in revocation of the EPP's approval.

**I.** EPPs shall fully comply, in a timely manner, with all requirements that allow the department to generate a scorecard and conduct the comprehensive site visit review in accordance with 6.65.3.11 NMAC and 6.65.3.12 NMAC.

[6.65.3.9 NMAC - N, 7/1/2018]

**6.65.3.10 ENTRY REQUIREMENTS THAT MAY BE WAIVED BY EDUCATOR PREPARATION PROGRAMS:** EPPs may waive entrance requirements outlined in Paragraphs (1) and (2) of Subsection A of 6.65.3.9 NMAC for certain candidates.

**A.** Candidates admitted under a waiver specific to Paragraph (1) of Subsection A of 6.65.3.9 shall be provided remedial services designed to support the candidate to pass all NMTA tests. Documentation of the remedial support provided to the candidate and documentation that the candidate passes all NMTA tests within one year of admittance under a waiver shall be available to the department upon request. For each cohort, waivers for candidates who do not pass the NMTA essential academic skills tests or for candidates not meeting the required minimum GPA shall not exceed ten percent in each category.

**B.** EPPs shall provide support, as needed, to candidates admitted under a waiver.

**C.** Candidates admitted under waivers who do not meet the entry requirements outlined in Subsection A of 6.65.3.9 NMAC within one year of enrollment shall be exited from the EPP. EPPs shall not readmit said candidates until they meet all requirements of Subsection A of 6.65.3.9 NMAC.

[6.65.3.10 NMAC - N, 7/1/2018]

**6.65.3.11 EDUCATOR PREPARATION PROGRAM SCORECARDS:** The department shall issue an annual scorecard to each department-approved EPP in the state of New Mexico. EPPs earning initial approval after the enactment of 6.65.3 NMAC shall be issued their first scorecard after the completion of their first two years of operation.

**A.** The EPP scorecard shall:

- (1) evaluate the effectiveness of the EPP;
- (2) rate EPP performance on an A through F scale;
- (3) be issued annually by the department for all EPPs with at least 10 candidates; and
- (4) be publicly released by the department.

**B.** The scorecard shall be organized into four domains:

- (1) admissions;
- (2) candidate promise;
- (3) hiring and retention; and
- (4) graduate performance.

**C.** The department shall, in the technical manual, state which specific indicators shall be included in the calculations for the domains defined in Subsection B of 6.65.3.11 NMAC. The technical manual shall be published annually on the department website prior to the release of the scorecards and in accordance with memoranda of understanding between the EPPs and the department.

**D.** The indicators measured by the department shall include the following:

- (1) acceptance rate;
- (2) candidate aptitude based on department-approved assessments;
- (3) diversity of cohort;
- (4) candidate performance on licensure tests;
- (5) hiring and retention rates for completers teaching in New Mexico;
- (6) multiple measures of effectiveness of completers, as measured by NMTEACH;
- (7) student growth based on department-approved assessments;
- (8) student achievement based on department-approved assessments;
- (9) completers serving in high-needs areas;
- (10) candidate perception surveys; or
- (11) employer perception surveys.

[6.65.3.11 NMAC - N, 7/1/2018]

**6.65.3.12 COMPREHENSIVE SITE VISIT REVIEW PROCESS:** EPPs shall fully cooperate with the comprehensive site visit review process. The department shall develop an EPP manual outlining the comprehensive site visit process that shall include all documents necessary for the site visit review. Site visits shall occur every four years on a calendar determined by the department unless the status of a program, as outlined in 6.65.3.13 NMAC, changes in a way that merits more frequent visits. EPPs receiving initial approval after the enactment of 6.65.3 NMAC shall participate in their first comprehensive site visit review after the completion of their first two years of operation.

**A.** The comprehensive site visit review process shall assess the performance of the EPP on the four components of the quality review rubric.

- (1) curriculum design and delivery;
- (2) clinical experience;
- (3) candidate quality; and
- (4) continuous improvement.

**B.** The comprehensive site visit review process shall include the following three elements:

(1) **Self-evaluation.** EPPs shall complete the self-evaluation documents in the EPP manual prior to the site visit. Documents shall be submitted to the department at least 12 weeks prior to the site visit. Documents shall include:

(a) quality review rubric;

(b) quality review worksheets for each of the four key components on the quality review rubric; and

(c) data and artifacts listed as supplemental evidence in the EPP manual accompanied by any releases for such information, if necessary.

(2) **Site visit.** The certified review team shall conduct the site visit and review the EPP using the quality review rubric.

(3) **Summative conference.** The certified review team shall debrief the site visit with the EPP and present their initial findings.

**C.** At the end of the comprehensive site visit review process, the EPP shall be assessed on its overall performance and shall be rated with one of following site visit classifications defined in the EPP manual:

- (1) industry leader;
- (2) well-developed;
- (3) proficient;
- (4) developing; or
- (5) underdeveloped.

**D.** The certified review team shall release a final written report to the EPP containing the EPP's scores on each component of the quality review rubric and their overall performance no later than 90 calendar days after the comprehensive site visit review.

**E.** EPPs shall have 14 calendar days after receiving the report to submit a response, in writing, to the department to indicate any alleged factual errors and to provide any documentation deemed necessary to support the allegations. If, after review of the EPP's response, the department determines the error to be valid, the report shall be amended within 20 calendar days.

[6.65.3.12 NMAC - N, 7/1/2018]

**6.65.3.13 DETERMINATION OF EPP STATUS:** The scorecard grade and the site visit classification shall determine whether an EPP earns approval for continued operation, is placed on probation, or has its approval revoked. The EPP status shall determine the frequency of comprehensive site visit reviews and the scope of EPP responsibilities. EPPs shall be notified of their status by the department no later than November 30 annually.

**A. Approval for continued operation.** Approval for continued operation shall be granted to EPPs earning a C or better on the department scorecard and proficient or better on the comprehensive site visit review. Approval for continued operation shall last four years unless the EPP scorecard grade falls below a C during the four year approval period. Any approved EPP falling below a C during their approval period shall have their status changed to probation.

**B. Probation.** EPPs shall be placed on probation if they earn less than a C on the department scorecard or below proficient on the comprehensive site visit review. During the two year probation period, EPPs shall not be eligible to seek approval for new programs from the PPSC. EPPs may continue to accept candidates for entry while on probation.

- (1) Responsibilities of EPPs on probation shall include:

(a) development of an improvement plan that addresses program deficiencies that shall be submitted to the department for approval within 90 calendar days of notification of probation status;

(b) annual submittal of a report to the department detailing progress made on the improvement plan;

(c) participation in a comprehensive site visit review at the end of the two-year probation period;

(d) participation in professional development and technical assistance prescribed by the department; and

(e) individual, written notification informing current candidates of the EPP's probation status within 30 calendar days of department notification.

(2) Probation shall last two years unless the EPP scorecard grade improves to a C or above after the first year of probation.

(3) The department shall monitor the EPP's progress toward improving the areas noted in the comprehensive site review process throughout the probationary period by reviewing the required data reports and conducting monitoring visits as deemed necessary by the department.

(4) Any EPP not exiting probation after the conclusion of the two year probation period may be moved to a status of revocation or may be granted an additional year of probation. EPPs on a third year of probation shall:

(a) participate in an additional comprehensive site visit review at the end of the third year of probation;

(b) provide documentation of candidate notification of continued probation to the department; and

(c) cease acceptance of new candidates.

(5) EPPs not making necessary improvements to exit probation after three years on probation shall have their status changed to revocation.

**C. Revocation.**

(1) The department may revoke an EPP's approval for any of the following reasons:

(a) earning a grade of F on the scorecard or underdeveloped on the comprehensive site visit review;

(b) not exiting probation status;

(c) failing to meet reporting or compliance requirements as set forth by statute, department regulation, or guidance provided in department manuals; or

(d) having 10 or fewer completers for at least two consecutive years.

(2) The department shall notify EPPs of revocation in writing. Immediately upon receipt of a notice of revocation, the EPP shall:

(a) cease recruitment and acceptance of new candidates;

(b) allow candidates currently enrolled in the EPP to complete the licensure program, provided they complete the program within three semesters of the notice of revocation; and

(c) work with candidates unable to complete the licensure program within three semesters by providing options for transfer to another EPP.

(3) An EPP provider that has received a notice of revocation may file a request for reconsideration by the department no later than 30 calendar days after the notice of revocation has been received.

(a) The department shall review the materials submitted by the EPP provider including written statements of position, documents, and comments supporting the claim.

(b) The department, after considering the request, shall make a decision and inform the EPP provider in writing of its decision within 60 calendar days of receipt of the request for reconsideration.

(c) The decision of the department shall be final.

(4) An EPP with revoked approval shall wait two years following the date of revocation before reapplying via the application process defined in 6.65.3.8 NMAC.  
[6.65.3.13 NMAC - N, 7/1/2018]

**History of 6.65.3 NMAC: [RESERVED]**

# CIMARRON MUNICIPAL SCHOOLS

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(575) 376-2445 (575) 376-2442-FAX

CIMARRON MUNICIPAL SCHOOLS  
BOARD OF EDUCATION

RETREAT

Eagle Nest Elementary/Middle School  
Life Skills Room  
Wednesday, August 15, 2018  
9 am – 4:30 pm

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Consider Approval of Agenda (Action)
- V. Review Draft Strategy Document
- VI. Set Strategic Goals for each focus area
- VII. Set SMART Objectives for each Strategic Goal
- VIII. Prioritize SMART Objectives
- IX. Update of Vision Video
- X. Review Tracking Sheet and Expectations
- XI. Superintendents Goals for School Year 2018-2019

Persons from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. Multiple and repetitious presentations of the same view will be discouraged. Public Comments and Observations regarding non-agenda items that fall within the purview of the Cimarron Board of Education are heard at this time. Comments regarding matters under litigation will not be allowed and no action will be taken on items presented but may be referred to staff or others. The School Board Members and Superintendent may travel together, however, no school business will be discussed or action taken.

This is an open meeting and the citizens of the Cimarron Municipal School District are invited to attend. Notice: Individuals with disabilities who need any form of auxiliary aid to attend or participate at this meeting are to contact the Superintendent at 575-376-2445 as soon as possible.